



419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

## Request for Proposal - HCV HQS Inspection Services

**PURPOSE:** The Lansing Housing Commission is seeking to engage the services of a qualified individual or firm certified in Housing Choice Voucher (HCV) inspections to conduct inspections of their HCV units to ensure that they meet Housing Quality Standards as defined by the Department of Housing and Urban Development. The inspections will be scheduled by the inspection individual or company and the data results will be returned to the Lansing Housing Commission in a clear, concise format acceptable to Lansing Housing Commission. 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.

### A. GENERAL INFORMATION

#### I. INTRODUCTION

The Lansing Housing Commission is a local government agency federally funded that administers a voucher program with HUD dollars for the purpose of providing affordable housing. The housing authority administers the Housing Choice Voucher. As an administrator of this federal housing program, the LHC must ensure compliance with HUD's Housing Quality Standards and other related standards to show that housing units are decent, safe, and sanitary. The Housing Choice Voucher program is administered pursuant to 24 CFR 982.A. A constituent of the program regulations, every subsidized unit must meet Housing Quality Standards. The majority of the participants rent units in the private market.

The Lansing Housing Commission hereinafter is referred to as "the Agency", is seeking a qualified person or entity, hereinafter referred to as "the Respondent", to provide inspection services for approximately 1780 Housing Choice Voucher participants residing in privately owned units listed on the Housing Choice Voucher/Project-Based Programs.

Contact Person: Kim Shirey HCV Supervisor

Proposals submitted must be received no later than 4:00PM on March 29, 2018.





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All proposals shall be submitted to: 419 Cherry Street Lansing, MI 48933 Attention Kim Shirey. An electronic copy may be submitted to [kims@lanshc.org](mailto:kims@lanshc.org) with subject entitled HQS Inspection Proposal

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.





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## II. OVERVIEW

There are approximately 1780 independently owned units that require an inspection each year. The annual figure translates to approximately 2500 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 419 Cherry Street Lansing, MI 48933

## III. SCOPE OF SERVICES

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

- Retrieve and submit work assignments on a daily basis.
- Conduct HQS inspections in accordance with HUD's Housing Quality Standards (24 CFR 981.401) and Agency Policy. This comprises move-in inspections, annual inspections, special inspections, tenant complaint inspections and follow-up inspections for units that initially were in non-compliance.
- Prepare and send inspection notifications appointments and the results.
- Provide the Agency with the inspection results.
- Comply with Michigan state policies and federal privacy laws.

## IV. 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.

## V. 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



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in support of this RFP submission will be available for public inspection in compliance with federal and state laws.

## VI. STATEMENT OF LIABILITY

The Respondent shall be responsible for all losses, damages or injuries incurred because of its fault or negligence. Selected Respondent will maintain all necessary licenses and carry insurance liability coverage equal to at least one million dollars.

## B. PROPOSAL CRITERIA

### I. QUALIFICATIONS OF RESPONDENT

Proposals shall be considered only from responsible organizations or individuals now or previously who have engaged in the performance of housing inspections. Each Respondent is requested to furnish information on competency in performing comparable services.

### II. SUBMITTAL REQUIREMENTS

#### A. Background and experience

1. Describe how yourself or your firm. In particular, the Respondent must support the capacity to perform the Scope of Work.
2. Provide employment history for last five (5) years. If applicable, include information about the employment of experience with housing inspections and specifically HQS inspections, including the number of years in business, number of employers, location of office, names of principal employees who will provide the services.
3. Provide a detailed list of references including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
4. Identify any conflict of interest that may arise because of business activities or ventures by you, your family, your firm and associates, employees, or subcontractors because of any individual's status as members of the board of directors of any organization likely to interact with the Lansing Housing Commission.
5. Describe how the Respondent will handle an actual and or potential conflicts of interest.





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6. Consent to full background screening, including criminal background check and verification of credentials.

#### B. Fee Structure

The cost of the 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.

1. Provide a detailed cost proposal for performing the Scope of Work. The Lansing Housing Commission will consider flat/per year or other alternative billing arrangements along with a fee proposal based on per unit basis (see Attachment B). This proposed fee should include the several types of inspections referenced here-in, including re-inspections of non-compliant units.
2. Provide detailed description to explain how the scope of work will be carried out. 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.
3. Additional fee information applicable to the engagement that has not been previously covered.
4. All proposals are subjected to all requirements of the specifications. The Agency reserves the right to reject any proposals in which in requested information is not furnished or where incomplete information, answers or materials are not supplied.

### III. PROPOSAL EVALUTION

A selection committee consisting of Lansing Housing Commission employees will review all proposals and make a determination based on the following factors:

1. Professional capacity to undertake the Scope of Work
2. Proposed fee structure
3. Ability to perform within time and budget constraints
4. Evaluation of potential work plans
5. Previous work experience and performance with Lansing Housing Commission and/or similar organizations





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6. Recommendations by references
7. Section 3 Businesses
8. Other pertinent information submitted.

The Lansing Housing Commission may invite one or more finalists to make presentations. In its sole discretion, The Lansing Housing Commission may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise. By this Request for Proposals, The Lansing Housing Commission has not committed itself to undertake the work set forth. Lansing Housing Commission 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. The Lansing Housing Commission reserves the right to make those decisions after receipt of responses. The Lansing Housing's decision on these matters is final.

#### IV. SCHEDULE OF EVENTS

The anticipated schedule for the RFP and contract approval is as follows:

1. Deadline for receipt of the RFP response March 29, 2018;
2. Review of RFP week of April 2, 2018;
3. Final Selection April 13, 2018;
4. Contract start date May 1, 2018.

#### V. EQUAL OPPORTUNITY EMPLOYMENT

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed or national origin regarding obligations, work and services performed under the terms of any contract ensuing from this RFP.

#### VI. AGENCY OPTIONS

The Lansing Housing Commission may invite one or more finalists to make presentations. In its sole discretion, The Lansing Housing Commission may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise. By this Request for Proposals, The Lansing Housing Commission has not committed itself to undertake the work set forth. Lansing Housing Commission 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. The Lansing Housing Commission reserves the right to make those decisions after receipt of responses. The Lansing Housing's decision on these matters





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## VII. LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personnel injury and property damage. \*
2. Automobile insurance: \$1,000,000 per accident for bodily injury and property damage.

\*Or otherwise negotiated with Contractor.

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

## ATTACHMENT B

Inspection Cost Breakdown Sheet

## ATTACHMENT C

LHC Conflict of Interest Policy

