

## Kansas City, Kansas Housing Authority

### Request for Proposals Housing Quality Standards Inspections

#### **Purpose**

The Kansas City, Kansas Housing Authority (KCKHA) is seeking proposals from qualified firms to perform all required residential property inspections in accordance with Federal Housing Quality Standards, hereafter referred to as "HQS", for the Section 8 Housing Choice Voucher (HCV) program.

#### **Background**

The KCKHA HCV program is allocated to provides rental assistance to 1,642 households throughout Wyandotte County. The RFP is intended to produce a qualified firm to conduct all required HQS inspections in accordance with 24 CFR 983 - HUD regulations, KCKHA administrative policies, as well as state and local building codes. On average an estimated 80 required, various types of physical inspections are conducted monthly.

#### **Scope Of Services**

The selected firm shall furnish sufficient organization, personnel and management staff with the necessary skill and judgment to perform all the duties and responsibilities normally associated with the Inspection function (including scheduling, notification, inspections, coordination, re-inspection, and reporting). The selected firm must conduct inspections electronically and be able to interface with HAB/MRI computer software. The contracted firm shall provide all labor, materials, insurance, transportation, costs of scheduling the inspections (forms, telephone costs, stamps, etc.) and associated notifications to provide Housing Quality Standards Inspections including, but not limited to the following and in accordance with the scope of work.

#### *All Inspections*

1. 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, Subparts A, B, M, and R; and recorded using the Housing Quality Standards (HQS) Inspection Form.
2. Schedule inspections and prepare and issue all inspection appointment notification letters in accordance with the HQS Procedures Manual.
3. Schedule all inspections, regardless of type, with an inspection appointment window time of no more than 3 hours. No inspection shall be performed outside of the scheduled appointment window. Any inspection attempt outside the designated 3-hour time frame will be done at contractor's own risk.
4. Assess who is responsible for damages (tenant responsibility or landlord responsibility) for every failed item listed on all deficiency reports or correspondences.
5. Send all notifications and related follow-up correspondence, to both landlord and tenant by US Postal Service class mail, including pass or fail notifications, reschedule notifications and no-show notifications. Forward similar copies electronically to the email addresses, if provided, of both landlord and tenant. Include re-inspection dates and times in all inspection results correspondence.
6. Complete one attempt for each no-show inspection prior to issuance of abatement notification to the owner.

7. Complete one attempt for each non-emergency "fail" inspection prior to issuance of abatement notification to the owner.
8. Forward a copy of all abatement notifications issued to the KCKHA HCV staff.
9. Submit Inspection Performance Summary Reports on a monthly basis in format agreed to by the KCKHA HCV staff. Please provide copies of the reporting that you would suggest.
10. Perform daily electronic "back-up" of all inspection data from the beginning of contract performance period to "present" to prevent loss of data.
11. 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 monthly.
12. Provide all required reporting in a mutually agreed upon format.

#### *Initial Inspections for Project Based Voucher Programs*

1. The Firm will make contact by telephone with landlords or their designee within 48 hours of receipt of a Request for Tenancy Approval (RFTA) from KCKHA HCV staff to schedule the initial inspection. If the Firm is unable to contact the landlord after two documented unsuccessful attempts by phone, the firm will contact KCKHA HCV staff.
2. The Firm will complete the first attempt to complete each Initial Inspection within 5 business days of receipt of scheduling information from KCKHA HCV staff (excluding observed holidays).
3. Initial Inspections and associated Re-inspections must be scheduled by speaking to the landlord or their designee. No inspection or re-inspection may be scheduled by leaving messages on voice mail. No inspections or re-inspections will be scheduled with the tenant.
4. If the unit does not pass at the second scheduled attempt, the Firm will contact KCKHA HCV staff. The Firm will complete all initial Re-inspections within 3 business days of notification by email that the unit is ready for re-inspection. The Firm will be responsible to return a completed inspection form within 3 business days (excluding observed holidays) from completion of a "pass" inspection. This information will be attached chronologically by date.

