



8933 Interchange Dr.  
Houston, Texas 77054  
Tel: 713-578-2100  
Fax: 713-669-4594  
[www.hchatexas.org](http://www.hchatexas.org)  
[hcha@hchatexas.org](mailto:hcha@hchatexas.org)

April 7, 2016

AMENDMENT #1  
AMENDMENT TO SOLICITATION NUMBER RFP 16-05: HQS INSPECTION SERVICES

Issued by: Kristen Domeracki, Director of Administration

The date and time specified for receipt of proposals is unchanged. The solicitation mentioned above is amended as set forth above and below. Proposers must acknowledge receipt of this amendment prior to the hour and date specified for receipt of proposals by signing this form below.

- Attachment A: Revised Cost Proposal
- Attachment B: Questions & Responses
- Attachment C: Zip Codes of Active Units (as of 4/5/16)

Proposer/Respondent: \_\_\_\_\_  
Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Attachment A  
REVISED COST PROPOSAL

Vendor shall list the fee on a per inspection basis as indicated below. Costs should be inclusive of all expenses required to perform the services under this contract. HCHA will remit payment upon receipt of an invoice after services have been rendered.

Cost per Inspection for:

Annual: \$ \_\_\_\_\_

New Unit: \$ \_\_\_\_\_

Re-inspection: \$ \_\_\_\_\_

No-Show: \$ \_\_\_\_\_

Special/Complaint: \$ \_\_\_\_\_

Emergency: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Attachment B  
QUESTIONS & RESPONSES

Question 1: Attachment A does not include a line item for no show inspections. Can a line be added to price no show inspections?

Response: Yes. Please see “Attachment A, Revised Cost Proposal” and delete the original Attachment A found in the RFP.

Question 2: Who is currently performing inspection services for HCHA (HCHA staff or vendor)? Is this staff unionized?

Response: Currently, HCHA employs three on-staff inspectors. HCHA staff is not unionized.

Question 3: If existing contract is outsourced, can you provide the current inspection pricing?

Response: HCHA does not currently outsource its inspections.

Question 4: Please provide expected inspection numbers for the next 12 months for annual, initial, complaint, re-inspection and no show inspections.

Response: In 2015, HCHA conducted the following inspections (non-duplicative):

2386	Annual
1567	New Unit
1575	Re-Inspections
1120	No Shows
221	Complaint (Special)
65	Emergency

We anticipate a similar number of inspections for the next 12 months; however, HCHA cannot guarantee a minimum or maximum number of inspections.

Question 5: Can we use our own scheduling and inspection software?

Response: HCHA will require all vendors to use our inspection software (HousingPro). The housing authority will create the inspection schedule and provide vendors with an application that will allow the inspectors to download inspections, take and upload pictures, and upload inspection results from an Apple iPad device.

Question 6: Inspector Requirements – in the first paragraph, it states that “all inspections must be certified to conduct HQS inspections”. I assume they mean inspectors?

Response: Yes. All inspectors must be certified to conduct HQS inspections.

Question 7: Inspector Requirements - due to privacy issues, offerors can only provide whether a prospective employee passed criminal history checks and drug screen tests. We assume that is sufficient.

Response: This information is sufficient; however, all inspectors must also be certified to conduct HQS inspections.

Question 8: Award – Offeror understands that HCHA reserves the right to award to more than one offeror; however, is that HCHA’s intent at this time?

Response: It is HCHA’s intent to award the contract to a single offeror; however, HCHA reserves the right to award multiple vendors if it so chooses.

Question 9: Specifications – the completed HUD 50058 form has to be submitted electronically in a form compatible with the Housing Pro database software used by HCHA. Please clarify format and file requirements.

Response: The correct form number is HUD form 52580. HCHA will provide an application that runs on Apple iPads and will allow inspectors to upload scheduled inspections, take pictures of deficiencies, complete the 52580 electronically, and submit pictures/results directly to our HousingPro database.

Question 10: Both Overview and Scope of Services refer to completing form 50058. Is the form intended actually HUD form 52580?

Response: Yes, the correct form is HUD 52580.

Question 11: The Scope also refers to utilizing HousingPro software for inspections. Will paper forms also be required?

Response: Paper forms are not required. HCHA will provide an application that runs on Apple iPads and will allow inspectors to upload scheduled inspections, take pictures of deficiencies, complete the 52580 electronically, and submit pictures/results directly to our Housing Pro database.

Question 12: The Scope of Services states the Housing Authority will be responsible for notifying participants of inspection appointments. Who will be responsible for notifying participants of inspection results? If the contractor is to be responsible, what form must the notification take?

Response: Inspectors will verbally inform participants of the inspection results (i.e. pass/fail) while onsite and will send an inspection notice from the application provided by HCHA; however, HCHA will provide participants with a written notice describing any deficiencies resulting in a failed inspection. Vendor will be responsible for calling ahead of time for new unit inspections.

