

Requests for Proposals Housing Quality Standards (HQS) Inspection Services Housing Works Owned units

Introduction

This Request for Proposals (RFP) is seeking proposals from qualified firms/agencies or individuals to provide Housing Quality Standards (HQS) inspection services for Central Oregon Regional Housing Authority dba Housing Works owned and/or managed properties where Section 8 Housing Choice Voucher (HCV) clients apply to reside with their voucher. One-person firms are welcomed to apply. The HQS Inspections must be in accordance with the guidelines established by the U.S. Department of Housing and Urban Development (HUD) for the HCV Program.

Instructions

One (1) original of your proposal must be submitted to Housing Works, 405 SW 6th Street, Redmond, OR 97756, ATTN: Lesly Gonzalez. Please also send an electronic copy to lgonzalez@housing-works.org. Proposals must be concise and include resume or statement of qualifications for each member of the firm. One-person firms are welcomed to apply.

Respondents are advised that all submissions (including those not selected) may be made available to the public upon request after completion of the process, selection of the successful RFP, and signing of a contract for the requested services. Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

Proposals must be received no later than 5:00 p.m. on June 15, 2022.

Scope of Work

Housing Works seeks to engage qualified vendors to perform HQS Inspection services in accordance with the guidelines established by HUD for the HCV program (tenant based or projected based vouchers).

The HCV Program is a federal program through which Housing Works aids qualifying households renting privately and publicly owned housing units in Crook, Deschutes, and Jefferson Counties. Under the regulations established by HUD, a housing unit must be maintained in decent, safe, and sanitary condition to be eligible for a subsidy. HUD also requires that a housing authority must have a third-party inspect all PHA Owned units where an HCV household resides. This means any unit owned, managed by, or where the housing authority has a majority interest in the unit, a third party must complete the HQS inspections.

Housing Works has entered into an Annual Contributions Contract (ACC) with HUD for 1,430 housing choice vouchers. Any of these 1,430 voucher households can select a PHA Owned unit to use their voucher. Housing Works currently owns, manages, or has an interest in over 1,200 units within the 3-county jurisdiction.

The successful respondent (hereinafter, the HQS Contractor) will maintain a staff level adequate to handle the volume of HQS Inspection activity associated with the Housing Works portfolio described above; which is estimated to be 70 – 100 annual inspections, approximately 60 initial inspections, 30 re-inspections, and approximately 10 special inspections each year.

The HQS Contractor and inspectors performing services for the HQS Contractor must maintain the necessary skill and judgement to perform all the duties and responsibilities customarily associated with performing HQS inspections and documenting such inspections. All inspectors must have Housing Quality Standards certifications, a valid driver's license, and the use of an automobile for work purposes. The HQS Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the contracted work. If respondent is selected, proof of insurance with coverage of not less than \$1,000,000 per occurrence will be required prior to any engagement for inspection services.

The HQS Contractor and all inspectors performing services on behalf of the HQS Contractor must be generally knowledgeable with response to the HUD rules, regulations, manuals, handbooks, PIH Notices, and other published guidance governing HQS inspections, which may be amended and supplemented by HUD from time to time, including but not limited to the following (collectively, the Rules and Regulations):

- Title 24, Part 982, Subpart I of the Code of Federal Regulations
- Housing Inspection Manual: Section 8 Existing Housing Program
- Chapter 10, Housing Choice Voucher Guidebook
- Notice PIH 2010-10 (HA)
- Form HUD-52580
- Form HUD-52580A

The HQS Contractor is responsible for maintaining up-to-date versions of the Rules and Regulations, possessing thorough knowledge and understanding of the Rules and Regulations, and providing sufficient training to inspectors with response to the Rules and Regulations. All inspections must conform to the specifications identified by HUD in the Rules and Regulations, including the obligation to record the results on the forms published by HUD within the required timeframes.

Upon Housing Works' request, HQS Contractor shall schedule, provide all relevant required notices of, and perform an initial, annual, biennial, special or re-inspection of a requested unit. Under the Rules and Regulations, initial inspections must take place within fifteen (15) calendar days of the receipt by Housing Works of a Request for Tenancy Approval; as a result, the HQS Contractor must work diligently with Housing Works to meet this timeframe.

Annual or Biennial inspections must take place within thirty (30) calendar days of the request by Housing Works.

Special inspections must take place within 5 working days of the request by Housing Works (except where an emergency condition exists, in which case the inspection must take place within 24 hours).

Inspectors must arrive within the appointed time or else make their best efforts to contact the owner and/or client when an inspection cannot take place within the appointed time. Inspectors must wait for at least fifteen (15) minutes at an appointment before leaving, if an owner or client is not present at the appointed time.

Inspectors must diligently complete inspections in accordance with the Rules and Regulations, fully documenting their findings on the appropriate HUD forms, and promptly providing copies to Housing Works, the client, and owner. Housing Works may require inspectors to supplement inspection reports with digital photographs.

Items to be Included with Your Proposal

General Firm Information (One-person firms are welcomed to apply)

1) Provide a brief description of your firm, including but not limited to the following:

- (a) Name of the principals of the firm
- (b) Name, telephone number, and email address of a representative of the firm authorized to discuss your proposal
- (c) Address of all offices of the firm
- (d) Number of employees of the firm

2) Experience and Resources

- (a) Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
- (b) Indicate which principals and associates from your firm that would be involved in providing services to Housing Works. Provide appropriate background information for each such person and identify his/her responsibilities.
- (c) Provide a detailed list of references including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
- (d) Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with Housing Works.
- (e) Identify any material litigation, administrative proceedings or investigations, in which your firm, or any of its principals, partners, associates, subcontractors, or support staff was a party, that has been settled within the past two (2) years.
- (f) Describe how your firm will handle actual and or potential conflicts of interest.

- (g) Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s). One-person firms are welcomed to apply.

3) Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

- (a) Please provide a detailed cost proposal for performing the Scope of Work. It is recommended that you provide your cost proposal on a per inspection basis, but Housing Works will consider flat/per year or other alternative billing arrangements. Housing Works anticipates a one-year initial engagement, with an option to extend for an additional 2 years.
- (b) Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.
- (c) Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of Housing Works.

4) Miscellaneous

- (a) Housing Works encourages the participation of persons of color, women, persons with disabilities and members of other federally and state protected classes. Include the number and percentage of members of federally and state protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and state protected classes in your firm who will work on Housing Works engagement.
- (b) Discuss any topics not covered in this Request for Proposals that you would like to bring to Housing Works' attention.

5) Certifications

- (a) Please include a letter from your president, chairman, or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to Lesly Gonzalez at lgonzalez@housing-works.org seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after May 31, 2022, (iii) all information in your proposal is true and correct to the best of his/her knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Housing Works employee or commissioner, or a relative of the same, based on any understanding that such persons action or judgement will be influence.

Evaluation and Selection

A selection committee consisting of Housing Works employees (the Committee) will review all proposals and decide based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structures
- Ability to perform within time and budget constraints
- Previous work experience and performance with Housing Works and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program
- Foreign language capabilities of the firm
- Provide proof of valid Driver's license
- Pass criminal background check
- Other pertinent information submitted

Housing Works may invite one or more finalists to make a presentation. In its sole discretion, Housing Works may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this RFP, Housing Works has not committed itself to undertake the work set forth. Housing Works reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Housing Works reserves the right to make those decisions after receipt of responses. Housing Works' decision on these matters is final. For additional information, contact Lesly Gonzalez, HCV Director, lgonzalez@housing-works.org.