#### *Annual Inspections*

1. Mail all notices by US 1st class mail no less than 10 days prior to the scheduled inspection date.
2. Complete all annual inspections no later than 320 days from the last passing inspection date, unless authorized by the KCKHA HCV staff.

#### *Special Inspections*

Includes inspections in response to unit service complaints registered with the KCKHA HCV program concerning a covered unit's condition may deem appropriate to conduct.

1. The Firm will make contact by telephone with landlords or their designee within 48 hours of receipt of the Special Inspection Request from the KCKHA HCV staff to schedule the inspection. If the Firm is unable to contact the landlord after two documented unsuccessful attempts by phone, the firm will contact KCKHA HCV staff.
2. The Firm will complete the first attempt to conduct each Special Inspection within 5 business days of receipt of scheduling information from KCKHA HCV staff (excluding the observed holidays).
3. Special Inspections and associated Re-inspections must be scheduled by speaking to the landlord or their designee. No inspection or re-inspection may be scheduled by leaving messages on voice mail. No inspections or re-inspections will be scheduled with the tenant.

4. If the unit does not pass at the second scheduled attempt, the Firm will contact KCKHA HCV staff. The Firm will complete all initial Re-inspections within 3 business days of notification by KCKHA HCV staff that the unit is ready for re-inspection.

#### *Re-inspections*

1. 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.
2. Complete all non-emergency annual re-inspections within 30 days from the last passing date from the previous year, unless authorized by the KCKHA HCV staff.
3. Complete re-inspections of all life threatening "Fail" items within 24 hours of first inspection.

#### *On-site Maintenance*

The firm will perform, at no additional cost to the KCKHA HCV program, the following "on-site" maintenance at inspected units using the firm's supplies: a) Repair/Replace Missing Smoke Alarm Battery(s) (9 volt)

1. Perform maintenance only when such would eliminate the need to perform a 24hour emergency re-Inspection or 30-day re-inspection at the unit.
2. Perform maintenance in units with conventional 8 ft. ceiling height only.
3. Perform no maintenance if other items exist that would require re-inspection of the unit within 24 hours or 30 days.

#### *Other Duties*

1. Develop and submit to the KCKHA HCV Director for approval, within 14 calendar days of contract execution, Standard Operating Procedures (SOP) for inspection processes described herein, including all forms and form letters to be used. SOP must demonstrate to the KCKHA's satisfaction the contractor's ability to provide all services as requested.
2. Attend quarterly meetings with the KCKHA HCV program Director to ensure contract compliance.

#### *Assigned Personnel*

The KCKHA HCV staff reserves the right to request a change in the firm representative responsible for performing work if at the KCKHA's discretion, the assigned representative is not adequately meeting the needs of the KCKHA HCV program.

#### **Selection Criteria**

All proposals that meet the criteria requirements will be evaluated. The evaluation of professional qualifications of the proposals will be based on demonstrated qualifications including technical criteria and proposal scoring.

An evaluation committee shall evaluate and score each proposal using a scoring point system. After KCKHA has completed their review, it will rank the projects according to the criteria below. The evaluation committee shall make a recommendation to the Executive Director/CEO. The Executive Director/CEO shall make a recommendation to the Board of Commissioners.

**Scoring Criteria (100 Points Total)**

All proposals shall be evaluated under the criteria for required experience and capabilities.

15 Points: Evidence of firm's understanding and ability to perform the work, as evidenced by principles and staff's professional certifications and or resumes and technical competence, experience and facilities.
10 Points: References for past performance in terms of quality of work and compliance with performance schedules.
25 Points: Specific experience relative to the development of Goals, Objectives, and Work Plans for public and private corporations with business operations similar in nature to a public housing authority.
20 Points: Comprehensiveness of proposed methodology to complete this assignment.
15 Points: Competitiveness and reasonableness of consultant's fee proposal.
10 Points: Proposed plan for the utilization of minority business enterprise and Section 3 residents in the execution of services under this contract.
5 Points: Completeness and general response to this Request for Proposal.

