1.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S)

The purpose of this solicitation is to select a qualified firm to perform RAD Physical Condition Assessments (RPCAs) for RAD conversion of the selected properties. The RPCAs will consist of a physical inspection of a sampling of identified properties listed in Attachment K by AMP. The selected Contractor will provide a full range of services including evaluating the existing conditions of the housing stock including a random selection of units, common areas, offices, and program areas. The assessment will identify energy conservation measures and the cost savings that result from implementing the measures, and thereby reduce operating costs. All identified physical improvements will meet or exceed the HUD mandatory standards, and those established by local health, safety, and building codes. At a minimum, the goal of the RPCAs is to identify and provide a description of all physical improvements that will be required to bring the property back to and maintain a level comparable with “as built”, to the degree reasonably possible based on available components and building age. The effort should provide the Authority with the information necessary to ensure long term physical viability and in a manner suitable for planning and budgeting purposes. Data shall be in a format suitable for HUD reporting requirements.

After properties are assigned to awarded contractors, CMHA will provide access to lead and asbestos reports to identify locations with lead or asbestos. The contractor will be responsible for determining the remediation costs to include in their report.

After a contract is awarded and properties are assigned, CMHA will provide access to the site plans and other information CMHA has regarding the properties assigned to a contractor. Site plans are not available for most scattered site units.

A listing of the vacant units and ADA units will be provided when the service is requested prior to being assigned the inspections.

The Authority intends to create an inventory (or “pool”) of Firms to provide the services. The Pool will consist of various Firms which will be available on an as-needed basis to provide Services as requested by the Authority and the actual number of participants chosen will depend on the number of qualified proposals received. Selection as a participant of the Pool is not a guaranty of the type or amount of assignments for which a participant may be selected as there will be no guaranteed minimum or maximum amount of work awarded.

Proposers selected to participate in the Pool will be assigned work at the discretion of the Authority taking into consideration the quality of work, availability, manpower, timelines and other items of importance. The Authority will attempt to match each assignment to the firm best suited for a set of assessments, which will be determined at the sole discretion of the Authority. The Authority will also determine
the number of assessments any firm will be assigned at any given time or duration.

Pool Participants may be asked to perform some or all of the assessments in an AMP.

2.0 SCOPE OF SERVICES

2.1 The RPCAs will consist of the Contractor providing the following services:

2.1.1 Develop a general assessment of the physical needs and costs for improvements of each low-rent housing project, community, administrative, and maintenance buildings and grounds as specified in HUD Notice PIH 2010-46, Public Housing Modernization Standards Handbook 7485.2, and HUD RPCA Guidelines.

2.1.2 Perform interviews as needed with knowledgeable Authority staff as to the existing documents, plans, building histories, maintenance records, REAC scores, etc. of each property.

2.1.3 Identify all development components that will be part of the assessment.

2.1.4 Establish a sampling methodology per property subject to CMHA approval. The number of units to be sampled per development is to be a minimum of 30%, or listed in Attachment K. HUD RAD requires a minimum of 25% of occupied units and 100% of vacant units be inspected; the 30% should allow for the inspection of all vacant units and 25% of the occupied units. The sample should include at least 1 of each apartment size in each building type. Units must be distributed so that a variety of conditions will be evaluated (top floor units, corner units, areas where weathering occurs, etc.). Units shall also be spread out among the buildings to the extent feasible. Within the unit sampling, 100% of Section 504 designated units will be inspected.

2.1.5 Inspect 100% of sites, paving and grading, building exteriors/envelope, finishes, program areas, offices, common areas, laundry facilities, multi-purpose building(s), mechanical areas, sprinklers, emergency systems, and non-dwelling structures.

2.1.6 Record the electric and gas meter numbers for all units. Provide an excel spreadsheet of the meter numbers correlating to the addresses.
2.1.7 When scattered site tenants are available, the contractor will request the tenant sign a release form authorizing Duke Energy to release utility usage data to CMHA.

2.1.8 Perform walk-through inspections of each development and other Authority properties to ascertain the condition of the property; immediate critical and non-critical needs; code compliance; expected repair, replacement, and major maintenance needs; and total estimated cost to complete such items.

2.1.9 Identify work necessary to comply with federal, state, and local requirements and codes, such as elimination of asbestos/lead and new energy code compliance.

2.1.10 As part of the assessment, assign to each individual component an estimate of Expected Useful Life (EUL). The EUL is to be based upon industry acceptable EUL tables subject to approval by the Authority.

