



REQUEST FOR PROPOSALS (RFP) No. P19015
HQS Inspection Services

DATE: June 21, 2019

CONTACT NAME: All questions shall be sent via e-mail to: procurement@hacc.org

One (1) original and one (1) copy of the Proposal Responses are due on **Friday, July 12, 2019 at 2:00 p.m. CST**. Deliver or hand carry to the Corpus Christi Housing Authority, 3701 Ayers, Corpus Christi, TX 78415 (Front Window)

- Note:
1. The term is for one initial year with options to extend for four additional one-year periods.
 2. The Agency is establishing a pool of qualified vendors. Award may be to some or all responding vendors.

A handwritten signature in blue ink, appearing to read "Brian Bray", is written over a horizontal line.

Brian Bray C.P.M.
Vice-President of Procurement

Signature and submission of this response shall serve as evidence that the Contractor understands and agrees to all conditions of the Request For Proposals.

Company Name

Printed Name of Authorized Representative

Signature

Address

Phone Number

E-Mail Address

Date

**Request For Proposals (RFP) No. P19015,
HQS INSPECTION SERVICES**

1.0 THE AGENCY’S RESERVATION OF RIGHTS. The Agency reserves the right to:

- 1.1 **Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.
- 1.2 **Right to Not Award.** Not to award a contract pursuant to this RFP.
- 1.3 **Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).
- 1.4 **Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5 **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 30 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
- 1.6 **Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- 1.7 **Right to Reject any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9 **Right to Prohibit.** At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS. The Agency is soliciting pricing for HQS Inspection Services at locations throughout Corpus Christi, TX. Services will be on an as needed basis throughout the year. The purpose of this proposal is to qualify and award to a pool of vendors meeting all requirements set forth in this solicitation. See attached Scope of Work.

3.0 Offer’s Experience: Offerors must complete the following information and return as part of the RFP response. Offerors must provide a list of similar accounts for the last 5 years using the following **SAMPLE** format:

Client Name, Description & Location	Contact Name/Phone Number/Email	Annual Contract Amount	Dates of Service
ABC Housing Authority HQS Inspection Services Somewhere, USA	Name Phone Email	\$50,000	January 1, 2015 – December 31, 2018; or January 1, 2017 - present

**Request For Proposals (RFP) No. P19015,
HQS INSPECTION SERVICES**

4.0 PROVISIONS.

- 4.1 Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.
- 4.2 Unauthorized Sub-Contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.
- 4.3 Award Period.** The award period is for one year with four additional one-year options to renew.
- 4.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:
- 4.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 4.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;
- 4.4.3 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
- 4.4.4 City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Corpus Christi, Nueces County, and/or the State of Texas.

**Request For Proposals (RFP) No. P19015,
HQS INSPECTION SERVICES**

- 4.5 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are quoted by Approved Vendors.
- 4.6 Contract Service Standards.** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations. Industry and manufacturer standards apply.
- 4.7 Jurisdiction of Law.** The laws of the State of Texas shall govern. The parties agree that Nueces County, Texas is the appropriate forum for any action relating to this contract. Should any party hereto retain counsel for the purpose of initiating litigation or arbitration to enforce, prevent the breach of any provision hereof, or for any other judicial remedy, then the prevailing party shall be entitled to be reimbursed by the losing party for all costs and expenses incurred thereby, including, but not limited to, reasonable attorney's fees and costs incurred by such prevailing party.
- 4.8 Indemnification.** Offeror shall fully indemnify, save, and hold harmless the Agency, its officers, employees, and agents (hereinafter "the Indemnities") against any and all liability, damage, loss, claims, demands, and actions of any nature whatsoever based on personal injuries (including, without limitation on the foregoing, workers' compensation and death claims), or property loss or damage of any kind whatsoever, which arise out of or are in any manner connected with, or are claimed to arise out of or be in any manner connected with, the performance of the contract, unless such injury, loss, or damage is caused by the sole negligence of the Indemnities. Offeror shall at its own expense, investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon, and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and/or actions.
- 4.9 Commitment of Current Revenue:** The Agency, by law, reserves the right to terminate this contract at the expiration of each budget year. The contract is conditioned on a best effort attempt to obtain and appropriate funds for payment of the award and the continuing right to terminate. This award is a commitment of current revenues only.
- 4.10 Warranty.** All products shall have a standard commercial or manufacturer's warranty.

**Request For Proposals (RFP) No. P19015,
HQS INSPECTION SERVICES**

1 – General Information

1. Name of Firm: _____
Address of Principle Office: _____
Phone: _____ Fax: _____
Form of Business Organization: _____
Responsible Contact Personnel:
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
2. How many years has your organization been in business in its current capacity?
3. How many years has your organization been in business under its present name?
4. Under what other or former names has your organization operated?
5. Claims and suits (If the answer to any of the questions below is yes, please attach details).
 - 5.1 Has your organization ever failed to complete any work awarded to it?
 - 5.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - 5.3 Has your organization filed any lawsuits or requested arbitration or mediation with regard to any contracts within the last fifteen years?

Form of Proposal

(1) Instructions. Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal.

(2) Resident Participation Statement. Are you claiming a Resident participation business preference? Yes No

(3) Debarred Statement. Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(4) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(5) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status. PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

(6) Non-Collusive Affidavit. The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

(7) Proposer's Statement. The proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the

**Request For Proposals (RFP) No. P19015,
HQS INSPECTION SERVICES**

Agency, either in hard copy or referenced. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within.

