

WAKEFIELD HOUSING AUTHORITY
CONTRACT FOR LEASED HOUSING

REQUEST FOR PROPOSAL NO. 2024-01

HOME QUALITY STANDARD (HQS) INSPECTION SERVICES
LEASED HOUSING UNIT INSPECTION SERVICES

Release Date: July 10, 2024

Due Date: 11:00 a.m., July 26, 2024

Issued by: Wakefield Housing Authority

Phone: (781) 245-7328

WAKEFIELD HOUSING AUTHORITY
Request for Proposals
For Leased Housing Inspections
Housing Quality Standards (HQS) Inspectional Services

DECISION TO USE COMPETITIVE SEALED PROPOSALS

The Wakefield Housing Authority (“WHA”) has determined that in order to select the most advantageous proposal for Professional Services to perform Leased Housing Quality Standards (HQS) inspections for the WHA, comparative judgments of technical factors, in addition to price, will be necessary. It is essential that the WHA retain the services of a professional contractor with the appropriate experience to provide Professional Services to perform HQS HUD required and certified inspections with the requirements described herein. The complexities involved with these inspections makes the proposal process a clear choice.

The WHA’s evaluation committee shall review, evaluate, and rate each technical proposal based on the comparative evaluation criteria in this RFP. The Price Proposals will be opened and reviewed separately. The WHA will award a contract to the proposer determined to be most advantageous in accordance with this RFP, after a comparison of both the technical and price proposals.

RFP SCHEDULE

RFP Issued: July 10, 2024
RFP Due Date: 11:00 a.m., July 26, 2024

The Wakefield Housing Authority requests competitive sealed proposals from qualified Proposers to conduct property inspections in accordance with the Department of Housing and Urban Development’s (HUD’s) Housing Quality Standards (HQS) 24 CFR 982.401 regulations and the Massachusetts State Sanitary Code.

The term of this contract shall be for a one (1) year period with the option, at the WHA’s sole discretion, to renew for two (2) additional one (1) year terms with no changes to the contract pricing and terms and conditions.

RFP packages may be obtained by emailing Maureen Hickey, Executive Director at mhickey@wakefieldhousing.org or calling (781) 245-7328 ext. 22. No drop-ins or faxes.

One original and three (3) copies for each of Technical and Price Proposals must be sealed (in separate envelopes) and received at WHA office no later than:

11:00 a.m., Friday, July 26, 2024
All proposals should be mailed or delivered to:
Wakefield Housing Authority
Attn: Maureen Hickey
26 Crescent Street
Wakefield, MA 02474

If, at the time of the scheduled request for proposal opening, WHA is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the request for proposal opening will be postponed until 10:00 am on the next normal business day. Request for proposals will be accepted until that date and time.

Proposals should be prepared in accordance with the instructions within the RFP. Proposals will be evaluated by the Wakefield Housing Authority as provided in the RFP.

The WHA reserves the right to reject any and all proposals, whole or in part, to waive informalities or irregularities in the proposals and make awards deemed in the best interest of the WHA and the public. Award of a contract is subject to review and approval of the WHA Board of Commissioners.

WAKEFIELD HOUSING
AUTHORITY REQUEST FOR
PROPOSALS

HOUSING QUALITY STANDARD (HQS) INSPECTIONAL SERVICES
FOR LEASED HOUSING

I. INTRODUCTION

The Wakefield Housing Authority (“WHA”) requests competitive sealed proposals from qualified proposers to conduct biennial property inspections in accordance with the Department of Housing and Urban Development’s (HUD’s) Housing Quality Standards (HQS) 24CFR 982.401 and the Massachusetts State Sanitary Code inspection criteria, 105CMR410.100-410.750. The WHA administers approximately 378 Section 8 Housing Choice Vouchers and conducts biennial inspections. The contract period for these biennial inspection services will be for one year with an option by the WHA to renew for two (2) additional one (1) year periods.

The Proposer shall submit a Price Proposal for all inspectional services requested, including but not limited to initial, annual, special damage/complaint inspections and re-inspections of a previously failed inspection. The rate quoted should include all communication, database interface, correspondence and documents relative to such inspections. Proposers must be in business for a minimum of five (5) years performing HQS Inspections.

