REQUEST FOR PROPOSAL
for
Housing Quality Standards (HQS) Inspections

Issued By:
Housing Authority of the County of Kern
601 24th Street
Bakersfield, CA 93301
INVITATION FOR BIDS

NOTICE TO VENDORS

August 13, 2018

Notice is hereby given that the Housing Authority of the County of Kern (Authority) is seeking proposals from qualified vendors interested in preforming residential Housing Quality Standards (HQS) inspections. HQS requirements are included in the Request for Proposal (RFP).

The Request for Proposal may be obtained at www.kernha.org. Proposals must be submitted to the Housing Authority, Attention: Mardi Sharples, at 601 –24th Street, Bakersfield, CA. 93301 no later than Monday, August 27 at 11:00 a.m. either in person or VIA-e-mail at: Msharples@kernha.org, include in the email subject line HQS-RFP.

Some restrictions to current or former CAL-PERS employees may apply.
A. INTRODUCTION

General: The Housing Authority of the County of Kern (AUTHORITY) is seeking proposals from qualified vendors interested in performing residential property inspections in accordance with Federal Housing Quality Standards, hereafter referred to as "HQS", for the AUTHORITY. The AUTHORITY is seeking the services of a vendor firm for HQS inspection services, for a two-year term with an option to extend for an additional two-year term.

In submitting response to this RFP, the vendor understands that there is no guarantee of any minimum dollar amount under any agreement resulting from this RFP.

Housing Authority of the County of Kern Background: AUTHORITY is an independent government agency that provides affordable housing to about 15,000 low-income people in Kern County. AUTHORITY owns and/or manages over 2,300 affordable housing units, including Low Income Public Housing, USDA farm labor housing, transitional housing for families and emancipated foster youth, migrant farm labor housing, mixed-income housing, and affordable housing for seniors and families financed through the Low-Income Housing Tax Credit program. AUTHORITY also administers more than 3,500 HUD-subsidized Housing Choice Vouchers (also known as Section 8), which make it possible for residents with low incomes to live anywhere in the city.

AUTHORITY was established by the County of Kern in 1939. AUTHORITY is governed by a seven-member Board of Commissioners appointed by the Board of Supervisors the Executive Director is appointed by, and reports to, the Board and is responsible for staff hiring and direction. AUTHORITY has approximately 167 employees and a total budget of approximately 47 million for Fiscal Year 2016-17.

B. SCOPE OF WORK

AUTHORITY is seeking proposals from qualified, to provide HQS inspections of AUTHORITY owned voucher program units. The selected vendor shall furnish sufficient staff with the necessary skill and judgment to perform all the duties and responsibilities normally associated with the Inspection function (including inspections, quality control, reporting). Vendor should expect to perform approximately 150 to 200 inspections annually. Additional inspections may be required as the need arises. Following is a detailed listing of the required Inspection Services:
1) **Scheduling Inspections**: AUTHORITY will be responsible for scheduling all inspections and will notify the vendor of the scheduled date and time in accordance with the vendor’s established inspection days. Vendor must be available to complete inspections no less than two days per week.

2) **Initial Inspections – Housing Authority Owned Units**
   - Complete initial inspections on all AUTHORITY owned units. Vendor will be responsible to return a completed AUTHORITY inspection form within 3 business days (excluding observed holidays) from completion of a "pass" inspection.
   - Notify AUTHORITY within three hours of a failed inspection.

3) **Annual Inspections – Housing Authority Owned Units**
   - Complete biennial inspections of units owned by the Housing Authority

4) **Re-Inspections – Housing Authority Owned Units**
   - Complete all Initial Re-inspections within 3 business days (excluding observed holidays) of notification by the landlord or their designee that the unit is ready for Re-inspection.
   - Complete all non-emergency annual re-inspections within 14 to 30 days, unless authorized by AUTHORITY.
   - Complete re-inspections of all life threatening "Fail" items within 24 hours of first inspection.

