

Request for Proposal Housing Quality Standards Inspector In South Carolina Pierce Street Affordable Housing Foundation

INTRODUCTION & INSTRUCTIONS

This RFP invites qualified firms or individuals to provide Housing Quality Standards (HQS) inspection services for Pierce Street Affordable Housing Foundation (PSAHF), where Section 8 Housing Choice Voucher (HCV) clients seek housing assistance. Solo applicants are welcome. Inspections must comply with HUD's HCV Program guidelines.

Proposals are due by 12/27/2024 11:59pm (US east coast time). Submit your proposal via email to rfp@psahf.org. Proposals should be concise and include a resume or qualifications for each team member.

Note: All submissions, including non-selected ones, may be made public after the selection process. Clearly mark any proprietary or confidential information.

SCOPE OF WORK

PSAHF is seeking qualified vendors to perform HQS inspections following HUD guidelines for the HCV program.

- The Contractor must be able to handle at least 25 monthly inspections in the first year of the contract.
- All inspectors must have HQS certifications
- The Contractor must be insured for at least \$1,000,000 per incident. Proof of insurance is necessary before starting work.

PSAHF will prioritize vendors who can inspect quickly upon receipt of a work order.

Further, PSAHF intends to expand to Georgia in the near future, so bonus points will be awarded to firms who can operate in both SC & GA.

HUD Standards

Contractor must be familiar with HUD's rules, regulations, handbooks, PIH Notices, and other guidance, including, but not limited to:

- Title 24, Part 982, Subpart I of the Code of Federal Regulations
- Housing Inspection Manual: Section 8 Existing Housing Program

- Chapter 10, Housing Choice Voucher Guidebook
- Notice PIH 2010-10 (HA)
- Form HUD-52580
- Form HUD-52580A

The Contractor must stay current with HUD's rules and regulations and ensure inspectors adhere to HUD's specifications.

Scheduling and Completing an Inspection

PSAHF places a premium on speed and efficiency. Upon PSAHF's request, the Contractor must schedule and complete initial inspections and annual recertifications within 3 business days and re-inspections within 1 business day. Emergency inspections require a 24-hour turnaround. Inspectors should arrive on time and, if the owner or client is absent, wait 15 minutes before leaving.

Inspection findings must be documented on HUD forms and shared with PSAHF and the property owner by the end of the inspection day. Any deficiencies must be photographed, with a supplemental report provided to both PSAHF and the owner's representative.

ITEMS TO INCLUDE IN YOUR PROPOSAL

General Firm Information

- Brief description of your firm, including:
 - Firm name (if not an individual)
 - Principals' names
 - Authorized contact (name, phone, email)
 - All office addresses
 - Number of inspectors employed

Experience and Resources

- Describe your firm's capabilities and capacity to perform the scope of work.
- List principals and associates involved, their roles, and relevant background.
- Provide references (contact name and phone) for similar work.
- Identify any conflicts of interest with PSAHF or related organizations.
 - If any exist, describe how conflicts of interest will be managed
- List any material litigation, proceedings, or investigations from the past 2 years.

Inspection timelines

- Provide your inspection turnaround timeline for each of the three types of inspections
 - Initial inspection

- Full points awarded for a 3-day turnaround
 - Re-inspection (in the event of an initial inspection failure)
 - Full points awarded for a 1-day turnaround
 - Annual re-certification
 - Full points awarded for a 3-day turnaround

Fee Structure

- Provide a proposal for cost per each inspection type. All billing will be per-unit.
 - Initial inspection
 - Re-inspection (in the event of initial inspection failure)
 - Annual re-certification
- Include an itemized breakdown of your costs per inspection type

Compliance

- Applicants who are Section 3 qualified are encouraged to identify their status. Please indicate your Section 3 qualification in your response, including any relevant supporting documentation

Certifications

- Your Proposal must affirm the following:
 - All information presented is true and accurate.
 - No monetary gifts or employment promises have been made to PSAHF employees or their relatives.

EVALUATION AND SELECTION

A selection committee of PSAHF employees will evaluate proposals on the following:

- Professional capacity to undertake the scope of work
 - Most importantly: your ability to meet the 3-day inspection requirement
- Cost-competitiveness
- Previous work experience and performance with other Public Housing Authorities or Housing Foundations
- Recommendations by references
- Pass criminal background check

PSAHF may invite finalists for presentations and negotiate with firms for detailed proposals on specific projects. This RFP does not commit PSAHF to any work. PSAHF reserves the right to reject any proposals, rebid the scope, or negotiate with any respondent. PSAHF's decisions are final. For more information, contact Pierce Street at rfp@psahf.org.

EVALUATION RUBRIC

Criteria	Weight
1. Organizational Capacity (60%)	
Ability to inspect on Pierce's timelines	40%
References and past performance	5%
Experience in similar projects	5%
Count of qualified inspectors	5%
Ability to operate in Georgia	5%
2. Cost Proposal (25%)	
Cost per inspection	20%
Transparency of cost breakdown	5%
3. Presentation and Communication (10%)	
Clarity and quality of proposal	10%
Responsiveness to RFP questions	5%
4. Compliance (5%)	
Section 3 eligible	5%