II. RFP TERMS AND CONDITIONS

- a. All proposals must comply with the provisions of this Request for Proposals (“RFP”).
- b. Proposers are invited to email all questions regarding this RFP Maureen Hickey. Failure to do so will be no defense in the failure to perform contract terms. The closing date for questions relative to WHA’s request for proposal will be 11:00 AM on July 26, 2024. All questions received within this time frame shall be answered within 48 business hours of the opening date and time.
- c. Failure to examine the request for proposal package will not relieve the Proposer from any obligation under the request for proposal as submitted.
- d. If it becomes necessary to revise any part of this RFP, then the WHA will issue an addendum. Any Addendum will be provided, via email or facsimile, in writing to all prospective proposers that have requested a copy of this RFP. Any and all Addenda issued will be incorporated within the RFP by reference. **Addendums must be acknowledged in the appropriate space on the Price Proposal and the Technical Proposal Cover Page.**
- e. The proposal review committee, will reject proposals that are incomplete, not properly endorsed or signed, or otherwise contrary to these instructions as being informal. Conditional proposals will not be accepted. After the request for proposal opening a Proposer may not change any provision of the request for proposal in a manner prejudicial to the interests of WHA or fair competition. Minor informalities will be waived, or the Proposer will be allowed to correct them. If a mistake and the intended request for proposal are clearly evident on the face of the request for proposal document, the mistake will be corrected to reflect the intended correct request for proposal, and the Proposer will be notified in writing; the Proposer may not withdraw the request for proposal.
- f. The WHA reserves the right to rescind this RFP, if, in the judgment of the WHA, there are no proposals responsive to this request, or should funding availability be less than anticipated. The WHA is not required to award the maximum funding amount requested to any or all Proposers.
- g. The WHA reserves the right to select the most advantageous proposal to the WHA, as deemed by the WHA to be in its best interests. Cost will not be the deciding factor in the selection process. However, all request for proposal prices submitted in response to this RFP must remain firm for forty-five (45) days following the request for proposal opening. Uniform criteria have been established and will be used to evaluate all proposals. A copy of these criteria is attached to this RFP for informational purposes. The WHA reserves the right to award the contract to the Proposer with the proposal that is the most responsible and responsive; taking into consideration both price and evaluation criteria as set forth herein. All awards are subject to review and approval by the WHA Board of Commissioners.

- h. The WHA reserves the right to negotiate final contract award amounts with the successful Proposer. The WHA further reserves the right to modify or amend contract terms during the term of this contract, should the successful Proposer fail to meet contract obligations.
- i. If the selected finalist fails to enter into a contract within thirty (30) days following the funding award announcement, then the WHA reserves the right to award the contract to the next most advantageous Proposer.
- j. The Proposer will be required to indemnify and save harmless the Wakefield Housing Authority, for all damages to life and property that may occur due to their negligence or that of their employees, etc. during this contract.
- k. Public Liability Insurance. The Proposer will provide the WHA with Certificates of Insurance covering public liability in an amount not less than \$500,000.00 for damages to one person, and not less than \$1million per accident. The Proposer will name the WHA as co-insured on said policy.
- l. Property Damage Insurance. The Proposer will provide the WHA with Certificates of Insurance covering property damage in an amount not less than \$1,000,000.00 for damages on account of one accident, and not less than \$ 5 million for all accidents. The Proposer will name the WHA as co-insured on said policy.
- m. Vehicle Liability. The Proposer will provide the WHA with Certificate of Insurance covering vehicle liability in an amount not less than the following:

Personal Injury	\$1,000,000.00 each person
	\$5,000,000.00aggregate
Property Damage	\$ 500,000.00
- n. Workers' Compensation Insurance. Contractor shall provide Worker's Compensation Insurance in accordance with the Worker's Compensation Act of the Commonwealth of Massachusetts (M.G.L. c. 149 § 34A and M.G.L. c. 152) as follows:

Workers Compensation Coverage A	Statutory Minimum
Employer's Liability Coverage B	\$500,000 each accident
	\$500,000 disease per employee
	\$500,000 disease policy
- o. It is understood and agreed that it shall be a material breach of any contract resulting from this proposal for the Proposer to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in the hiring, discharge, compensation, or terms, conditions, or privileges of employment because of race, color, religious creed, national origin, sex, age, or ancestry.

III. All proposals must be received at the WHA's main office 26 Crescent Street, Wakefield, MA 01880 until, July 26, 2024, at 11am. NO PROPOSALS WILL BE ACCEPTED AFTER THIS TIME AND DATE SPECIFIED.

IV. SCOPE OF WORK

A. INTRODUCTION

The WHA requests proposals for conducting biennial property inspections in accordance with HUD HQS inspection criteria. The WHA administers approximately 378 total Section 8 Housing Choice Vouchers in Wakefield and communities throughout the State of Massachusetts (Attachment A).

Included as part of the unit inspections are site, common areas, building exteriors and building systems and should be inspected in accordance with criteria found in 24CFR 982.401 and all supporting HUD regulations.

