



# HOUSING AUTHORITY OF THE CITY OF PHARR

REQUEST FOR PROPOSAL - HQS INSPECTIONS – AGENCY OWNED

July 6, 2018

## **Request for Proposal - HCV HQS Inspection Company**

### REQUEST FOR PROPOSALS

#### Housing Quality Standards (HQS) Inspections

**PURPOSE:** The Housing Authority of the City of Pharr is seeking to engage the services of a qualified inspection firm certified in Housing Choice Voucher (HCV) inspections to conduct inspections of their HCV/Project Based (PB) Section 8 units to ensure that they meet Housing Quality Standards as defined by the Department of Housing and Urban Development. The inspections will be scheduled by the inspection company and the data results will be returned to the Housing Authority of the City of Pharr in a clear, concise format acceptable to HUD using Form HUD-52580. The inspection data will be submitted at the completion of each day's inspection.

Projected term of contract: One (1) year with option to extend the contract for two additional years at one (1) year intervals.

#### A. GENERAL INFORMATION

##### I. INTRODUCTION

The Housing Authority of the City of Pharr is a local government agency federally funded that administers a voucher program with HUD dollars for the purpose of providing affordable housing. The HACP administers the Section 8 Housing Choice Voucher and Project Based Voucher Programs. As administrator of these programs, the HACP must ensure compliance with HUD Housing Quality Standards to make sure that the leased housing units are decent, safe and sanitary. The Section 8 programs are administered pursuant to 24 CFR 982.A. A constituent of the program regulations, every subsidized unit must meet Housing Quality Standards. The majority of the participants rent units in the private market.

The Housing Authority of the City of Pharr, hereinafter is referred to as "the Agency", is seeking a qualified person or entity, hereinafter referred as "the Respondent", to provide inspection services for Section 8/Project Based participants residing in privately owned units listed on the Housing Choice Voucher/Project-Based Programs.

Copies of this Request for Proposal may be obtained at 104 W. Polk Avenue, or may be obtained by faxing (956)781-3758 or e-mailing [janie.barrera@pharrha.org](mailto:janie.barrera@pharrha.org).

All questions regarding this RFP should be directed to Marisela Rios by fax at (956)781-

3758 or via e-mail to marisela.rios@pharrha.org.

NOTE: Parties intending to respond to this RFP are requested to confirm receipt of the RFP via e-mail at janie.barrera@pharrha.org to ensure proper distribution of any addenda or answers to vendor questions. Failure to confirm receipt of this document will not disqualify any vendor from the bidding process. However, the agency will not be responsible for sending updated information to those who do not confirm receipt of the RFP.

PHA reserves the right to reject any and all proposals and to waive any informalities.

Contact Person:

Proposals must be received by Friday, July 20, 2018, at 4:00 p.m. CST. All proposals not received by this time will be considered late, and will be returned. Submissions by email with delivery receipt will be accepted.

All proposals shall be submitted to:            Marisela Rios  
Director, Housing Choice Voucher Program  
Pharr Housing Authority  
104 W. Polk Avenue  
Pharr, TX 78577  
(956)787-1822  
Marisela.rios@pharrha.org

## II. OVERVIEW

The RFP is strictly for the inspection of units owned by the Agency or by an entity that the Agency substantially controls. There are approximately 324 units that the Agency owns or that are owned by an entity the Agency substantially controls that require an inspection each year. The annual figure translates to approximately 360 inspections per year. The workload requirements must be obtained from the Agency and submitted to the Agency on a daily basis. The Agency is located at 104 W. Polk Avenue, Pharr, Texas 78577.

## III. SCOPE OF SERVICES

It is the Agency's intent to enter into a contract for the HQS inspections services. These services will include, but not be limited to the following:

- Retrieve and submit work assignments on a daily basis.
- Conduct HQS inspections in accordance with HUD's Housing Quality Standards (24 CFR 981.401) and Agency Policy. This comprises move-in inspections, annual inspections, special inspections of tenant or landlord complaints, and follow-up inspections for units that initially were in non-compliance.
- Prepare and send inspection notifications appointments and the results.

- Provide the Agency with the inspection results.
  - In concise format using Form HUD-52580.
- Comply with state and federal privacy laws.

