
HARRIETSTOWN HOUSING AUTHORITY

Requests for Proposals
Housing Quality Standards (HQS) Inspection Services

December 23, 2021

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PUBLIC/LEGAL NOTICE

The Harrietstown Housing Authority (HHA) invites proposals for Housing Quality Standards Inspection Services for its Housing Choice Voucher rental assistance program for the 2022 calendar year. The program operates in the Village of Saranac Lake and Town of Harrietstown, New York.

The Request for Proposals can be obtained (1) at www.harrietstownha.org; (2) by emailing sclarkin@harrietstownha.org; (3) calling 518-891-3050 ext. 107; or (4) at 14 Kiwassa Road, Saranac Lake, NY.

Proposals are to be sent via US mail, emailed, or hand delivered to the Harrietstown Housing Authority at 14 Kiwassa Road, Suite 1, Saranac Lake, NY 12983 in care of Sarah A. Clarkin, Executive Director. Email is sclarkin@harrietstownha.org. All proposals must be received prior to 3pm, Wednesday, January 26, 2022.

Any proposal arriving late shall not be accepted unless it is the only proposal received. Opened proposals are irrevocable for a period of thirty (30) days after opening.

Section 3 business concerns, minority- and/or women-owned businesses are encouraged to submit proposals.

The HHA reserves the right to reject any or all proposals.

Solicitation #211223-001

Sarah A. Clarkin, PHM
Executive Director, Harrietstown Housing Authority

1. General Information

The Harrietstown Housing Authority (HHA) administers the Housing Choice Voucher (HCV) rental assistance program in the Village of Saranac Lake and Town of Harrietstown, New York. As the administrator of this program, the HHA must ensure compliance with US Department of Housing and Urban Development (HUD) Housing Quality Standards to ensure leased units are decent, safe, and sanitary. All units are in the private market. Units are inspected at various times before and during a tenant's residency to ensure safe housing.

In April of 2020, as the COVID-19 pandemic began, in order to safeguard tenants' and inspectors' health, US HUD allowed public housing authorities to adopt waivers postponing inspections. These waivers expire December 31, 2021. HUD has issued guidelines to facilitate the completion of delayed inspections and resume all required regular inspections.

With its capacity limited, the HHA seeks to contract out all delayed and required regular inspections for the 2022 calendar year.

2. Scope of Work

- A. The Contractor will perform inspections as requested by the HHA using form HUD-52580 (see Attachment A) to record status and deficiencies, if any, of inspected units. This includes delayed initial inspections, delayed biennial inspections, and all currently due biennial inspections, special inspections, and re-inspections. Completion of delayed move-in and biennial inspections must comply with US HUD guidance issued November 19, 2021 (see Attachment B).

At this time, the estimated number of inspections by type is:

- Delayed Initial Inspections (to be completed no later than June 30, 2022): 30
- Delayed 2020 Biennial Inspections (to be completed no later than June 30, 2022): 28
- Delayed 2021 Biennial Inspections (to be completed no later than December 31, 2022): 47
- Regular 2022 Biennial Inspections (to be completed before date of last inspection): 11
- Regular 2022 Initial Inspections: As needed
- Regular 2022 Special Inspections: As needed
- Regular 2022 Re-inspections: As needed

- B. For all inspections, perform the full scope HQS inspection following US HUD guidelines.
- C. Deliver electronic or hard copies of completed form HUD-52580 to the HHA upon completion of the inspection.
- a. For failed inspections, provide proper documentation to the HHA on the day of the inspection.
 - b. For passed inspections, provide proper documentation to the HHA within two (2) business days of the inspection.
- D. For every inspection, certify to the identity of the inspector using the form HUD-52580.

- E. Be available to respond to questions about inspection findings from unit owners, tenants, and the HHA.

3. Inspection-Related Details

- A. Regarding initial inspections, all initial inspections must be completed within ten (10) business days from the date the Contractor is notified.
- B. Regarding biennial inspections, the HHA and Contractor will confer about dates/times that are mutually agreeable and in compliance with all regulations.
- C. Special inspections may have a 24-hour to 30-day completion requirement according to federal regulations depending on the nature of the item(s) to be inspected.
- D. All re-inspections shall occur within five (5) business days of the date the unit owner notifies the HHA that the required correction(s) have been made.
- E. Items of egregious danger/fail or neglect shall be photographed and shared with appropriate HHA staff.
- F. All inspections shall occur between the hours of 8:00AM and 3:30PM Monday through Friday.