Housing Quality Standard (HQS) Inspections

1. **Scope of Work:** The selected vendor shall furnish sufficient organization, personnel and management staff with the necessary skill and judgement to perform all of the duties and responsibilities normally associated with the inspection function, including scheduling, inspections and quality control inspection of prospective units and units currently under the Housing Choice Voucher Program (HCVP). All inspections shall be completed in accordance with the Federal Housing Quality Standards (HQS), 24 CFR 982.401. The selected vendor shall perform all services as described below:
 - 1.1. **Types of Inspections:** The selected vendor shall conduct the following types of inspections.
 - 1.1.1. Initial Inspections
 - 1.1.2. Bi-Annual Inspections
 - 1.1.3. Special Inspections
 - 1.1.4. Re-inspections
 - 1.2. **Scheduling of Inspections:**
 - 1.2.1. The selected vendor shall be responsible for scheduling all inspections as directed by the Agency.
 - 1.2.2. The Agency will provide a detailed inspection schedule of pending inspections to be completed to the HCV Inspection department.
 - 1.2.3. The selected vendor will be responsible for all costs associated with scheduling the inspections using agency forms (such as paper, labels, mail processing, stamps, etc.).
 - 1.2.4. The vendor will utilize the YARDI inspection data to schedule all inspections.
 - 1.3. **Notifications:**
 - 1.3.1. Bi-annual inspections - Inspection notifications must be sent no later than 60-90 days in advance to VP of Rental Properties, EVP of HCVP, HCVP Inspections Dept. and Property Manager.
 - 1.3.2. Mail all notices to residents by US 1st class mail no less than 30 days prior to the scheduled inspection date.
 - 1.3.3. Schedule inspections and issue inspection appointment notification letters in accordance with the Agency's HQS Inspection notification procedures.
 - 1.3.4. Schedule all inspections with an inspection appointment window time between 8am - 4:30pm. No inspection shall be performed outside of the scheduled appointment window. Any inspection attempted outside the designated time frame, will be done at the contractors own risk.
 - 1.4. **Inspections:**

**Request For Proposals (RFP) No. P19015,
HQS INSPECTION SERVICES**

- 1.4.1. The contractor shall create inspection batches into YARDI.
- 1.4.2. Conduct physical inspections in accordance with Federal Housing Quality Standards, the Lead Safe Housing Regulations and the Agency Administrative Plan. The contractor must use a computer device and YARDI inspection software compatible to interface uploads into YARDI.
- 1.4.3. If damage to the unit is observed during the inspection, the Contractor shall access and document who is responsible for damages (Tenant or Landlord) for every failed item listed on all deficiency reports or correspondence.
- 1.4.4. Upon completion of any inspection, upload completed inspection report into YARDI within 24 hours (excluding Agency observed Holidays).

1.5. Inspection Follow-Up Action:

- 1.5.1. Send all documentation, notices and related follow-up correspondence, to EVP of HCVP, VP of Rental Properties, HCVP Inspections Dept. and Property Manger. Send via 1st call mail to Resident. This includes pass or fail notifications, reschedule notifications, no-show notifications and re-inspection dates and times in all inspection results correspondence.
- 1.5.2. The notice of results must include the detailed inspection results of deficiencies that must be corrected by ether the landlord or tenant.
- 1.5.3. Complete one attempt for each non-emergency “fail” inspection prior to issuance of abatement notification to the owner.
- 1.5.4. If the inspection is determined to be inconclusive, the vendor shall leave copy of notice at dwelling and send original to HCVP Inspection Dept. Within 48 hours, email copy of inconclusive inspection report to Property Manager and HCVP Inspection Dept.
- 1.5.5. Track all HQS fails and completion date on HQS enforcement tracking sheet provided by vendor.
- 1.5.6. If the inspection is determined to be failed, within 24 hours the vendor shall email failed inspection report to HVCP Inspections Dept. and Property Manager.

1.6. Initial Inspections:

- 1.6.1. All initials need to be completed within 48 hours of request.
- 1.6.2. Identify the correct action type in YARDI.
- 1.6.3. Send notice to VP of Rental Properties, EVP of HCVP, HCVP Inspections Dept. and Property Manager.
- 1.6.4. Upload results in YARDI within 24hours of completing inspection

1.7. Special Inspections:

- 1.7.1. Residents must be sent 48 hour advance notice.
- 1.7.2. All special inspections need to be completed within 48 hours of request.
- 1.7.3. Identify the correct action type in YARDI.

**Request For Proposals (RFP) No. P19015,
HQS INSPECTION SERVICES**

- 1.7.4. Send notice to VP of Rental Properties, EVP of HCVP, HCVP Inspections Dept. and Property Manager.
- 1.7.5. Upload results in YARDI within 24hours of completing inspection

1.8. Re-inspections :

- 1.8.1. Residents must be sent 48 hour advance notice.
- 1.8.2. Complete all Initial Re-inspections within 3 business days (excluding Agency observed Holidays) of notification by the Agency.
- 1.8.3. Complete re-inspections of all life threatening fail items within 24 hours of notification by the Agency.

1.9 Training:

- 1.9.1. Vendor shall attend training provided by the Agency as required to successfully perform HQS Inspection Services.

**Request For Proposals (RFP) No. P19015,
HQS INSPECTION SERVICES**

**RFP 19015 - HQS Inspection Services
Pricing Proposal**

	Description	Estimated Quantity	Unit Price	Total
1	HQS Inspections	1600		
2	Re-Inspections	600		
3	Could not Access (No-Shows)	100		
4	Estimated Annual Total			