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

Introduction

This Request for Proposals (RFP) is seeking proposals from qualified firms/agencies to provide HQS inspection services for Northwest Oregon Housing Authority owned and/or managed properties where Section 8 Housing Choice Voucher (HCV) clients apply to reside with their voucher. 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 Northwest Oregon Housing Authority, 147 S. Main Ave; PO Box 1149; Warrenton, OR 97146, ATTN: Teresa Sims. Please also send an electronic copy to teresa@nwoha.org. Proposals must be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

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 March 31, 2018.

Scope of Work

Northwest Oregon Housing Authority (NOHA) 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 NOHA aids qualifying households renting privately and publicly owned housing units in Clatsop, Columbia, and Tillamook 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 Home 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.

NOHA has entered into an Annual Contributions Contract (ACC) with HUD for 1143 housing choice vouchers. Any of these 1143 voucher households can select a Home Owned unit to use their voucher. NOHA owns, manages, or has an interest in 7 properties and will soon be adding an additional 5 properties to its portfolio within the 3-county jurisdiction. Current voucher households requiring an HQS Inspection are:

- 18 households in Gable Park Apt – Columbia County
- ~~3 households in Uniontown Apt – Clatsop County; property sold~~
- 10 households in Sandhill Apt – Clatsop County
- 9 households in Jerry Woodward Retirement Center – Tillamook County
- 30 households in Champion Park Apt – Tillamook County

Future units that will be acquired in next 12-24 months include:

Tilikum and Clatsop Shores Apt both in Clatsop County; combined these apartments complexes contain 27 households with a voucher at the time of this RFP

The successful respondent (hereinafter, the HQS Contractor) will maintain a staff level and managerial resources adequate to handle the volume of HQS Inspection activity associated with the Northwest Oregon Housing Authority portfolio described above; which is estimated to be 70 – 97 annual inspections, approximately 40 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 inspector must have Housing Quality Standards certifications, a valid driver's license, and the use of an automobile for work purposes.

The HQS Contactor 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 NOHA's 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 NOHA of a Request for Tenancy Approval; as a result, the HQS Contract must work diligently with NOHA to meet this timeframe.

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

Special inspections must take place within 5 working days of the request by NOHA (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 NOHA, the client, and owner. NOHA may require inspectors to supplement inspection reports with digital photographs.

Items to be Included with Your Proposal

General Firm Information

- 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 NOHA. 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 NOHA.
- (e) Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. 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).

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 NOHA will consider flat/per year or other alternative billing arrangements. NOHA anticipates a one-year initial engagement, with an option to extend for an additional year.
- (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 NOHA.

4) Miscellaneous

- (a) NOHA encourages the participation of persons of color, women, persons with disabilities and members of other federally and state protected classes. Describe your

firms affirmative action program and activities. 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 NOHA engagement.

- (b) Discuss any topics not covered in this Request for Proposals that you would like to bring to NOHA's 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 Teresa Sims at teresa@nwoha.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 March 31, 2018, (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 NOHA 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 NOHA 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
- Evaluation of potential work plans
- Previous work experience and performance with NOHA and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Foreign language capabilities of the firm
- Other pertinent information submitted

NOHA may invite one or more finalists to make a presentation.

In its sole discretion, NOHA 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, NOHA has not committed itself to undertake the work set forth. NOHA 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. NOHA reserves the right to make those decisions after receipt of responses. NOHA's decision on these matters is final. For additional information, contact Teresa Sims, Deputy Director, at teresa@nwoha.org.