B. SCHEDULING

The coordination of inspections is critical to successful inspections of all types. The Proposer will directly access or provide interface to WHA's software system to access the existing data and schedule all inspections as well as directly update or provide interface to directly update WHA's software system with inspection results. WHA utilizes the PHA-Web software system and will provide for access and required training. The entire inspection process must be completed in a timely manner in accordance with industry best practices and the agreed Standard Operating Procedures. Proposers should plan to be responsible for the costs of scheduling the inspections (forms, telephone costs, stamps, etc.) and associated notifications. Herein wherever business days are not specified, calendar days are assumed.

C. NOTIFICATIONS (Pertains to all inspection types)

The Proposer should provide the WHA with a description of their notification process for each of the various types of inspections, initial, biennial, special, damage/complaint, and re-inspections. Include copies of notification forms used. All notifications, regardless of inspection type (initial, biennial, reinspection, special) must contain at a minimum the following information:

1. Date notification was provided.
2. Name and complete mailing address of landlord/agent
3. Name and complete mailing address of tenant
4. Type of inspection/Re-inspection
5. Date of inspection/Re-inspection
6. Scheduling Timeframe of Inspection/Re-inspection
7. For failed inspections requiring "Deficiency Notification," provide a complete detailed listing of all deficiencies identified during the inspection including whether the deficiency is assignable to the tenant or the landlord.
8. Name of inspector
9. Contact telephone number.

D. INITIAL INSPECTIONS

1. The Proposer will make contact by telephone with landlords or their designee within 48 hours (2 business days) of receipt of a Request for Tenancy Approval (RFTA) from WHA to schedule the initial inspection. The initial inspection is to be scheduled as close to the date "available for inspection" appearing on the RFTA as possible.
2. If unable to make contact with the landlord after two documented unsuccessful attempts by phone within a 48-hour period, the Proposer will contact WHA.
3. Initial Inspections and associated re-inspections must be scheduled by speaking to the landlord or their designee. Inspections or re-inspections will be scheduled with the tenant only with the landlord's/agent's authorization.
4. If the unit does not pass at the second scheduled attempt, the Proposer will contact WHA by email advising such. The Proposer will complete all initial re-inspections within 3 business days of notification by the landlord that the unit is ready for re-inspection.
5. The Proposer will be responsible to make available completed HUD inspection form 52580 within 1 business day from completion of inspection as well as forward pictures of all initial units.

E. BIENNIAL INSPECTIONS

1. Mail all notices by US 1st class mail or email (with copy to WHA) no less than 21 days prior to the scheduled inspection date, with a reminder call 72 hours prior to the scheduled inspection.
2. Complete biennial inspections for units administered (identified and communicated by WHA) no later than 685 days from the last passing inspection date, unless authorized by the WHA.

F. SPECIAL INSPECTIONS

Includes inspections in response to complaints registered with the WHA concerning a covered unit's condition, quality control inspections, or any other inspections the WHA may deem appropriate to conduct.

1. The Proposer will make contact by telephone with landlords or their designee within 48 hours of receipt of the Special Inspection Request from WHA to schedule the inspection. If the Proposer is unable to contact the landlord after two documented unsuccessful attempts by phone, the Proposer will contact WHA by email advising such.
2. The Proposer will conduct the first attempt to complete each Special Inspection within 5 business days of receipt of scheduling information from WHA.
3. Special inspection and associated re-inspections must be scheduled by speaking with the landlord or their designee. Inspections or re-inspections will be scheduled with the tenant only with the landlord's/agent's authorization.
4. If the unit does not pass at the second scheduled attempt, the Proposer will contact WHA advising such.

G. RE-INSPECTIONS

As follows:

1. Proposer shall schedule and complete or verify all non-emergency re-inspections within 30 days of the fail date unless authorized by WHA. Copies to be provided to WHA.
2. Proposer shall accept and collect landlord or tenant complete self-certification as verification/completion of repair in lieu of physical inspection, respectively for landlord and tenant fails in accordance with HUD CFR 24 982.404 only with WHA permission. If granted, the Proposer will transmit all self-certification documentation to WHA.
3. Complete re-inspections of all "Fail" deficiencies threatening the life, health and/or safety of the tenant within 24 hours of the failed inspection per 79 Fed Reg 35941 (June 25, 2014). As with non-emergency failed items, Proposer shall accept and collect landlord or tenant self-certification compliant with HUD regulations as verification of completed repair from the responsible party, with the exception of an initial fail where a physical re-inspection is required.