**Proposal Submission Process**

Written proposals will be received in person, or through the mail, until **4:30 p.m., CST, on Friday, April 29, 2022**, at the Kansas City Kansas Housing Authority office located at 1124 North 9th Street, Kansas City, Kansas or via email to [cescobar@kckha.org](mailto:cescobar@kckha.org) Any proposal submitted after that time will not be considered.

**Questions:** All questions about this project must be submitted in writing or email to: Cherrie Escobar, [cescobar@kckha.org](mailto:cescobar@kckha.org) by 4:30 PM on **Monday April 18, 2022**, for a written response by addendum. An addendum will be issued on **Friday, April 22, 2022**. Note: It is the responsibility for proposed bidders to verify if any addendums are issued for this project. Any questions after this date will not be addressed in any additional addendums.

KCKHA reserves the right to reject any or all proposals and waive any irregularities or informalities if it is in the Authority's best interest to do so. The Authority reserves the right to cancel this RFP or to reject, in whole or in part, any or all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of the Authority.

KCKHA is an Equal Opportunity Employer and does not discriminate based on race, sexual orientation, color, national origin, sex, religion, age, disability, or family status. The Authority solicits and encourages the participation of minorities and small businesses in procurement. Contact related to this procurement with members of the Authority's Board of Commissioners, or KCKHA's officers and/or employees other than the program shown above, during the procurement process could result in disqualification of a proposal.

**Proposals shall include the following required components:**

1. A cover page and Letter of Interest that includes the following information:
  - a. Respondent entity's name and mailing address.
  - b. Respondent's current legal status: corporation, partnership, etc.
  - c. Respondent's Federal ID number or Social Security number.
  - d. Contact person's name, title, phone number, fax and e-mail address.
  - e. Certificate that the firm is not debarred, suspended, or otherwise prohibited from practice by federal, state, or local governments.
  - f. Evidence that the firm is registered to practice in the State of Kansas; or if registration is pending or proposed when it is anticipated registration will be granted. The appointment of a local agent for out of State firms is required.
  - g. Evidence of worker's compensation, comprehensive general liability, and automobile insurance.
2. Description and evidence of the nature of each Respondent's commitment to the project, and a summary of the team members experience in working together. A description of the Respondent's experience in similar projects and roles must be included, including location, type of facility, beginning and ending dates of involvement, and information about any continued financial or operating interest in each.
3. Evidence of the firm's efforts to encourage and utilize minorities, minority business enterprise firms, and section 3 businesses in its operations.
4. The following completed forms:
  - a. HUD-5639-C Certifications & Representations of Offerors, Non-Construction
  - b. Non-Collusive Affidavit
  - c. Section 3/MBE Compliance Certification Form
  - d. Proposed efforts to reach out and comply with Section 3 Certification

**Outcome and Notification**

KCKHA will notify all parties in writing within 60 days of proposal submission. When a proposal is selected KCKHA will post the award on the Housing Authority website, at [www.kckha.org](http://www.kckha.org) under "Procurement" tab, select "Current Bid Opportunists." Please reference project **Housing Quality Standards (HQS) Inspections RFP**

For further information contact:

Housing Choice Voucher Section 8 Program

Kansas City, Kansas Housing Authority

1124 North 9<sup>th</sup> Street, Kansas City, Kansas 66101

E-mail: [cescobar@kckha.org](mailto:cescobar@kckha.org)

or visit our website: [www.kckha.org](http://www.kckha.org)

**Bid Proposal Form**

Having carefully examined the bid packet for the above referenced Project, for the Owner, the Kansas City Kansas Housing Authority, as well as the premises and conditions affecting this work and all other contract documents, I propose to furnish all labor, equipment, and materials necessary to complete the work.

Note: Bidder must include this proposal form with bid submittal.

<u>Initial HQS Inspection</u>	<u>\$</u>	<u>per unit</u>
<u>Annual HQS Inspection</u>	<u>\$</u>	<u>per unit</u>
<u>Complaint/Special Inspection</u>	<u>\$</u>	<u>per unit</u>
<u>Emergency HQS Inspection</u>	<u>\$</u>	<u>per unit</u>
<u>Re-Inspection</u>	<u>\$</u>	<u>per unit</u>

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_