

RFP 2023-1008;
INSPECTION SERVICES FOR PUBLIC HOUSING
ATTACHMENT A: SCOPE OF WORK



1.0 REQUEST FOR PROPOSALS

Cincinnati Metropolitan Housing Authority (CMHA or the "Authority") hereby solicits and requests quotes from qualified contractors (Offeror) to provide inspection services for public housing. This request for price quotation is not an offer to buy and should not be assumed as such. CMHA is a metropolitan housing authority organized and existing under Ohio Revised Code §3735.27, et seq., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulations under Title 2 and Title 24 of the Code of Federal Regulations.

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

CMHA is seeking quotes from qualified, licensed independent Contractor(s) with demonstrated professional competence and experience to provide all labor, equipment, goods, and supplies necessary to provide inspection services at residential properties and other related services. The residential properties are conventional public housing units subsidized by the U.S. Department of Housing and Urban Development (HUD); properties for this scope consist of family development units and scattered sites.

2.1 GENERAL REQUIREMENTS:

2.1.1 Inspections shall occur during normal working hours and must be in full compliance with the following regulations:

2.1.1.1 HUD Public Housing Assessment regulations at 24 CFR §902.20 through 902.26 and 5.703.

2.1.1.2 Lead based paint regulations at 24 CFR Part 35

2.1.2 The following inspection services may be requested:

2.1.2.1 U.S. Department of Housing and Urban Development (HUD) Public Housing Assessment Systems (PHAS) Real Estate Assessment Center (REAC) Protocol and Uniform Physical Condition Standards (UPCS) and/or NSPIRE* for units including detailed report for all the deficiencies on property to include photographs of deficiencies.

2.1.2.2 HUD PHAS Protocol and Uniform Physical Condition Standards and/or NSPIRE* for building systems, units, common areas and sites, including detailed report for all the

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deficiencies on property to include photographs of deficiencies.

2.1.2.3 **HUD is changing its inspection protocols to NSPIRE. It is expected that the contractor has knowledge and capacity to conduct inspections for both inspections' standards.

2.1.2.4 Assist in reviewing and composing REAC appeals

- Review REAC Inspections Reports and recommend appealable deficiencies
- Compose REAC Appeals within the required HUD timeframes
- Compose appeal letter for agencies, vendors, manufactures as needed to support appeal.
- Upon approval and finalization, submit the appeal to HUD

2.1.2.5 Provide REAC Inspection Shadowing Services

- Attend on Inspection Days
- Provide an estimated REAC inspections score at the end of the inspection
- Provide technical guidance to CMHA staff during the inspection
- Provide guidance and details to support appeal

2.1.3 Inspectors must have experience inspecting at least 500 dwelling units, exteriors, common areas, and building systems utilizing the most recent REAC UPCS protocols.

2.1.4 Inspectors must work with Property Managers to schedule inspections in accordance with HUD Federal Regulations, Agency Policy (this includes adherence to regulation requiring inspections occur at reasonable times with reasonable notice), and CMHA's lease agreement.

2.1.5 CMHA will schedule and notify residents of inspection dates. If the resident is not home, the CMHA representative will enter the unit with a passkey for UPCS inspections. Otherwise, Inspections will be completed independently (without assistance from CMHA or Property Manager).

2.1.6 Inspectors must provide written inspection results with pictures to the Property Manager within 48 hours of the inspection. Any exigent health and safety deficiencies found on the property must be reported to the Property Manager in writing before the close of business on the day of the inspection.

2.1.7 Contractor(s) shall make all effort to reduce to a minimum any inconvenience to the employees and residents.

2.1.8 Contractor(s) must provide, at Contractor's own expense, all equipment,

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labor, materials, supplies, tools, etc., necessary to perform all of the required services, under this RFP and any resulting contract.

- 2.1.9** CMHA reserves the right, if in its best interest to do so, to request a change in products (i.e. brand or type of product) used by the contractor should the produce be deficient and/or not in accordance with CMHA's Gold Standards.
- 2.1.10** Contractor(s) shall only utilize certified, trained and experienced employees to perform the work required on CMHA properties. Contractor and its employees are required to have the relevant licenses required by both the State of Ohio and for the City of Cincinnati.
- 2.1.11** Contractor's personnel shall be neat and conduct all work in a professional and efficient manner. If any employee of Contractor is deemed unacceptable by CMHA, Contractor shall immediately replace such personnel with an acceptable substitute to CMHA.
- 2.1.12** Contractor(s) shall inform CMHA Procurement within two (2) working days of any change in contact information, including but not limited to contact personnel, mailing address, physical address, phone numbers and email addresses.

3.0 COVID-19 REQUIREMENTS FOR WORK

Vendors entering CMHA-occupied units must wear PPE (if requested by the resident, if not vaccinated, and/or per CDC guidelines), including but not limited to a mask that covers their mouth and nose. The mask should be worn throughout the entire period of service delivery.

Contractor is to practice social distancing while on site. In addition, Contractor personnel shall be neat and wear uniforms with the company name and an ID badge. This standard of neatness means Contractor staff must appear at the job site in freshly laundered clothing.

CMHA will issue badges to individual Contractor employees with their picture.

3.0 PERFORMANCE STANDARDS

- 3.1** Contractor(s) shall arrive at the location ready to commence work. Contractor arrival to the location for emergency calls shall be within one (1) hour after

notification by CMHA, which may include nights, weekends, and holidays and within two (2) hours for all others. Contractor(s) shall call or check-in with the CMHA representative who assigned the work within thirty (30) minutes of initial call or notification of need for service and provide estimated time to be on property. Failure to adhere to this standard will reduce the fee by 25%. If a contingency exists that will not allow for arrival on time, Contractor must call the CMHA contact to explain to avoid the penalty

- 3.2** Failure to complete repairs properly and in accordance with industry standard will result in at \$50 penalty per incident in addition to either returning to properly complete the repairs or reducing the fees by the cost to have another contractor complete the repairs properly
- 3.3** Failure to complete services within the agreed-upon timeframe will result in a penalty of \$25 per day in which the service is not completed unless a contingency exists in which case you must call your CMHA contact and explain.
- 3.4** Contractor will ensure ability to perform all services awarded. A Contractor claiming inability to perform a service due to insufficient staffing is not acceptable. If Contractor is unable to do the work for which they submitted a quote/proposal, the Contractor's contract for that work will be cancelled in whole or that part of the contract will be inactivated and no longer considered for award.
- 3.5** In the event of a schedule conflict, vendors will service CMHA first. Failure to do so will result in the vendor being sent a Notice to Cure to complete the service. If the vendor does not complete the service within the date specified on the Notice, another vendor may be contacted to perform the service. Per Section 2.4 of the General Terms and Conditions, three warnings (Notices) will result in vendor termination. (This situation is avoidable by arranging a schedule with the Property Manager for services.)
- 3.6** Failure to report for work in proper uniform and with an appearance and condition that is neat and professional may result in a penalty of \$15 per service.
- 3.7** Failure to comply with all of the requirements in the resulting contract and/or the requirements in the purchase order may result in a reduction of the consultant's fee by 10% for that service
- 3.8** 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:

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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)

3.9 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.

4.0 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 that the contractor shares these standards.

5.0 CONTRACT TERMS

5.1 Contract Term

5.1.1 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.

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5.2 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.

5.2.1 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: \$80,000 annually. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.