H. ALL INSPECTIONS

As follows:

1. All physical inspections will be conducted in accordance with HUD Quality Standards regulations at 24CFR 982.401; the Lead Safe Housing Regulations at 24 CFR Part 35, Subparts A, B, M, R; and recorded using the current revision of the Housing Quality Standards (HQS) Inspection Form 52580.
2. Schedule inspections utilizing WHA software PHA-Web and prepare and issue all inspection appointment notification letters in accordance with the HUD HQS Procedures Manual.
3. Schedule all inspections, regardless of type, with an inspection appointment window time of no more than 3 hours. No inspection shall be performed outside of the scheduled appointment window. Any inspection attempt outside the designated 3-hour time frame will be done at contractor's own risk.
4. Assess who is responsible for damages (tenant responsibility or landlord responsibility) for every failed item listed on all deficiency reports or correspondences.
5. Update WHA software with inspection results daily or provide a mechanism for the WHA to update software daily.
6. Send all notifications and related follow-up correspondence, to both landlord and tenant by US Postal Service or email address if provided, including pass or fail notifications, reschedule notifications and no-show notifications, with an electronic copy to WHA. Proposer will include re-inspection dates and times in all inspection results correspondence.
7. Complete one attempt for each no-show inspection. If second is unsuccessful, refer the matter to WHA.
8. Complete one attempt for each non-emergency "fail" inspection, where self-certification was not accepted. If no self-certification or inspection is completed within 30 days initial abatement notification to the landlord and tenant and copy WHA.
9. Forward an electronic copy to WHA of all abatement notifications issued to the landlord and tenant.
10. Inspect abated units within 5 business days, or sooner, of the owner's notification to the Proposer that the work has been completed if self-certification has not been accepted. If unsuccessful, refer the matter to WHA.
11. Perform daily electronic "back-up" of all inspection data from the beginning of contract performance period to "present" to prevent loss of data.
12. Develop and implement a quality control program that meets or exceeds the minimum standards required under 24 CFR 985.2, 24 CFR 985.3 (e) and (f) for all inspections conducted on a monthly basis.
13. Provide all required reporting in a mutually agreed upon format and timeframe. Please provide copies of the reporting, as well as copies of all landlord/tenant notices you would suggest using for all inspection types, fails and abatements.
14. Provide invoices within 5 business days of month-end for all inspections completed in the prior month.

I. OTHER DUTIES

1. Develop and submit to the WHA for approval, within 14 calendar days of contract execution, Standard Operating Procedures (SOP) for inspection processes described herein, including all forms and form letters to be used. SOP must demonstrate to the WHA's satisfaction the contractor's ability to provide all services as requested.
2. At a minimum attend quarterly meetings with the WHA to ensure contract compliance. Meetings can be conducted via phone or virtually.
3. Appear in court if necessary to verify facts associated with inspections or the inspection process.

J. ASSIGNED PERSONNEL

The WHA reserves the right to request a change to the contractor representative responsible for performing work if at the WHA's discretion, the assigned representative is not adequately meeting the needs of the WHA.

K. METHODS

1. Describe reporting capabilities utilizing HUD Form 52580 and time requirements for preparation of reports.
2. Describe how you will access WHA's inspection database and transmit scheduled and completed inspection results to that database. WHA software is Smartphone, iPhone, iPad, and tablet compatible.
3. Describe scheduling and conducting property inspections, including capability to schedule initial and special inspections within 48 hours of assignment by WHA.
4. Describe the availability of personnel on an ongoing basis and in contingency situations.
5. Describe the process of scheduling and completing of follow up inspections. Describe how this documentation is entered in WHA software.
6. Describe the process used by the Proposer to address failed inspections and begin abatement when required.
7. Describe Proposer's ability to have Quality Assessment Inspections conducted by an inspector's supervisor.
8. Describe Proposer's capability to conduct all inspections timely on an annual basis to meet biennial commitments.
9. The Proposer will indicate that they meet the time constraints mandated by HUD in order for the WHA to comply with SEMAP requirements.
10. Describe Proposer's customer service capabilities (including addressing limited English proficiency individuals) in particular telephone call center processes and protocols to handle telephone calls from WHA, landlords, tenants, and other parties.
11. Describe Proposer's capability to communicate and report complete Rent Reasonableness verification including but not limited to: how comparative data is collected, how frequently comparative data is updated, how all nine (9) criteria are satisfied, and what reporting is provided to the client.
12. Describe the Proposer's invoicing process and format.

N. REPORTS

1. Describe Proposer's ability to complete scheduling and uploading inspection results to WHA software.
2. Describe Proposer's database if it is separate from WHA's software and capabilities for access to current and historical data reports and provide samples of same.

V. PROPOSAL SUBMISSION REQUIREMENTS

Each proposal must be organized into **two separately sealed envelopes** and labeled accordingly. Proposals must be organized according to the following format and address each of the points detailed below.

ENVELOPE ONE:

Technical Proposal - submit one (1) original and three (3) copies. Proposals must be typewritten.

Technical Proposal must include five (5) sections numbered consecutively and each section must be clearly marked by a tab or other divider.