5) **All Inspections**
   - All physical inspections will be conducted in accordance with HUD Housing Quality Standards regulations at 24 CFR 982.401; the Lead Safe Housing Regulations at 24 CFR Part 35.1225, Subparts A, B, M, R, AUTHORITY Administrative Plan; and recorded using the Housing Quality Standards (HQS) Inspection Form.
   - Assess who is responsible for damages (tenant responsibility or landlord responsibility) for every failed item listed on all deficiency reports or correspondences.
   - Provide completed inspection forms to AUTHORITY within one business days of completion of inspection.
   - Notify AUTHORITY of no-shows within 24 hrs.
   - Submit Inspection Performance Summary Reports on a monthly basis in format agreed to by AUTHORITY.
   - Develop and implement a quality control program that exceeds the minimum standards required under 24 CFR 985.2, 24 CFR 985.3 (e) and (f) for all inspections conducted on a monthly basis.
   - Provide all required reporting in a mutually agreed upon format.

6) **Other Duties**
   - Attend quarterly meetings with AUTHORITY to ensure contract compliance.
C. INFORMATION TO BE PROVIDED

To be considered responsive to this RFP and to facilitate evaluations, submittals should address and be organized in the order of the outline given below and include the following information.

Proposal Contents: The Proposal must:

- Provide proof of training and experience (see Section C. Sub-Section 1) (a) below).
- Include a cover letter
- Address each of the evaluation criteria noted in Section D
- Include a list of three references

Submittals should be limited to a total of 3 pages in not less than 12 point type (Cover Letter, Resume(s), proof of training and experience, and Section 3 forms are not included in the page limitation.)

1) Firm’s / Individual’s Experience, Qualifications and Knowledge
   (relates to Evaluation Criterion 1)
   a. Experience: Discuss your experience in serving as a provider of house/building inspections. While preferred, a contractor is not required to have HQS certification as long as they have experience in house/building inspections and they are able to obtain the certification within six months.
   b. Qualifications: For purposes of this RFP the term personnel shall mean any individual employed by the Offeror, whether directly or indirectly. Include a resume(s) of key personnel to be involved with this contract and a statement that indicates how many years of experience individuals have serving public housing authorities. By undertaking this contract, Contractor certifies to the AUTHORITY that the inspectors and any persons entering residents’ apartments have not 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. This shall be confirmed by the Contractor obtaining a criminal background report on any and all of its employees that will be conducting inspections. 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 shall execute and submit a Contractor Certification of Employee Conduct.

2) Price Structure: Offeror must include a complete Price Proposal, using the attached Form of Price Proposal, which includes pricing for all inspection services requested including but not limited to initial, annual, special, and re-inspections of a previously failed inspection. The above pricing will include costs for all communication, correspondence and documents relative to such inspections.
   a. Per unit cost for initial inspections
   b. Per unit cost for annual inspections
   c. Per unit cost for re-inspection
d. Alternate charges (if any) for inspections of units outside of Bakersfield area

3) References/Experience with Other Contracts: Provide at least three references

D. EVALUATION CRITERIA

Submittals will be evaluated based on the criteria listed in this section. In preparing your proposal to AUTHORITY, it is important to clearly demonstrate expertise in the areas described in this document.

You are encouraged to identify and clearly label in your proposal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the proposal, and if applicable, interviews, and reference responses. AUTHORITY reserves the right to request additional information or documentation from you regarding your submittal documents, personnel, financial viability, or other items in order to complete the selection process. If you choose to provide additional materials beyond those requested, those materials should be included in a separate section of the proposal. In submitting, you agree that any costs or prices proposed will be valid for a minimum of 90 days from the date of the proposal.

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate each proposal:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting (Max. Points)</th>
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</thead>
<tbody>
<tr>
<td>1 Experience: Relevant experience of inspectors in completing Housing Quality Standards inspections.</td>
<td>50</td>
</tr>
<tr>
<td>2 Proposed Price Structure</td>
<td>50</td>
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<tr>
<td>Maximum Total Points</td>
<td>100</td>
</tr>
</tbody>
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E. SUBMISSION REQUIREMENTS

1) Due Date and Place For Submission of Proposals:
   Proposals are due by August 27, 2018 by 11:00AM. All Proposals should be clearly marked when delivered, mailed or e-mailed. **NOTE: A faxed Proposal is not acceptable.** All proposals received will become the property of the Housing Authority and will not be returned to the firm.

2) Required Number of Copies: Sealed proposals **(one original)** must be received at AUTHORITY’s street address below or e-mailed to MSharples@kernha.org.
3) All Proposals should be clearly marked when delivered or mailed.

**Housing Authority of the County of Kern**  
**Housing Quality Standards Inspections**  
**RFP Attention: Eric Moland**  
**601 24th Street**  
**Bakersfield, CA 93301**

4) **Rights Reserved by AUTHORITY:** AUTHORITY reserves the right to waive as informality any irregularities in submittals and/or to reject any or all proposals.

