

HARRIS COUNTY HOUSING AUTHORITY

P.O. Box 53028, Houston, TX 77052 | 713.669-4537 P

AMENDMENT OF SOLICITATION

AMENDMENT # 1

DATE: 06-03-2022

ISSUED BY: B. Burroughs, Director of Program Quality

AMENDMENT TO SOLICITATION NUMBER: Request For Proposal (RFP) # 22-04 for HQS Inspection Services

THE SOLICITATION MENTIONED ABOVE IS AMENDED AS SET FORTH BELOW. VENDORS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS BY SIGNING THIS FORM BELOW.

Response to Written Questions

Question 1 - What is the current contractor charging for the following types of inspections?

- a. Annual Inspection
- b. Initial Inspection
- c. Emergency Inspection
- d. Re-Inspections Inspection
- e. No Show
- f. Special/Complaint Inspection
- g. Quality Control Inspection

Response 1 - *Harris County Housing Authority (HCHA) does not release information relative to what it is paying for services being procured during the procurement phase of said services. The cost of the prior contract can be made available after this inspection services contract is awarded. It is the responsibility of the proposers to submit a fee schedule for the work.*

Question 2 - Who is currently completing these inspections?

Response 2 - *Nan McKay and Associates is the current Vendor.*

Question 3 - Please provide the type and number of HCHA vouchers such as Project-Based Units, VASH Units, Mod Rehab Units, etc.

Response 3 -

HCV	4012
PBV	110
VASH	673

Question 4 - Will HCHA use its inspectors to supplement contractor's inspectors?

Response 4 - *HCHA will use its inspectors to perform only the HQS Quality Control Inspections.*

Question 5 - What is the anticipated start date for the contract?

Response 5 - *Approximately July 2022.*

Question 6 - Will HCHA provide a "Bridge" to the contractor for their inspection software?

Response 6 - *No. The selected Vendor is required to use HCHA software and HCHA-issued iPads.*

Question 7 - Please provide points that HACCC received for the following SEMAP Indicators from the prior year:

- h. Indicator #5 – Quality Control Inspections
- i. Indicator #6 – HQS Enforcement
- j. Indicator #11 – Pre-Contract HQS Inspection
- k. Indicator #12 – Annual Inspections

Response 7 - *HCHA carried over the 2021 SEMAP score to 2022*

Indicator #5	Quality Control Inspections	5 Pts
Indicator #6	HQS Enforcement	10 Pts
Indicator #11	Pre-Contract HQS Inspection	5 Pts
Indicator #12	Annual Inspections	10 Pts

Question 8 - Within how many days is the contractor required to complete Initial Inspections?

Response 8 - *Inspectors must complete all inspections on the scheduled dates and times provided by HCHA.*

Question 9 - Is rent reasonableness included in the Scope of Work?

Response 9 - *No*

Question 10 - What is the duration of this contract?

Response 10 - *One-year initial term with (3) one-year options awarded at HCHA discretion.*

Question 11 - What inspection software is HCHA currently using?

Response 11 - *Housing Pro*

Question 12 - Is there an incumbent in this position? If yes, is a copy of their contract available?

Response 12 - *See response #2. The RFP contains the sample contract HCHA proposes to use. See Exhibit N.*

Question 13 - Section 6 General Requirements - states that the Vendor shall have at least three years of experience providing HQS Inspection Services to public housing authorities.

- a. Will HCHA consider the experience of the Vendor's key staff and inspection staff (who have direct PHA management and HQS inspection experience) in meeting this statement?
- b. Will HCHA consider the experience of the Vendor's subcontractors who have HQS inspection experience in meeting this statement?
- c. Will HCHA consider the experience of the Vendor's performance of HUD Disaster Recovery damage assessments which include all items contained on the 52580 checklist?

Response 13 - *a). HCHA will consider the HQS experience of all team members providing services under this contract.*

b). HCHA will consider the experience of all members of the Vendors team assigned to this contract.

c). HCHA will consider the HQS experience of all team members providing services under this contract.

Question 14 - What are the deliverables (i.e., 52580, photos, etc.) associated with this RFP in addition to completion of the 52580?

Response 14 - *Inspectors must upload completed HUD Form 52580; attach photos of deficiencies and any additional information pertinent to the scheduled inspection daily.*

Question 15 - Will the Vendor be doing the scheduling of the inspections with landlords and tenants?

Response 15 - *No*

Question 16 - Is there an expected timeframe from the time/date of HCHA's assignment of the inspection to the scheduling of the on-site inspection?

Response 16 - *HCHA will schedule the inspections and electronically download the inspection form to the inspector with the dates and times by which the inspections must be completed.*

Question 17 - Is there an expected timeframe from the time/date of HCHA's assignment of the inspection to the completion of the on-site inspection?

Response 17 - *The inspection must be completed on the dates and times as scheduled by HCHA.*

Question 18 - Can you provide an estimate of the percentage of units by apartments and houses?

Response 18 - *Apartment – 69%; Single-Family Homes – 28%; Duplex – 3%*

Bidder/Respondent

Date: _____

Signature