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**Request for Proposal
Housing Quality Standards
Inspection Services**

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission

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Invitation and Background

The Lansing Housing Commission (LHC) is conducting a Request for Proposal (RFP) to identify and potentially select a qualified firm certified in Housing Quality Standards (HQS) inspections. HQS requirements and certifications are defined by the Department of Housing and Urban Development (HUD).

The HQS inspections are required for LHC's Housing Choice Voucher (HCV) and Michigan State Housing Development Authority (MSHDA) voucher programs. Combined these programs can provide as many 2400 vouchers providing rental assistance to residents in Lansing and surrounding areas, resulting in at least 1200 inspections per year.

It is envisioned that the respondent will provide the listed information in the **"Proposal Requirements"** section to demonstrate the qualifications and abilities to complete the required HQS inspections.

The intent of this RFP is for LHC to select one or more firms to provide HQS inspection services and enter into a 1-year contract with the option to extend the contract for future years.

1 physical or 1 PDF/electronic copy of the proposal is **due by Wednesday November 30th, 2022 at 5:00pm EST**. Physical copies should be delivered to 419 Cherry Street Lansing, MI 48933 attention Kim Shirey. PDF/electronic copies should be emailed to LHC HCV Director Kim Shirey (kims@lanshc.org) with the subject entitled HQS Inspection Proposal. If you have questions during the process please contact Kim Shirey (kims@lanshc.org).

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.



Project Description

LHC is a housing authority that receives federal funds directly from HUD and indirectly from HUD through MSHDA to administer voucher programs to provide rental assistance to qualifying residents. In support of the voucher programs LHC must ensure compliance with HUD's HQS and other related standards to show the housing units are decent, clean, and safe. Combined these programs can provide as many 2400 vouchers providing rental assistance to residents in Lansing and surrounding areas, resulting in at least 1200 inspections per year.

The vouchers are provided to qualifying individuals and families. The voucher recipient is responsible to then find housing in the private market through landlords that accept vouchers. The housing units are independently owned by these landlords. Prior to the voucher recipient moving in, the housing unit must pass an HQS inspection. Following a successful move in and as long as the now resident lives there with that voucher, an inspection is to be completed at least once every 2 years or at the request of the resident.

Scope of Work

The intent of this RFP is for LHC to enter into a contract with one or more firms to provide HQS inspection services including but not limited to the scope of work below.

- Complete at least 1200 HQS inspections per year
- Retrieve work assignments on a consistent basis
- Prepare and send inspection notification appointments
- Conduct HQS inspections in accordance with HUD's Housing Quality Standards (24 CFR 981.401) and Agency Policy; this include move-in inspections, annual inspections, special inspections, tenant complaint inspections and follow-up inspections for non-compliant units
- Provide documentation and communicate inspection results on same day of inspection
- Provide LHC with regular reports that may include upcoming schedules, historic results by landlord, historic pass/fail results, etc.
- Comply with Michigan date policies and federal privacy laws



Proposal Requirements

Proposals shall be considered only from responsible organizations who now or previously have engaged in the performance of HQS inspections. Each respondent should provide the following information to be considered for this opportunity.

Background and experience

- Provide an overview of your firm including but not limited to the number of years in business, number of employees, office locations, capabilities, achievements, relevant project experience, etc.
- Provide specific information about the team (or representative team) that will be delivering the work for LHC including past inspection work and relationships with other housing agencies; be sure to include both managers and inspectors
- Provide proof of all necessary certifications
- Provide a detailed list of references including a contact name and telephone number for organizations or businesses for whom you have performed similar work
- Disclose any conflict of interest that may arise as a result of business activities or ventures by you, your firm and associates, employees, or subcontractors as a result of any individual's status as members of the board of directors of any organization likely to interact with the LHC
- Describe any conflict of interest identified will be addressed
- Consent to full background screening, including criminal background check and verification of credentials

Fee Structure and Detail

- Provide a detailed cost proposal for performing the scope of work as outlined
 - LHC will consider different fee structures including but not limited to annual base fee, per unit fee, combination of both, and/or alternative methods.
 - Please keep in mind the proposed fee structure should consider at least 1200 inspections per year and should account for several types of inspections including but not limited to move-in inspections, annual inspections, special inspections, tenant complaint inspections and follow-up inspections for non-compliant units
- 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 (as necessary for proposal)
- Address any additional fee information applicable to the engagement that has not been covered



Scope of Work Execution

- Provide detailed description about completing the scope of work include communication, governance, team structure, technology, and other relevant components
- Address how the flow of information and communication will result in successful ongoing relationship with LHC

Additional Requirements

- Confirm firm has general liability insurance of at least \$2,000,000 per occurrence of bodily injury, personnel injury, and property damage
- Confirm firm has automobile insurance of at least \$1,000,000 per accident for bodily injury and property damage
- Provide plan or alternate solution to meet insurance requirements if there are not current policies in place

Selection Considerations

A selection committee consisting of LHC employees will review all proposals and make a determination considering the following components:

- Professional credentials and experience
- Proposed fee structure
- Ability to illustrate how the scope of work will be successfully executed
- Previous work experience and performance with LHC and/or similar organizations
- Recommendations by references
- Other pertinent information submitted

Selection Process and Schedule

Nov. 14, 2022	Distribute / post RFP
Nov. 21, 2022	Submit all questions and clarifications
Nov. 30, 2022	Submit proposals by 5:00 pm EST
Nov. 30, 2022	Review of proposals, possible interviews, short list determination
Dec. 7, 2022	Complete selection process, finalize and sign contract
Dec. 12, 2022	Begin conducting inspections



LHC may invite one or more firms to make presentations. In its sole discretion, LHC 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, LHC has not committed itself to undertake the work set forth. LHC 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. LHC reserves the right to make those decisions after receipt of responses.

The RFP has been issued solely for the purpose of identifying interested service providers. LHC is under no obligation to select a service provide and/or sign a contract. LHC reserves the right to identify and select service providers it believes to be best suited to complete HQS inspections for the voucher recipients. LHC reserves the right in the future to adjust the requirements and content included in this RFP.

Disclaimer

The intent of the RFP documentation is to provide accurate information. However, the information provided may not be completely accurate. It is up to the respondents to review and conduct additional due diligence to validate information as they may deem necessary. LHC will not be accountable or liable for any information errors contained in this RFP or subsequent details provided herein or at later date.

EQUAL OPPORTUNITY EMPLOYER