**F. SELECTION PROCESS**

All responses to this RFP that are received will be screened for eligibility. As time permits, an evaluation panel will rate eligible proposals, according to the criteria listed in Section D. above, and may conduct reference checks as part of the process. If there is insufficient information, AUTHORITY reserves the right to request additional information, and to interview firms to discuss their proposal.

Based on its evaluation, the panel will make a recommendation to AUTHORITY’s Executive Director to select qualified individuals/firms as HQS Inspectors.

Any protest of the selection process will be resolved in accordance with AUTHORITY’s Procurement Policies.

**G. ADMINISTRATIVE INFORMATION**

1. **Payment Requirements:** Firms / individuals should be aware that AUTHORITY will only make payments on the work commissioned under this RFP after the work being billed has been completed. No advance payments will be made to the firms / individuals, who must have the capacity to meet all project expenses in advance of payments by AUTHORITY.

2. **Utilization of Selected Firms / Individuals:** AUTHORITY does not guarantee utilization of contracts resulting from this RFP. Actual utilization will be based upon demand for services or other factors deemed important to AUTHORITY.

3. **Documents Produced:** All documents and products created by the firm / individual under any agreement become the exclusive property of AUTHORITY.

4. **Other Contracts:** During the original term and all subsequent renewal terms of the contracts resulting from this RFP, AUTHORITY expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.

5. **Funding Availability:** By responding to this RFP, you acknowledge that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.
6. **Insurance**: The following are the insurance requirements that will be included in the agreements executed based on this RFP:

Consultant 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 Consultant, its agents, representatives, employees, or sub-contractors.

**MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage *(occurrence form CG 0 01 10 01).*
2. Insurance Services Office Additional Insured form *(CG 20 37 or CG 20 26).*
3. Workers’ Compensation insurance as required by state law and Employer’s Liability Insurance. Sole proprietorships are exempt from this requirement.

**MINIMUM LIMITS OF INSURANCE**

Consultant shall maintain limits no less than:

1. General Liability: $1,000,000 per occurrence for Bodily Injury, Personal Injury, and Property Damage. *(including coverages for discrimination, ADA violations, and sexual molestation).* If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this contract or the general aggregate limit shall be twice the required occurrence limit.
2. Workers’ Compensation *(statutory)* and Employer’s Liability: $1,000,000 per accident for Bodily Injury or Disease.

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

**DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and approved by the Authority. At the option of the Authority, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Authority, its officers, officials, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the Authority guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

**OTHER INSURANCE PROVISIONS**

The General Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Authority, its officers, officials, employees, and volunteers are to be covered as additional insured with respect to liability arising out of work or operations performed by or on behalf of the Consultant.
2. The Consultant’s insurance coverage shall be primary insurance as respects the Authority, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Authority, its officers, officials, employees, or volunteers shall be excess of the Consultant’s insurance.
3. Each insurance policy required by these specifications shall be endorsed to state that coverage shall not be cancelled or materially changed, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Authority.
4. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract by the Consultant.
ACCEPTABILITY OF INSURERS
Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than B+: VI. Consultants must provide written verification of their insurer’s rating.

VERIFICATION OF COVERAGE
Consultant shall furnish the Authority with original certificates and amendatory endorsements effecting coverage required by these specifications. The endorsements should conform fully to the requirements. All certificates and endorsements are to be received and approved by the Authority in sufficient time before the agreement commences to permit Consultant to remedy any deficiencies. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SUB-CONTRACTORS
Use of sub-contractors must be pre-approved by the Authority. Consultant shall include all sub-contractors as insureds under its policies or shall furnish separate insurance certificates and endorsements for each sub-contractor in a manner and in such time as to permit the Authority to approve them before sub-contractor’s work begins. All coverages for sub-contractors shall be subject to all of the requirements stated above.

Notwithstanding this provision, Consultant shall indemnify the Authority for any claims resulting from the performance or non-performance of the Consultant’s sub-contractors and/or their failure to be properly insured.

For more information on HQS standards please refer to Chapter 7 of the Admin Plan.
Form of Price Proposal

Cost Per Inspection, By Type of Inspection

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<thead>
<tr>
<th>Annual</th>
<th>Initial</th>
<th>Re-Inspection</th>
<th>No Shows (if any)</th>
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