

Request for Proposals  
HQS / UPCS-V Inspections

Purpose: The Housing Authority of the City of Middletown is seeking to engage the services of a qualified inspector or firms to conduct inspections of their HCV/Project Based and Enhanced Voucher units to identify conditions that can adversely affect safety and habitability. The Inspector/firm must have Certification Training in accordance with Department of Housing and Urban Development Procedures. The Middletown Housing Authority (MHA) requests competitive proposals. The inspections will be scheduled by the inspector/firm and the data results will be returned in a clear concise format acceptable to MHA. 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 upon mutual consent of all parties.

General Information:

The Housing Authority of the City of Middletown is a federally funded agency that administers a voucher program with HUD dollars for the purpose of providing affordable housing. The MHA administers the Section 8 Housing Choice Voucher, Enhanced Vouchers and Project Based Project Vouchers. MHA must ensure compliance with HUD to make sure that the leased housing units are decent, safe and sanitary. The Voucher program is administered pursuant to 24 CFR 982

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

Contact: Middletown Housing Authority, 40 Broad Street, Middletown CT 06457 or at 860-346-8671 or by visiting: [www.middletownha.org](http://www.middletownha.org)

Proposals submitted in response to this RFP must be received by 2 pm on July 10, 2018

All proposals shall be submitted to:

Middletown Housing Authority  
40 Broad Street  
Middletown, CT 06457

Overview:

There are approximately 925 independently owned units that require an inspection each year. The annual figure translates to approximately 1150 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: 40 Broad Street, Middletown CT 06457.

Scope of Services:

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

Retrieve and submit work assignments on a daily basis.

Conduct inspections in accordance with HUD and Agency Policy. This is comprised of initial inspections, annual inspections, special inspections, tenant complaint inspections and follow-up inspections for units that initially were in non-compliance. Inspections include inspecting sites, units, common areas, building exteriors, and building systems and HUD's Lead Based Paint Law. Rent Reasonableness Survey form must be completed for each initial and annual inspection.

Prepare and notify all tenants and landlords via mail of all inspections and the reporting results as pass, fail or inconclusive. Initial Inspection notifications will be done via telephone or email to all parties.

Provide the Agency with the inspection results.

Comply with Connecticut state policies and federal privacy laws.

Informing owners and/or tenants within 5 days of inspection, in writing (approved by the Authority), on a failed inspection as to deficiencies and repairs.

Re-inspecting units within 7 business days of notice that deficiencies have been corrected.

Informing owners of any life-threatening deficiencies noted during the inspection IMMEDIATELY.

Recording date Landlord confirms with Contractor that Emergency violations have been corrected.

Re-inspecting Emergency violations within 24 hours of the receipt of owner's certification that all failed items have been corrected.

Discussing inspection reports with owners, tenants, and the Authority's designee.

Submitting copies of all correspondence with Landlords and/or Tenants to the Authority.

Maintaining confidentiality of records regarding program.

Invoicing the Authority on a monthly basis for services performed and itemize each inspection performed on a form approved by the Authority, with the following information as determined by the Authority.

1. Initial Inspection
2. Annual Inspections
3. Re-inspections
4. Completed 24 hr. Inspections Date inspected and Date completed

5. Number of no shows
6. Difficulties experienced along with corrective actions to be taken
7. Difficulties being experienced which are beyond the scope of Authority, or Contractor ability

At least thirty (30) days prior to the lease anniversary date the Contractor must identify units which have not been inspected after two (2) documented attempts to inspect and forward copies of the two (2) notifications and related data. The Authority will not pay for any inspections not performed and/or completed.

Performance Standards and 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's requirements. 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.

Data Management:

The Contractor will be responsible for working with the Housing Choice Voucher Program Manager and IT staff to facilitate the automated 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. To this end, the Authority is currently working with its software vendor to accommodate these requirements, however, this process may not be in place when this RFP is completed and the contract is signed. Initially data submissions to/from the Authority and the selected contractor will need to be manually completed. When the import/export program is functional and tested, the import/export process will be set up on a scheduled basis. The selected Contractor will be required to provide the data for import/export according to the specifications provided by the Authority

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.

