



HOUSING & REDEVELOPMENT AUTHORITIES
OF CUMBERLAND COUNTY

Better Places, Better Lives

HOUSING QUALITY INSPECTION SERVICES
HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Cumberland County Housing Authority

114 N Hanover St.
Carlisle, PA 17013

RFP-2022-HQINS

Proposals due Monday, September 12th, 2022 by 4:00pm.

The Cumberland County Housing Authority (“the Authority”) seeks to engage the services of a qualified inspection firm or qualified inspector to conduct inspections of the Section 8 Housing Choice Voucher Program (HCV) units to ensure they meet Housing Quality Standards (HQS) as defined by the Department of Housing and Urban Development.

The inspections will be scheduled by the Housing Choice Voucher Director of the Authority and the inspection data results will be returned in a clear, concise format acceptable to the Authority.

The inspection data will be submitted at the completion of each day’s inspection. Projected Term of the Contract: Two (2) years with the option to extend the contract for the term of (3) 1 year extension.

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HUD Form 5369b: Instructions to Offerors (Pre-award Terms)

HUD Form 5369c: Representations, Certifications and other Statements

SECTION 1

Introduction, Submission, Evaluation and Award

The Authority is the public entity that provides subsidized housing assistance to low-income families in Cumberland and Perry Counties. The Authority administers 1331 housing vouchers under the Section 8 Choice Voucher program.

The Authority is seeking proposals from qualified firms or individuals to conduct Housing Quality Standards (HQS) inspections for properties administered by the Authority for the Section 8 Housing Choice Voucher Program (HCV) in Perry County and a site in Carlisle, approximating a total of 175 voucher units.

Term Contract: The term of the contract will be for 2 years commencing on the date of award and may be renewed for three (3) additional one-year terms upon mutual consent of all parties.

Non-Exclusive: This is not an exclusive contract and there is no guarantee as to the amount of work to be assigned for the year. The Authority reserves the right to go out to separate bid for major projects.

Funding: This contract is contingent upon funding availability by the U.S. Housing and Urban Development (HUD). In the event that funds are not available at any time during the contract term, the Authority reserves the right to cancel the agreement. In such event, the Contractor will be paid for satisfactory services provided to date of cancellation.

TIMELINE

RFP ISSUED 8/11/22

QUESTIONS RECEIVED UNTIL 9/12/22 COB

PROPOSALS DUE 9/19/22 4:00PM

QUESTIONS

All questions must be put in writing to the RFP Contact named below no later than 9/12/22 calendar days before the date of bid opening. The intent of this requirement is to assure that all respondents are in receipt of the same information and to allow the Authority sufficient time to post questions and answers to this RFP. The Authority reserves the right to use its discretion in issuing Addenda for questions and answers, only those questions and answers.

SECTION 2

Scope

The successful Contractor will be responsible for conducting property inspections for Perry County and the Carlisle Townhomes in accordance with HUD HQS inspection criteria, and this RFP. The Authority administers approximately 175 Section 8 Housing Choice Vouchers in Perry County, as well as, Carlisle Townhomes resulting in the need for approximately 175 inspections annually.

Compliance: Unit inspections include sites, common areas, building exteriors and building systems. Units should be inspected in accordance with criteria found in 24 CFR982.401 and all supporting HUD regulations, and the Authority Administrative Plan.

Scheduling: The Authority will work closely with the Contractor to develop a scheduling plan that will provide for a smooth flow in the inspection process. The Authority will provide an initial schedule to the Contractor, along with relevant client and landlord information. The coordination of inspections is critical to the success of the detection, correction, and re-inspection processes.

Turn-around Time: The entire inspection process must be completed in a timely manner. External factors such as holidays and staff availability will bear on the scheduling.

Reporting: The Contractor will inspect only units as requested by the Authority and will render a written report for each unit inspected utilizing the form approved by the Authority and HUD as to the conditions and/or defects noted, the individual responsible for the noted conditions and/or defects (i.e. tenant or owner) and the recommended repairs

Rating: Each item on the inspection checklist must receive a rating of pass, fail, or inconclusive. The inspector shall make clear notes about the nature of all fail and inconclusive items. For the unit to receive a pass rating, no fail or inconclusive items can be noted on the inspection checklist.

HUD Inspection Forms: The Contractor will be required to use HUD inspection forms and form letters as required by the Authority.

Notifications: The Contractor will be responsible for notifying all tenants and landlords via mail of all annual/special inspections. The Contractor will be responsible for notifying all tenants and landlords for all initial inspections via telephone. The Contractor will be responsible for notifying the Authority and all tenant and landlords via mail of any HQS violations and of the re-inspection date for all annuals/specials.

Data Management: The Contractor will be responsible for working with the Housing Choice Voucher Director to facilitate transfer of information to and from each other. The Authority

intends to provide to the selected contractor the data required for them to accomplish their duties, and for the Authority to receive the data required to populate all fields that are currently input by in-house staff.