“**Part One – Technical Proposal**” shall include the following:

Tab 1 – Technical Proposal Cover Page this form, provided by WHA, (see Appendix), must be provided as page 1 of Tab 1. Proposer must complete this form and be sure to acknowledge any/all Addendums issued for this RFP.

Minimum Criteria this form, provided by WHA, must have the “found on page _____” completed and must be provided as page 2 of Tab 1. Be sure to identify WHA page documentation for fulfilling each criterion is found.

Comparative Criteria this form, provided by WHA, identifies WHA’s evaluative criteria.

Letter of Transmittal: must be signed by a company official authorized to bind the Proposer, must identify all parties to the proposal. Include the name, address, and telephone number of the person (s) authorized to submit and discuss the proposal. The letter must clearly state the intention of the Proposer, if selected, to provide the services at the proposed prices and within the time frames specified in accordance with the terms and conditions specified in the proposal and this RFP document. The letter must indicate whether or not any of the parties to the proposal have been disbarred or otherwise prevented from participation in HUD-funded projects, at any time. *Do not include the dollar amount of your proposal in this section; this must be provided in the Price Proposal, a separately sealed envelope.*

Tab 2 – Proposing Agency Qualifications: Provide a narrative indicating the identity and qualifications of personnel to be assigned to this work. Include a resume(s) of key personnel to be involved with this contract, copy of licensure of staff, and a statement that indicates how many years of experience the individuals have serving public housing authorities, and a statement certifying Proposer’s employees have completed and passed a criminal background check.

Tab 3 – Work Plan. Provide a work plan that describes how the following will be provided.

Proposer clearly demonstrates their knowledge and ability to complete HUD HQS inspections. The Proposer shall submit a sample inspection product. Proposer shall agree to schedule and enter inspection results directly to WHA’s software system or maintain a reporting system that is fully automated for electronic storage and transmission of scheduling and inspection results to WHA’s software system. The Proposer can demonstrate the ability to document local and state code requirements within the HQS inspection protocol as needed (lead, fire, seasonal temperature minimums and maximums etc.). The Proposer shall demonstrate the process for beginning and ending abatement of subsidy payment and the communications process employed when doing so.

Tab 4 – Client List: Provide a complete list of all Public Housing Authorities that the Proposer has provided Housing Quality Standards inspections for in the past five years. A reference form has been provided. In addition, please identify three references similar in size to the WHA (preferable located in Massachusetts) that we can contact, and list on attached Reference Form (see Appendix).

Tab 5 – WHA Certifications: Complete and sign the required forms and certifications included in the RFP:

1. Certifications and Representations of Offerors (HUD 5369C)
2. Certificate of Corporate Clerk
3. Certification of Non-Collusion
4. Certificate of Tax Compliance
5. Proposer Information Sheet
6. Reference Form
7. Technical Proposal Cover Page

ENVELOPE TWO:

Price Proposal must be in a separately sealed marked envelope and must include one original Price Proposal form which shall include all inspection types and charges. The base period contract amount shall be determined by multiplying the unit price by the estimated quantity on the Price Proposal provided here. All proposers must use the WHA’s Price Proposal form to be deemed responsible and responsive. All other costs related to the inspection service shall be included in this agreed sum. The Proposer shall invoice on a monthly basis and shall itemize the units inspected and the date of the inspections.

Labels on both envelopes shall include the following:

**“TECHNICAL PROPOSAL – RFP # 2024-01 HQS Property
Inspections” Proposer’s name
Proposer’s address**

**“PRICE PROPOSAL – RFP #2024-01 HQS Property
Inspections” Proposer’s name
Proposer’s address**

V – PROPOSAL EVALUATION

All proposals will be reviewed using the following three evaluation tools:

- Minimum Evaluation Criteria
- Comparative Evaluation Criteria
- Form of Sealed Price Proposal

The WHA will determine the most advantageous proposal from a responsible and responsive Proposer, taking into consideration all evaluation criteria as well as price, as set forth in this RFP.

END OF SECTION

**TECHNICAL PROPOSAL
MINIMUM EVALUATION CRITERIA**

All of the following minimum criteria must be met before consideration and evaluation will be given to the Proposer's technical proposal submission package. **Proposers must fill in the page number of their proposal in the "FOUND ON PAGE" portion for each criterion where evidence of each criteria can be found.**

1. The proposal includes all information specified in "Section V – Proposal Submission Requirements."
YES _____ NO _____ Found on page _____

2. The Proposer can certify it has been in business for a minimum of (5) years performing HQS Inspections.
YES _____ NO _____ Found on page _____

3. The Proposer has provided evidence of the capability for completing required biennial HQS inspections annually, special inspections, initial inspections, and SEMAP required quality control inspections, for the WHA's HCV program. annually.
YES _____ NO _____ Found on page _____