#### IV. CONDITIONS

The Agency will not pay any costs incurred in the preparation or submission of any proposal.

The respondent shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest. Respondents should be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may affect the services.

#### V. LAWS AND REGULATIONS

Respondent will indemnify and hold harmless the Agency and its representatives from all claims, loss, damages, actions, causes for action and/or expenses resulting from or brought on account of any personal injury or property damage that is attributed to any work performed under or related to this contract, resulting from the negligent acts or omissions of the Respondent.

Prospective Respondents are hereby notified that all information submitted as part of or in support of this RFP submission will be available for public inspection in compliance with federal and state laws.

#### VI. STATEMENT OF LIABILITY

The Respondent shall be responsible for all losses, damages or injuries incurred as a result of its fault or negligence. Selected Respondent will maintain all necessary licenses and carry insurance liability coverage equal to at least one million dollars.

#### B. PROPOSAL CRITERIA

##### I. QUALIFICATIONS OF RESPONDENT

Proposals shall be considered only from responsible organizations or individuals now or previously who have engaged in the performance of housing inspections and are qualified to conduct HQS inspections in accordance with HUD's Housing Quality Standards (24 CFR 981.401). Each Respondent is requested to furnish information on competency in performing comparable services.

##### II. SUBMITTAL REQUIREMENTS

###### A. BACKGROUND AND EXPERIENCE

1. Provide employment history for last five (5) years. If applicable, include information about the employment of experience with housing inspections and specifically HQS inspections, including the number of years in business, number of employers, location of office, names of principal employees who will provide the services.

2. Consent to full background screening, including criminal background check and verification of credentials.

## B. STATEMENT OF WORK

1. Provide a fee proposal based on per unit basis (see Attachment A).

This proposed fee should include the several types of inspections referenced here-in, including re-inspections of non-compliant units.

2. Provide detailed description to explain how the scope of work will be carried out.

3. Additional information that Respondent feels maybe relevant to this proposal. All proposals are subjected to all requirements of the specifications and should be submitted in duplicate, separately bond. The Agency reserves the right to reject any proposals in which in requested information is not furnished or where incomplete information, answers or materials are not supplied.

## III. PROPOSAL EVALUTION

All proposals will be evaluated by the Agency based on the following criteria:

- Qualifications conducting housing inspections, length of time in business, qualifications of personnel conducting the inspections and any other pertinent experience that supports the qualifications of your company, including staffing required to fill the needs of this proposal - 30%
- Experience completing Housing Quality Standard Inspections – 40%
- Cost/fee schedule – 30%. Attachment A must be completed in its entirety in order for your proposal to be considered. Include the fee breakdown of the cost per inspection for initial, annual, re-inspections, and special.

## IV. SCHEDULE OF EVENTS

The anticipated schedule for the RFP and contract approval is as follows:

1. Deadline for receipt of the RFP response is Friday, July 20, 2018;

2. Review of RFP week of July 23, 2018;

3. Final Selection on Friday, July 27, 2018;
4. Contract start date Monday, July 30, 2018.

V. EQUAL OPPORTUNITY EMPLOYMENT

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed or national origin in regard to obligations, work and services performed under the terms of any contract ensuing from this RFP.

VI.AGENCY OPTIONS

The Agency may, at sole discretion, reject any and all proposals, re-advertise this RFP or waive any irregularities in this RFP or in the proposals received as a result of this RFP. Also, the determination or proposals the criteria and process whereby proposals are evaluated, the decision as to who shall receive a contract award or whether or not an award shall ever be made as a result of this RFP, shall be at sole discretion of the Agency. In no event shall any challenger or protestor of these determinations be awarded a contract for the inspection services described in this RFP.

VII. LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personnel injury and property damage. \*
2. Automobile insurance: \$1,000,000 per accident for bodily injury and property damage.

\*Or otherwise negotiated with Contractor.

These limits can be attained by individual policies or by combining primary and umbrella policies.

ATTACHMENT A

Inspection Cost Breakdown Sheet

Inspection Type	Estimated Number of Inspections	Cost per Inspection
• Initial	47	\$ _____
• Annual	277	\$ _____
• Re-Inspection	12	\$ _____
• Special	24	\$ _____