TYPES OF INSPECTIONS:

- 1. Initial Inspection:** First inspection made of a unit coming into the program. This inspection must be conducted within seven (7) business days of a request from the Authority.
- 2. Annual Inspection:** Conducted every year, within the timeframe dictated by Federal Regulations and the SEMAP requirements 985.3(m). Such requirements currently require an annual inspection within 364 days of the prior year inspection. The Authority will assure that the Contractor is provided with a list of units to be inspected approximately 90 days prior to the inspection anniversary date.
- 3. Complaint/Special Inspection:** This inspection is generally triggered by a complaint from the owner or tenant and should be conducted within seven (7) business days of a request by the Authority.
- 4. Emergency Re-inspection:** These re-inspections will be conducted within 24 hours of the receipt of owner's certification that all failed items have been corrected.
- 5. Re-inspection:** These inspections will be conducted within thirty (30) days of receipt of owner's certification that all failed items have been corrected.
- 6. HQS Quality Control Inspection:** These inspections are conducted based on SEMAP requirements.

CONTRACTOR RESPONSIBILITIES

Contractor will be responsible for:

- 1.** Scheduling appointments with landlords and/or tenants within the time required by Authority, including rescheduling if necessary; inspecting sites, units, common areas, building exteriors, and building systems to ascertain compliance with HUD's HQS, including HUD's Lead Based Paint Rules. Providing timely notice to both the Landlord and the Tenant of the scheduled inspection date.
- 2.** Documenting each inspection by the completion of an inspection report as approved by the Authority and HUD and noting thereon when appropriate, information relating to the apartment, deficiencies, failures, and tenant-caused damage or deficiency.
- 3.** Informing owners and/or tenants within 5 days of inspection, in writing, on a faint approved by the Authority, as to deficiencies and repairs.

4. Re-inspecting units within 30 days of notice that deficiencies have been corrected.
5. Informing owners of any life-threatening deficiencies noted during the inspection IMMEDIATELY.
6. Recording date Landlord confirms with Contractor that Emergency violations have been corrected.
7. Re-inspecting Emergency violations within 24 hours of the receipt of owner's certification that all failed items have been corrected.
8. Discussing inspection reports with owners, tenants, and the Authority's Executive Director and/or designee.
9. Submitting copies of all correspondence with Landlords and/or Tenants to the Authority.
10. Maintaining confidentiality of records regarding program.
11. Invoicing the Authority on a monthly basis for services performed

REPORTS:

The Contractor will be required to complete HUD-52580-A (Inspection Form) for all initial inspections and HUD-52580 (Inspection Checklist) for all annual and special inspections and related follow-up. There may be additional special reports required which are related to this contract, if deemed necessary by the Authority.

Life Threatening Emergencies: If the Contractor determines that the dwelling unit has failed the inspection due to a "life threatening emergency" the Contractor must immediately report the existence of the emergency to the landlord.

The Contractor shall also notify the designated Authority staff electronically within 24 hours.

Weekly: On a weekly basis, the Contractor shall submit to the Authority all completed inspection reports and all correspondence with landlord and/or tenant. The Contractor's transmittal letter shall be numbered in sequence, accounting for cumulative units previously submitted, number of units submitted in this report, and a list of inspections scheduled for the week ahead.

Monthly: The Contractor will invoice the Authority on a monthly basis and itemize each inspection performed on an Excel spreadsheet, or form approved by the Authority.

The Authority will not pay for any inspections not performed and/or completed.

PERFORMANCE STANDARDS & MEASUREMENTS

The Contractor will redo any inspection determined by the Authority to be incomplete or not done in accordance with the applicable inspection standard(s). Only directed re-inspections and properly inspected units as determined by the Authority will result in payment in accordance with the contract. The Authority will not pay for any inspection not performed.

Contractor employees assigned to perform the work must have complete knowledge of local building codes, State Sanitary Code, and HUD HQS. Personnel must be courteous, professional and bondable.

Contractor employees must wear name badges with photos, identifying them by name and firm. Inspectors and any persons entering residents' apartments and/or cellars must not have been convicted of any crimes against persons or property and/or other criminal acts that would adversely affect the health, safety or welfare of residents.

Contractors shall be responsible for the actions of its inspectors and other personnel performing services on this contract and shall indemnify the Authority in the event any claims should arise from the acts or omissions of such inspectors or personnel.

The Contractor is responsible for making appointments with the tenant and/or landlord for inspections. The Contractor will not be entitled to payment for a unit except when a unit has been inspected and an inspection report has been issued. The Contractor will make up to two attempts to inspect a unit, without cost to the Authority.

SECTION 3
Qualifications

Company Name: _____

Company Address: _____

Contact Name: _____

Contact Title: _____

Contact Email: _____

Contact Phone Number: _____

1. Structure: ___ Sole Proprietor ___ Partnership ___ Corporation ___ Other ()
2. What is your company's or individual primary line of work?

3. How many years has your company been in this line of work? _____
4. Provide the name, title and resume of the person(s) your firm will assign to manage the work under this contract. Also include relevant certifications and licenses. (ATTACH RESUMES AS NEEDED)

5. List 3 recent projects which demonstrate your firm's experience in the field of work. Provide the project title and location.