Question 13: What is the approximate distribution of participating units by zip code?

Response: See attachment A for a breakdown of active units by ZIP code as of 4/5/16. The number of active units by ZIP code may vary throughout the year.

Question 14: The price sheet provides a single space for unit inspections. Is it permissible to provide additional pricing detail such as price for Initial Inspections, Annual Inspections, and Complaint Inspections?

Response: Yes. Please use the revised Cost Proposal sheet identified in this amendment as Attachment A.

Question 15: On the front page, it requests the total amount of the proposal, however Attachment A requests for the pricing to be per-unit/inspection. If you don't mind, please clarify which pricing model you would prefer us to use, lump sum or per-unit/inspection. Thanks for your help.

Response: We require a per-inspection pricing model. Please use the revised Cost Proposal sheet identified in this amendment as Attachment A.

Question 16: Is there currently a vendor providing HQS services to the Harris County Housing Authority or are these services provided by in-house staff?

Response: Currently, these services are provided by in-house staff.

Question 17: Attachment A: Cost Proposal only allows for costs to be shown for a regular inspection and a re-inspection. However, it appears that the HCHA is requesting services for annual, special and emergency inspections. Is the expectation that the cost would be the same for all three (3) inspection types?

Response: We require a per-inspection pricing model. Please use the revised Cost Proposal sheet identified in this amendment as Attachment A.

Question 18: Will the vendor also be required to conduct Quality Assurance inspections? What about No Shows?

Response: Vendors will not conduct quality assurance inspections, but will be expected to conduct the other inspection types identified in question 4. Pricing for each type of inspection should be identified in Attachment A.

Question 19: The RFP requires the vendor to provide all necessary computer, cameras, personnel, uniforms, vehicles, fuels, etc. necessary to conduct and complete the inspections as specified herein. Will the vendor also be required to provide the iPads and technology required to interface with the housing authority's HousingPro database software?

Response: HCHA can provide up to three iPads; additional iPads (if necessary) will need to be provided by the vendor. The housing authority will provide the application required to allow the vendor to interact with our HousingPro database.

Question 20: Will the vendor have any program management responsibilities relative to scheduling the inspections (making phone calls and sending out letters), providing deficiency reports if repairs are necessary and providing inspection status reports to the HCHA?

Response: HCHA will send letters to schedule the inspections. The inspectors may be required to make phone calls the day of the inspection to confirm inspection times. All inspections must be uploaded and inspection results must be

downloaded daily using an application provided by the housing authority. Although an inspector may be asked to electronically send a form (created by the application provided by the housing authority), HCHA will generally communicate with the tenants regarding inspection results and will re-schedule inspections as necessary.

Question 21: Item #4 under the Scope of Work references the HCHA's "mobile inspection program." Are the details related to this program available to the public? If so, where can we access a copy of that program?

Response: We will provide the Mobile Inspections application, which is compatible with Apple iPads and the Authority's HousingPro database. More information about this application and/or the database system we use can be obtained by contacting HAPPY Software at 1-888-484-2779 or by going to <https://www.happysoftware.com/>.

Attachment C  
NUMBER OF ACTIVE UNITS BY ZIP CODE (AS OF 4/5/16)

77002	77	77003	5		
77004	56	77054	16	77339	4
77007	13	77055	13	77345	1
77009	1	77057	5	77346	11
77011	4	77058	4	77373	113
77012	2	77060	54	77375	17
77013	25	77061	30	77377	4
77014	161	77063	6	77379	14
77015	94	77064	47	77388	17
77016	39	77065	123	77389	6
77017	13	77066	64	77396	88
77018	77	77067	155	77429	10
77019	7	77068	7	77433	55
77020	19	77069	15	77447	3
77021	60	77070	96	77449	143
77022	32	77071	28	77450	6
77023	2	77072	88	77459	2
77024	1	77073	121	77477	1
77025	15	77074	14	77484	1
77026	31	77075	34	77489	4
77028	54	77076	16	77493	4
77029	25	77077	5	77494	20
77031	4	77078	31	77502	1
77032	139	77079	1	77503	4
77033	54	77080	7	77504	6
77034	31	77081	9	77505	1
77035	72	77082	84	77510	1
77036	87	77083	56	77520	11
77037	1	77084	38	77521	13
77038	73	77085	12	77530	35
77039	25	77086	103	77532	32
77040	21	77087	16	77536	8
77041	5	77088	86	77545	1
77042	23	77089	33	77546	15
77043	3	77090	207	77562	1
77044	30	77091	87	77571	56
77045	27	77092	8	77581	1
77047	34	77093	34	77583	1
77048	19	77095	19	77586	4
77049	74	77096	28	77587	3
77050	6	77099	76	77598	77
77051	70	77336	7		
77053	28	77338	97		