4. The Proposer has provided resumes for the Key Personnel for this contract, inspectors have 3 years of experience as an inspector and the supervisor a minimum of 3 years as an inspector and 2 years as an inspector supervisor.
YES _____ NO _____ Found on page _____

5. The Proposer has provided evidence that inspectors are HQS Certified and verify employees have passed a criminal background check.
YES _____ NO _____ Found on page _____

6. The Proposer has provided a list of all Public Housing Authority clients within the past 5 years.
YES _____ NO _____ Found on page _____

7. The Proposer has furnished the WHA with a copy of inspectors' Lead Hazard Control's Visual Assessment Course Certification.
YES _____ NO _____ Found on page _____

8. The Proposer has provided evidence that it can meet the time constraints mandated by HUD in order for the WHA to comply with SEMAP requirements.
YES _____ NO _____ Found on page _____

9. Proposer has provided evidence of call center process and protocols.
YES _____ NO _____ Found on page _____

10. Proposer describes the back-up protocol for inspectors.
YES _____ NO _____ Found on page _____

11. Proposer describes the technical capability and process to schedule from and update existing WHA software with inspection results?
YES _____ NO _____ Found on page _____

12. Proposer describes the notification process to landlords, tenants, and the WHA.

YES _____ NO _____ Found on page _____

13. Proposer describes the abatement process and documentation used in notifying landlords and WHA.

YES _____ NO _____ Found on page _____

14. Is the Proposer the primary contractor for any and all services proposed as part of this RFP?

YES _____ NO _____ Found on page _____

15. The Proposer has the resources to provide the level of services proposed under the “Scope of Work” section.

of the RFP?

YES _____ NO _____ Found on page _____

END OF SECTION

COMPARATIVE EVALUATION CRITERIA

The following criteria will be used to compare all proposals/proposers to help the WHA select the best-qualified firm at the most reasonable cost.

For each comparative evaluation criteria, you will be assigned a rating of “Highly Advantageous (HA),” “Advantageous (A),” or “Not Advantageous (NA).” The WHA will then assign a composite rating to the entire proposal.

1. Inspection Criteria

Highly Advantageous

Proposer has the proven and documented ability to upload to WHA software complete HUD 52580 reports that identify landlord and tenant deficiencies on the same day of completed inspection.

Advantageous

Proposer has the proven and documented ability to upload (or provide a mechanism) to WHA software complete HUD 52580 reports that identify landlord and tenant deficiencies within 24-48 hours of completed inspection.

Not Advantageous

Proposer has the proven and documented ability to generate complete HUD 52580A reports within 72-96 hours of completed inspection.

2. Scheduling & Performing Biennial Inspections

Highly Advantageous

Proposer will schedule inspections utilizing WHA software and conduct annual property inspections 45 days in advance of the previous annual/biennial inspection date.

Advantageous

Proposer will schedule inspections utilizing WHA software and conduct annual property inspections less than 45 days in advance of the previous annual/biennial inspection date.

Not Advantageous

Proposer will schedule and conduct annual property inspections less than 30 days in advance of the previous annual/biennial inspection date.

3. Scheduling & Performing Initial Inspections

Highly Advantageous

Proposer will schedule move-in inspections within 2 business days of receipt of WHA notification and will conduct as soon as available per Request for Tenancy.

Advantageous

Proposer will schedule move-in inspections within 3-5 business days of receipt of WHA notification and will conduct as soon as available per Request for Tenancy.

Not Advantageous

Proposer will schedule move-in inspections more than 5 business days of receipt of WHA notification and will conduct at a date following the available date per Request for Tenancy.

4. Scheduling and Performing Damage/Complaint Inspections/ Abatement Re-Inspections

Highly Advantageous

Proposer will schedule within 48 hours of WHA notification and will conduct Complaint Inspections/Abatement Re-Inspections within 5 business days of WHA notification.

Advantageous

Proposer will schedule within 72 hours of WHA notification and will conduct Complaint Inspections/Abatement Re-Inspections within 6-8 business days of WHA notification.

Not Advantageous

Proposer will schedule within 96 hours of WHA notification and will conduct Complaint Inspections/Abatement Re-Inspections more than 8 business days of WHA notification.

5. Electronic Interface for Scheduling and Transmitting Inspection Results

Highly Advantageous

Proposer schedules and enters/uploads results directly in WHAs software for real-time information.

Advantageous

Proposer maintains all reports (historical and current), scheduling, and results on a user-friendly web-site database with WHA system interface capability or does so directly in WHAs software for information that is current daily.

Not Advantageous

Proposer maintains no reports (historical and current) and provides scheduling and inspection results with static reporting.

6. Experience

Highly Advantageous

Proposer has been in the business of performing HQS Inspections for more than 10 years.

