

**RFP 2022-2006;
HCV INSPECTION SERVICES
ATTACHMENT A: SCOPE OF WORK**



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

The Cincinnati Metropolitan Housing Authority (CMHA) is seeking proposals from qualified entities that demonstrate the vendor's abilities to meet the following requirements in providing Housing Quality Standards (HQS) Inspections at approximately 1,000 properties throughout Hamilton County, Ohio on CMHA's Housing Choice Voucher Program. The types of Inspections include:

- Initial move-In Inspections
- Biennial Inspections
- Emergency Inspections
- Complaint Inspections
- Follow-up reinspection on units found to be non-compliant
- Special Inspections

The selected offeror(s) shall submit proposals to provide any one, combination of, or all of the Inspection services that may result in the award of more than one contract for the Housing Choice Voucher Inspections. Proposers may also include an hourly firm, fixed fee for any related services.

1.1 General Requirements

Inspections must be in full compliance with the following regulations:

- HUD Housing Standards regulations at 24 CFR §982.401 & §983.101
- Lead based paint regulations at 24 CFR Part 35
- HUD Program Guidebook 7420.10g (HQS Chapter 10)
- Inspection Checklist (HUD-52580)
- CMHA's Housing Choice Voucher Administrative Plan, CMHA's HQS Checklist and HQS Guidebook.

1.1.1 CMHA will schedule inspections in accordance with HUD Federal Regulations and Agency Policy (this includes adherence to regulation requiring inspections are to occur at reasonable times with reasonable notice).

1.1.2 Inspections must be completed in accordance with HUD's Housing Quality Standards and CMHA's HQS Guidebook. Owners/Managers/Landlords/Tenants may not influence the result of the inspection.

**RFP 2022-2006;
HCV INSPECTION SERVICES**



- 1.1.3 Inspectors must provide inspection results to CMHA as well as maintain a copy of the results for audit purposes.
- 1.1.4 Proposers must possess a HQS Certification (or certification from a nationally recognized inspection organization) and Lead-Based Paint Visual Assessment Training from a nationally recognized training organization.

1.2 Services to be Provided

1.2.1 Move-In Inspections

- 1.2.1.1 Contractor will be notified of move-in inspections, via email or phone call, at least 2 business days prior to scheduled inspection.
- 1.2.1.2 Contractor must submit an electronic inspection report within 24 hours of completion of the inspection.

1.2.2 Biennial Annual Inspections

- 1.2.2.1 Contractor will be notified of routine biennial inspections, in writing, 14 business days prior to scheduled inspection,
- 1.2.2.2 Contractor must submit an electronic inspection report within 24 hours of completion of the inspection.

1.2.3 Emergency Inspections

- 1.2.3.1 Contractor will be notified of scheduled Emergency Inspections via email or phone call and must have someone to respond the same day as these involve life and safety related issues.
- 1.2.3.2 Contractor must submit electronic inspection report upon of completion of inspection to CMHA and must notify the owner of inspection results via email or phone call upon completion of the inspection.

1.2.4 Tenant Complaint Inspections

- 1.2.4.1 Contractor will be notified of Tenant Complaint Inspections within two (2) business days prior to scheduled inspection.
- 1.2.4.2 Contractor must submit an electronic inspection report within 24 hours of completion of the inspection.

1.2.4 Follow-Up Re-inspections

- 1.2.4.1 Contractor will be notified of routine biennial inspections, in writing, 14 business days prior to scheduled inspection.

**RFP 2022-2006;
HCV INSPECTION SERVICES**



1.2.4.2 Contractor must submit an electronic inspection report within 24 hours of completion of the inspection.

1.3 No Show Occurrences – Occasionally, at no fault of CMHA or the Inspector, an inspection cannot be conducted as scheduled (e.g., tenant is not at home or only a minor under 18 years of age is home). In this event, the inspector shall:

1.3.1 Contractor will be notified to complete follow-up inspections within ten (10) business days of “no show” inspection.

1.3.2 Contractor must submit an electronic inspection report within 24 hours of completion of the inspection.

2.0 CONTRACTOR RESPONSIBILITIES

The Contractor shall conduct inspections via an electronic device formatted in accordance with HUD form 52580.

3.0 POOL OF CONTRACTORS

3.1 CMHA intends to create a “pool” of Contractors to provide these Services. The Pool will consist of various Contractors which will be available on an as-needed basis to provide HCV inspection services. The actual number of Pool participants chosen will depend on the number of qualified proposals received

3.2 Proposers selected to participate in the Pool will be assigned work at the discretion of CMHA based on quality of work, availability, manpower and timeliness and will serve in the Pool for a period of one (1) year with the option, at CMHA’s sole discretion, to extend the contract for up to an additional four years for a maximum total of five years. CMHA will attempt to match each assignment to the Pool Participant best suited for a given task. CMHA will also determine the number of assignments any contractor will be assigned at any given time or duration. Selection as a participant of the Pool is not a guaranty of the type or number of tasks for which a participant may be selected. Time is of the essence with regard to Pool Participants' availability for and performance of the assignments.

3.3 If a Pool Participant is selected to perform one or more work assignments, CMHA will formally request the Pool Participant to perform such services by executing a purchase order. The Contractor will be notified by CMHA when services are needed. CMHA will provide the scope of work to the contractor before work is to begin. Once the Contractor is notified, the work will be scheduled with CMHA.

4.0 PERFORMANCE STANDARDS

4.1 Failure to submit the reports as specified in the scope of work may result in a 15% reduction of the Contractor’s fee for each report.



RFP 2022-2006; HCV INSPECTION SERVICES

- 4.2 Failure to conduct and complete the inspection in manner required under HUD’s HQS Guidebook, CMHA’s Unit Standards and HUD Regulations part 24 CFR 982. 401 and 983.101 will result in withholding of 100% of the contract fees per inspection not performed in accordance of these requirements.
- 4.3 Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to CMHA after completion of work or receipt by CMHA in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

- 4.4 CMHA may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service and may be considered by CMHA in the award of future work under this contract and award of future contracts.

5.0 The Authority’s Motto and Gold Performance Standards

In 2012, the Authority implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Quality</i>	<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

It is the Authority’s intent to procure services from a contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer.

**RFP 2022-2006;
HCV INSPECTION SERVICES**



6.0 Contract Terms

6.1 Contract Term

6.1.1 The Authority intends to enter into a one-year contract with the option, at the Authority's sole discretion, to extend four one-year contracts with the successful offeror(s) selected to provide the services.

6.2 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.

6.2.1 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: \$100; (b) NMCA: \$200,000 annually. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.