2.1.11 The Contractor will develop a Comprehensive Costing Library utilizing RS Means or other cost estimating methods subject to the Authority’s approval. The Costing Data shall be backed by recent construction data to confirm validity. Building a comprehensive cost and EUL component library is vital to RPCA Worksheet. The comprehensive cost and EUL component library must contain descriptions and reference information.

2.1.12 As part of the assessment, each individual component will be provided with a replacement cost on an individual component and for a total of those components. (Ex: per window and per window times all similar windows).

2.1.13 Identify energy conservation measures and review energy audit reports to incorporate energy audit recommendations into the RPCA Narratives and Worksheets.

2.1.14 The assessment is of observable components and items identified through interviews, record research, etc. Destructive testing is not anticipated and would only occur with prior Authority approval.

2.1.14.1 Any deficiencies that are identified and which could have an impact on health and safety will be brought to the attention of the Authority immediately.
2.1.14.2 The Contractor will detail quantity and cost estimates to accomplish each work item, a total for each project, and a grand total to accomplish all needed physical improvements. General work category (e.g. kitchens, bedrooms, etc.) costing without specific work item costing is unacceptable. Contractor shall show a line item prioritization as recommended by HUD. All data will be collected and entered into the HUD RPCA Worksheet by the contractor. Missing or incomplete data is unacceptable.

2.1.14.3 The units to be inspected will be occupied. The consultant is to provide notice to the tenant prior to entry. The draft notice is to be approved by CMHA prior to issuance. The tenant is to receive the notice a minimum of 48 hours and a maximum of 168 hours prior to entry.

2.1.15 **Energy Audit**: Objectives of the audit are to identify energy conservation measures (ECM); determine costs to implement each ECM and the cost savings that result from implementing the measures. Additionally, the audit should identify any compliance, health, or safety issues related to energy improvements. Each development will require a non-investment grade energy audit conducted and a report. The energy audits will include the following:

2.1.15.1 **Data Collection**: Sources of information for identifying Energy Conservation Measures (ECMs), as a minimum, shall include the following:

A. Energy consumption and cost information from gas, electric and oil suppliers, water and sewer consumption, for Authority paid utilities as well as, tenant held accounts, if available. At least one (1) year of energy bills, but three (3) years of data is to be reviewed if available. Otherwise, at least one (1) year of data is to be reviewed.

B. Architectural, mechanical, and electrical drawings and specifications for housing developments, administrative offices, and other buildings.

C. Documentation on Authority’s modernization program (Capital Fund).

D. At a minimum, the number of units per development to be inspected is indicated in *Attachment K*.

E. All sites and building and unit types must be surveyed by a certified HERS Rater, state certified energy auditor, or other professional approved by HUD. The energy walk through survey must include Core Energy Conservation Measures (ECM) which have a proven track
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record at reducing energy and water consumption. The Core ECMs include items related to building envelopes (e.g., insulation); heating, cooling and other mechanical systems; water conservations; power, lighting systems, and controls (e.g. CFL); and appliances (e.g. ENERGY STAR). Advanced ECMs which include advance, experimental, or difficult improvement items such as fuel conversion, conservation technologies (energy management systems), energy generating technologies and renewable energy systems (solar, geothermal) are to be considered. Advanced ECM recommendations must be cost-effective per HUD requirements.

F. Results of the walk-through inspections will be used to record qualitative information on form HUD-9614 and/or other enhanced Energy Survey forms. Contractor must provide data to complete completed forms.

G. Conduct interviews of selected property, maintenance and modernization personnel and residents to determine problem areas and concerns.

2.1.15.2 Data Analysis: The Contractor shall provide:

A. For each of the ECMs identified above, document information on energy audit data collection forms and calculate savings and payback period. At minimum, ECMs must be categorized into payback periods of 5 years or less, 5 to 10 years, and greater than 10 years.

B. Recommendations on ECMs to be implemented and prioritized.

C. Preparation of summary listing of all ECMs identified for each of the housing developments.

2.1.15.3 Utility Baselines: Objectives are to determine the Utility baseline usage and cost as outlined in the RPCA guidelines.