Advantageous

Proposer has been in the business of performing HQS Inspections for 5-10 years.

Not Advantageous

Proposer has been in the business of performing HQS Inspections for less than 5 years.

7. Experience - Massachusetts

Highly Advantageous

Proposer has experience in the business of performing HQS Inspections for 10 or more Massachusetts Housing Authorities.

Advantageous

Proposer has experience in business of performing HQS Inspections for 6 – 9 Massachusetts Housing Authorities.

Not Advantageous

Proposer has experience in the business of performing HQS Inspections for less than 6 Massachusetts Public Housing Authorities.

8. Staffing- Massachusetts

Highly Advantageous

Proposer has more than 4 staff members who are experienced in the business of performing HQS Inspections for Massachusetts Housing Authorities.

Advantageous

Proposer has 3 – 4 staff members who are experienced in the business of performing HQS Inspections for Massachusetts Housing Authorities.

Not Advantageous

Proposer has less than 3 staff members who are experienced in the business of performing HQS Inspections Massachusetts Public Housing Authorities.

END OF SECTION

**ATTACHMENT - A
WAKEFIELD HOUSING AUTHORITY
HOUSING CHOICE VOUCHERS**

The Wakefield Housing Authority currently has units leased in the following communities. Please note that the WHA may lease units in any city or town located in the State of Massachusetts. The proposer must be willing to accommodate the WHA's inspection needs throughout the State.

AMESBURY
BEDFORD
BEVERLY
BELLINGHAM
BILLERICA
BOSTON
BROCKTON
BROOKLINE
BURLINGTON
CANTON
CHELSEA
DANVERS
DORCHESTER
EAST BOSTON
EVERETT
FITCHBURG
FRAMINGHAM
FRANKLIN
GEORGETOWN
GLOUCESTER
HYDE PARK
LAWRENCE
LEEDS
LOWELL
LYNN
MALDEN
MARBLEHEAD
MARION
MARSHFIELD
MEDFORD
MELROSE
METHUEN

MIDDLEBORO
NATICK
NEWBURYPORT
NORTH READING
NORTH WEYMOUTH
PEABODY
PLAINVILLE
QUINCY
RANDOLPH
READING
REVERE
ROCKLAND
ROXBURY
SALEM
SALSBURY
SAUGUS
SCITUATE
SOUTH GRAFTON
STONEHAM
STOUGHTON
SWAMPSCOTT
WAKEFIELD
WALTHAM
WATERTOWN
WEST ROXBURY
WEYMOUTH
WHITINSVILLE
WILMINGTON
WOBURN
WORCESTER

END OF SECTION

APPENDICIES

REQUIRED ITEMS FOR TECHNICAL PROPOSAL SUBMITTAL

The information required as part of the TECHNICAL PROPOSAL submittal includes the following items and forms:

1. Certifications and Representations of Offerors – HUD 5369C
2. Certificate of Corporate Clerk
3. Certificate of Non-Collusion
4. Certificate of Tax Compliance
5. Proposer Information Sheet
6. Reference Form
7. Technical Proposal Cover Page

REQUIRED ITEMS FOR PRICE PROPOSAL SUBMITTAL

1. PRICE PROPOSAL – separate sealed envelope clearly marked:
PRICE PROPOSAL for RFP # 2024-01 Housing Quality Inspections

Certifications and Representations of Offerors
Non-Construction Contract

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) has, has not employed or retained any person or company to solicit or obtain this contract; and
- (2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- Black Americans Asian Pacific Americans
- Hispanic Americans Asian Indian Americans
- Native Americans Hasidic Jewish Americans

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

- (iii) Asan agent, hasnot personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to U1e best of its knowledge and belief and except as otherwise disclosed, it doesnot have any organizational conflict of iJlterest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or 0U1er interest are such that:
 - (i) Award of thecontract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect LO this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect Lo this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractorsand consultants who may be in a position Lo influence the advice or assistance rendered Lo the HA and shall include any necessary provisions toeliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offerer represents Lhat the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (listnames, lilies, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offerer, by submission of a proposal, hereby warrants that Lo the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that U1e information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

CERTIFICATE OF CORPORATION CLERK

(For use when Proposer is a corporation)

The undersigned Clerk of _____ a corporation, duly organized and existing under the laws of the State of _____, hereby certifies that the following are true and correct copies of votes duly adopted by the Board of Directors of said corporation at a meeting thereof held on _____, at which meeting a quorum of said Board was present and voted in favor of said votes.
(Date must be ON or BEFORE Proposal date)

VOTED: That _____ in their capacity as _____ of this corporation be authorized, and they are hereby so authorized, to prepare and execute a proposal to the Wakefield Housing Authority in response to its **Request for Proposal HQS Property Inspections** and that such contract may be submitted upon such terms and conditions as they shall decide.