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.

Statement of Liability:

The Respondent shall be responsible for all loses, damages or injuries incurred as a result of its fault or negligence. Selected Respondent will maintain all necessary licenses and carry Errors and Omissions Insurance along with Liability Coverage equal to at least one million dollars.

## QUALIFICATION STATEMENT

(Either edit this form for your response or provide your own form in the same format)

1. Company Name and Address:

2. Structure: \_\_\_ Sole Proprietor \_\_\_ Partnership \_\_\_ Corporation \_\_\_ Other ( )

3. Name, Title and Phone Number of person responsible for this Statement:

4. What is your company's or individual primary line of work?

5. How many years has your company been in this line of work?

6. 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.

7. List 3 recent projects which demonstrate your firm's experience in the field of work. (HUD and other grant funded projects preferred). Provide the project title, location and total cost of each project

8. Provide references from the projects listed above (names, titles, and telephone numbers)

9. Provide any special capabilities and equipment which may be applicable to the services required.

10. Are there other expected engagements which would impede your ability to perform the services required for the duration of the contract?

11. Describe your back up plan in the event you (if an individual) or the individual assigned by your firm is not available for any length of time. How will the services continue uninterrupted?

12. Have you ever been debarred by any local, state or federal governmental unit, body?

13. Have you ever been terminated by any owner/agent or housing agency on any project for any reason? If so, please provide an explanation together with the name of the contact person for the owner of such project.

DATE: \_\_\_\_\_ 201\_\_

BY: \_\_\_\_\_, Signature of person signing bid or proposal

Print Name \_\_\_\_\_

**INSTRUCTIONS TO RESPONDENTS  
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 (such as scheduling, communicating, reporting, data entry, etc.).

A. ITEM DESCRIPTION	INDIVIDUAL/FIRM PRICE
1. Initial Inspection including Rent Reasonableness Survey:	\$ _____
2. Annual Inspection Including Rent Reasonableness Survey:	\$ _____
3. Complaint / Special Inspection w/in 24-48 hours:	\$ _____
4. Emergency Re-Inspection:	\$ _____
5. Re-Inspection:	\$ _____

B. ADDITIONAL COSTS (Itemize all costs which would be an additional charge to the Authority, together with the fee for such items). Note: All costs associated with the performance of this agreement will be factored into determining the most advantageous offer to the Authority.

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

Signed by: \_\_\_\_\_ Print Name \_\_\_\_\_

Name of Company or Individual \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

An original and five (5) copies of the Proposal must be submitted in a sealed envelope to **(must be in the MHA office by 2:00 p.m., July 10, 2018):**

**Middletown Housing Authority  
Executive Director  
40 Broad Street  
Middletown, CT. 06457**

The Original submittal is to be marked on the outside of the proposal "Original".

The submittal shall be arranged in the following format and sequence and will be evaluated using the four factors and assigned values listed below:

- A. Qualifications and the Response Plan(s)** - A detailed description of the proposer certifications, training and knowledge of CT Statues for Housing code that best qualifies them to undertake this engagement. Identify the principal staff who would be assigned to this engagement, the approach and proposed work plan; and time frame for start date. (40%)
- B. Demonstrated Experience in Similar Engagements** - The prior experience identified by the proposer in conducting inspections and any other pertinent experience. The proposer will provide contact information on references for prior clients with similar engagements and provide a brief description of the role the consultant played in each engagement. (30%)
- C. Local** - CT locally owned and operated business as a means of supporting and growing local economies, with a proximity to our main office. (15%)
- D. Cost** - Propose hourly fees, expenses, and estimated time that would be required to complete this engagement. (15%)

#### **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 **MHA** shall be the sole responsibility of and shall be borne by Offeror.

Each firm by submitting its proposal waives any claim for liability against the **MHA** as to loss, injury and costs or expenses, which may be incurred as a consequence of its response to this document.

#### **SUBMISSION DEADLINE**

**July 10, 2018 at 2:00 pm eastern standard time**, MHA located at 40 Broad Street, Middletown, CT. 06457.



**REJECTION**

MHA 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.

MHA 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.