6. Provide reference from the projects listed above (names, titles, phone numbers)

7. Have you ever been debarred by any local, state or federal government?

8. Have you ever been terminated by any owner on any project for any reason? If so, please explain.

Completed By (PRINT NAME): _____

Date: _____

Signature: _____

**SECTION 4
Proposal Form**

The undersigned agrees to provide services in accordance with the Scope of Services and all other documents contained in this Request for Proposal. Fixed prices shall be inclusive of all work incidentals to completing the task.

ITEM DESCRIPTION	PRICE PER INDIVIDUAL ITEM
1. Initial Inspection:	\$ _____
2. Annual Inspection:	\$ _____
3. Complaint / Special Inspection:	\$ _____
4. Emergency Re-Inspection:	\$ _____
5. Re-Inspection:	\$ _____
6. HQS Quality Control Inspection:	\$ _____

ADDITIONAL COSTS: Itemize all costs which would be an additional charge to the Authority, together with the fee for such items.

The Undersigned agrees to hold its offer open for 120 days from the date of RFP opening.

NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

SECTION 5

Submission Requirement and Evaluation Form

SUBMISSION REQUIREMENTS

Three (3) paper copies must be submitted by September 12, 2022 by 4pm to:

Attn: Mary Kuna

Cumberland County Housing and Redevelopment Authorities

114 N Hanover St.

Carlisle, PA 17013

Please note **RFP-2022-HQINS** on the envelope.

Include the following in your proposal:

1. Letter of Interest-Explain your interest in working the with Authority and why you consider your company the most qualified.
2. Section 3 including any additional attachments
3. Section 4 including any additional attachments
4. Evaluation Form

EVALUATION FORM

Description of Work: RFP-2022-HQINS

Firm Name: _____

Street Address: _____

Telephone: _____

Person to Contact: _____

All proposals will be evaluated in accordance with the following criteria:

Selection Criteria	Points
Letter of Interest	20
Demonstrated Experience	50
Cost	30
OVERALL SCORE	100

The Authority will make an award to the responsible respondent whose offer conforms to the solicitation and is most advantageous to the Authority, cost or price and other factors considered.

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Name: _____

Title: _____

Signature of Bidder: _____

Section 6

General Terms and Conditions

COST INCURRED IN RESPONDING

All costs directly or indirectly related to preparation of a response to the Request for Proposal, or any oral presentation required to supplement and/or clarify the submittal which may be required by the Authority shall be the sole responsibility of and shall be borne by Offeror.

REJECTION

The Authority reserves the right to reject any and all submittals and/or to waive any informality in the solicitation process or parts thereof and to re-solicit.

The Authority does not guarantee that a contract will be awarded as a result of this Request for Proposal

CONTRACT COMPLIANCE STATEMENT

The Offeror shall state his/her compliance with all applicable rules and regulations of Federal, State and Local governing entities and that they are not excluded from Federal procurement programs. Offeror must state his compliance with terms of this Request for Proposal (see attachments).

The Offeror must demonstrate that the proposal meets all applicable rules, regulations, permitting, registration and licensing requirements, whether Local, State or Federal. It is the responsibility of the potential Contractor to determine the applicability of any rule, regulation or other requirement.

CONFLICT OF INTEREST: All Respondents must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the Authority. All Respondents must also disclose in writing with their proposal the name of any employee of the Authority who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or subsidiaries. By submitting a proposal, the Respondent certifies that there is no relationship between the Respondent and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

INSURANCE COVERAGE: During the term of the Contract, the Respondent at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. At a minimum, the Respondent shall provide and maintain the following coverage and limits **INSURANCE:**

The Contractor shall furnish the following insurance coverage issued by an insurance company licensed to conduct business in Pennsylvania. Insurance coverage shall remain in full force for the duration of this Contract including any and all extensions or renewals thereof. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration.

A. Fidelity/Crime Insurance:

- Limits of not less than \$1,000,000 per occurrence that covers claims incurred as a result of Contractor's employees' dishonesty, burglary, theft, fraud, or destruction of property.

B. Comprehensive General Liability Insurance, Including Contractual Liability Insurance:

- Limits not less than \$1,000,000 for all damages because of bodily injury sustained as the result of any occurrence, and \$1,000,000 for all damages of property sustained by each person as the result of any one occurrence, and \$1,000,000 for all property damage sustained as a result of any one occurrence, or a limit of not less than \$3,000,000 Combined Single Limit (CSL). All deductibles, if any, are the sole responsibility of the Contractor to pay, or indemnify the Authority for paying, or both.

C. Automobile Liability Insurance:

- Limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence, and \$1,000,000 for damage because of bodily injury sustained by two or more persons as the result of any occurrence, and \$100,000 because of property damage sustained as the result of any one occurrence, or a limit of not less than \$1,250,000 Combined Single Limit (CSL). All deductibles, if any, are the sole responsibility of the Contractor to pay, or indemnify the Authority for paying, or both.

D. Workers' Compensation Insurance

Contractor must maintain Worker's Compensation Insurance for their employees.

E. The Housing Authority of the County of Cumberland is named as an Additional Insured