4. Qualifications

- A. All inspectors must be certified HQS inspectors.
- B. Must have own transportation.
- C. Must maintain the following insurance coverage at all times during the contract term:
 - 1. Commercial General Liability, including but not limited to premises and operations, including coverage for bodily injury and property damage, personal injury, contractual liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate
 - 2. Worker's Compensation Insurance in accordance with New York State laws
 - 3. Auto Insurance on owned, hired, borrowed and non-owned motor vehicles used in connection with this project for a combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence
- D. Must provide professional customer service and maintain confidentiality in compliance with program regulations.
- E. Must wear an identification badge that is visible at all times while conducting work for the HHA.
- F. Must have ability to take photos of issues observed in/around units that are cause for concern and be able to provide electronically to appropriate HHA staff.

5. Fee Structure

Proposer shall provide a per inspection rate for each type of inspection: initial, biennial, special, re-inspection.

In addition, the Proposer shall identify additional costs, if any, associated with the successful completion of each inspection and their method of their calculation.

6. Required Proposal Contents

- A. Contact Information: name, address, telephone, email
- B. Names of all inspectors who may inspect units
- C. Company's self-certification that all inspectors have passed criminal and sex offender background checks
- D. Documentation of all inspectors' HQS certification
- E. Description of experience that qualifies the individual/company for consideration
- F. Description of responsiveness and availability to conduct inspections, e.g., response time, days and hours of week available
- G. Fee Structure as described in Section 5, above
- H. Pandemic-related protocols that the individual/company shall follow
- I. Minimum of three (3) references (name, address, telephone)

7. Evaluation of Proposals

There shall be a three-person review committee consisting of the Executive Director, Housing Choice Voucher Specialist, and Facilities Manager.

The following points system shall apply to all proposals:

Criteria	Points
Qualifications	25
Responsiveness and Availability	25
Fee Structure	25
References	20
Section 3, Women- and/or Minority-Owned Business	5
	100

The HHA reserves the right to reject any or all proposals.

8. Other Information

- A. Submittal of Proposals: Proposals are to be sent via US mail, emailed, or hand delivered to the Harrietstown Housing Authority at 14 Kiwassa Road, Suite 1, Saranac Lake, NY 12983 in care of Sarah A. Clarkin, Executive Director. Email is sclarkin@harrietstownha.org. All proposals must be received prior to 3pm, Wednesday, January 26, 2022.
- B. Late Submittals: Any proposal arriving late shall not be accepted unless it is the only proposal received. Opened proposals are irrevocable for a period of thirty (30) days after opening.
- C. Proposers: Section 3 business concerns, minority- and/or women-owned businesses are encouraged to submit proposals.
- D. Questions: For questions related to this RFP, contact Sarah Clarkin, Executive Director, at sclarkin@harrietstownha.org or 518-891-3050 ext. 107 or Irene Snyder, Housing Choice Voucher Specialist, at isnyder@harrietstownha.org or 518-891-3050 ext. 105.
- E. Acceptance of Terms in RFP: Submittal of a proposal shall be deemed acceptance of all terms set forth in this RFP unless the Proposer includes with its Proposal, in writing, any conditions or exceptions required by the Proposer.
- F. Expense of RFP Submission: All expenses incurred in the preparation and submission of a proposal in response to this RFP shall be borne by the Proposer.
- G. Contract Award: Subject to the rights reserved in this RFP, the HHA shall give written notice to the selected Proposer no later than fourteen (14) days after the date designated for the receipt of proposals. Award shall be conditioned on the successful negotiations of revisions, if any, to the Proposal that are recommended as part of the evaluation of proposals.
- H. Proof of Insurance: Certificate(s) of Insurance for all coverage must be provided prior to the HHA signing agreement. All certificates shall name the HHA as an additional insured.
- I. W-9: A completed W9 shall be provided to the HHA.
- J. Compliance with Applicable Laws and Regulations: The Proposer agrees to comply with all applicable local, state, and federal laws and/or regulations.
- K. Indemnification: To the fullest extent permitted by law, the Proposer shall indemnify and hold harmless the HHA and their respective agents and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential arising out of or resulting from the performance of the Proposer's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Proposer, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Proposer to perform or furnish the services, or anyone for whose acts the Proposer may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

- L. Contract Termination: The HHA reserves the right to terminate the contract for services if, in the judgement of the HHA, the individual/firm is not performing services satisfactorily under the terms agreed upon.

- M. HHA Reservation of Rights: The HHA reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interests of the HHA. The HHA further reserves the right to waive any minor informalities in any proposals received, if it be in the HHA's interest to do so.