2.1.16 Deliverables:

2.1.16.1 Upon completion of the inspections, the Contractor will provide a draft narrative report and RPCA Worksheet, by AMP, to the Authority for review in forms that meets HUD and Authority requirements and will be in both paper and electronic format. The HUD RAD e-tool shall be utilized.
2.1.16.2 Upon completion of the review of the draft deliverables, the Contractor will prepare the final deliverables, by AMP, in accordance with HUD RPCA Guidelines. Deliverables shall include the following:

A. Narrative including audit objectives, methodology, overall results and recommendations. This shall be in accordance with HUD RPCA Guidelines and include three parts:
   - Part 1 – Physical Conditions Assessment Identifying Needs and Comparing Traditional and Green Requirements
   - Part 2 – Energy Audit
   - Part 3 – Utility Consumption Baseline

B. Completed RPCA Tool for each AMP in an excel spreadsheet format with various tabs to collect and analyze data on each property by address and summarized by AMP. The information is to be entered into the spreadsheet by the consultant and identifies:
   - The amount of initial repairs
   - The breakdown of the repair/replacement costs by year for the next 20 years.
   - The Initial Deposit to Replacement Reserve (IDRR)
   - The Annual Deposit to Replacement Reserve (ADRR).

2.1.16.3 Deliverable Update: Included in the scope is an update to the reports and worksheets 12 months from the initial submittal, unless requested sooner by CMHA. Updates to include work performed by the Authority in the developments over the previous year, updating of the cost data and prioritization of activities based upon the Expected Useful Life (EUL). Updates shall include inspections, updates to the RPCA Tool and other items as required to maintain the RPCAs in a “current” status.

2.1.16.4 All physical needs inspections and reports are to comply with HUD RPCA guidelines and the Ohio Housing Finance Agency requirements.

2.1.17 General Requirements

2.1.17.1 At award of inspections, the contractor is to provide an inspection schedule for all units assigned. The Contractor is to provide bi-weekly status reports
of the number of units and addresses of the units inspected, and the number and addresses of the units to be inspected over the proceeding 2 weeks. These should also be reflected in an updated inspection schedule submitted biweekly.

2.1.17.2 The draft RPCA reports and spreadsheets are to be submitted no later than 2 weeks after completion of the inspection and are to include the required data for all units inspected. Allow 2 weeks for the Authority to review the draft reports. The final reports are to be submitted not later than 2 weeks after receipt of comments and are to include all data for all inspections. All data is to be entered into the HUD E-Tool and successfully submitted to HUD not later than 2 weeks after completion of the reports.

2.1.17.3 The Contractor shall establish and provide to the Authority an inspection schedule. Assume all rental units are occupied. The Contractor shall provide written notification to residents a minimum of 48 hours, and a maximum of 168 hours, prior to entering occupied spaces. The Authority is to approve the Contractor’s notice prior to distribution and can provide a sample notice to the consultant upon request. The Authority personnel will not be available during the inspections. The consultant is to obtain keys from the Authority lock shop for access. Contractor badges will be provided and are to be worn at all times.

2.1.17.4 No-Show Occurrences – Occasionally, at no fault of the Authority or the Contractor, an inspection cannot be conducted as scheduled (i.e., only a minor under 18 years of age is home). In this event, the Contractor shall notify CMHA and reschedule the inspection. The follow-up inspections are to be completed within ten (10) business days of the canceled inspection. Alternate locations can be substituted subject to approval from the Authority. The contractor shall conduct up to 2 additional attempts after the initial attempt per location.

2.1.17.5 Regulatory Requirements – Contractor(s) shall comply with all applicable federal, state and local laws, regulations, ordinances and codes and obtain any licenses or permits required to provide services under this RFP.

For Part 2 Energy Audit, The contractor shall be certified to complete building energy audits by RESNET or BPI (or their training providers), be a Certified Energy Manager (CEM), be a State equivalent certified energy auditor, be a professional architect, be a registered professional engineer, be a RESNET certified Home Energy Rater or BPI Certified Building Analyst.
2.1.17.6 Inspections may not begin prior to 9:00 AM and must be completed by 6:00 PM. An inspection must be completed the same day the inspection began unless approved by the Authority.

2.1.17.7 Physical Security – At the close of each property inspection, Authority facilities, property and materials shall be inspected and secured.

2.0 PERFORMANCE STANDARDS

2.1 For each time the Contractor violates any of the clauses in the Contract, the Contractor’s fee may be reduced 10% for that service.

2.2 The COO may waive the fee reductions at her discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.

3.0 CONTRACT TERMS

3.1 Contract Term

3.1.1 The Authority intends to enter into a two-year contract with the option, at the Authority’s sole discretion, to extend the contract 1 additional year. The Authority reserves the right to adjust this period, if in its best interest to do so, prior to contract approval.

3.2 Indefinite Quantities Contract (IQC) CMHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

3.2.1 Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires CMHA to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: $1000; (b) NMCA: $280,000. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.