VOTED: That they be further authorized, and they are hereby so authorized, to execute and deliver the contract documents for such work upon such terms and conditions as they shall decide.

VOTED: That they be further authorized, and they are hereby so authorized, to execute and deliver a performance bond and a payment bond with respect to said contract upon such terms and conditions as they shall decide:

VOTED: Further, that signatures on said documents shall constitute conclusive evidence that they have been authorized by this vote.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said.

(Name of Corporation)

This _____ day of _____, 20_____.
(Date must be ON or AFTER Proposal date)

(Corporate Clerk)

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this request for proposal or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting request for proposal or proposal

Name of business

STATE OF _____

County of _____, ss. _____, 20()

On this ___ day of _____, 20() before me, the undersigned Notary Public, personally appeared the above-named _____ and proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on this document and acknowledged to me that he/she signed it voluntary for its stated purpose and that it is their free act and deed.

Notary Public (Name and Seal)

My Commission Expires:

CERTIFICATE OF TAX COMPLIANCE

REAP CERTIFICATION: Pursuant to M.G.L. c. 62 c, sec. 49 (a),

The individual signing this Contract on behalf of the Contractor, hereby certifies, under the penalties of perjury, that to the best of their knowledge and belief the Contractor has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Company: _____

Street: _____

CITY/STATE/ZIP: _____

E-mail: _____

Phone/Fax: _____

By: _____

NAME & TITLE: _____

WAKEFIELD HOUSING AUTHORITY

PROPOSER INFORMATION SHEET

1. Kindly furnish the following information regarding the Proposer:

A. IF A PROPRIETORSHIP

Firm Name _____

Name of Owner _____

Business Address _____ Tel. _____

Home Address _____ Tel. _____

E-mail Address _____

B. IF PARTNERSHIP

Full name and addresses of all partners:

NAME

ADDRESSES

_____	_____
_____	_____
_____	_____

Business address _____ Tel. _____

C. IF A CORPORATION

Full Legal Name _____

State of Incorporation _____

Principal Place of Business _____

Qualified in Massachusetts? Yes () No ()

Place of Business in Massachusetts _____ Tel. _____

2. Furnish the following information regarding Surety Company:

Full Legal Name _____

State of Incorporation _____

Principal Place of Business _____

Admitted to do business in Massachusetts? Yes () No ()

REFERENCE FORM

COMPANY NAME: _____

List all contracts performed within the past five (5) years that are similar in nature, size, and scope of this project. For each contract complete the following information:

REFERENCE: _____ Email _____

STREET: _____ City/State/Zip _____

Project Cost: \$ _____

CONTACT: _____

PHONE: _____

Description and dates services provided:

REFERENCE: _____ Email _____

STREET: _____ City/State/Zip _____

Project Cost: \$ _____

CONTACT: _____

PHONE: _____

Description and dates services provided:

REFERENCE: _____ Email _____

STREET: _____ City/State/Zip _____

Project Cost: \$ _____

CONTACT: _____

PHONE: _____

Description and dates services provided:

(Continued on next page)

REFERENCE: _____ Email _____

STREET: _____ City/State/Zip _____

Project Cost: \$ _____

CONTACT: _____

PHONE: _____

Description and dates services provided:

REFERENCE: _____ Email _____

STREET: _____ City/State/Zip _____

Project Cost: \$ _____

CONTACT: _____

PHONE: _____

Description and dates services provided:

USE ADDITIONAL SHEETS IF NEEDED.

Wakefield Housing Authority
RFP #2024-01
HQS Property Inspections

TECHNICAL PROPOSAL
COVER PAGE

Proposers must submit this as page one of their Technical Proposal

Proposer acknowledges the following addendum:

COMPANY: _____

STREET: _____

CITY/STATE/ZIP: _____

EMAIL: _____

PHONE/FAX: _____

BY: _____

NAME & TITLE: _____

Proposer acknowledges the following Addenda: _____, _____, _____, _____

Wakefield Housing Authority

PRICE PROPOSAL

RFP #2024-01 HQS PROPERTY INSPECTIONS

Submitted in a separate sealed envelope clearly marked "PRICE PROPOSAL"

- A. The undersigned agrees to furnish all labor, equipment, materials, and services as required to perform Housing Quality Standards Property Inspections for all Leased Housing Vouchers administered by WHA, all in accordance with the Department of Housing and Urban Development's Housing Quality Standards and applicable Massachusetts State Sanitary Code, for the contract prices specified below, according to the terms and conditions of this RFP.
- B. Proposer acknowledges the following Addenda: _____, _____, _____, _____
- C. The proposed contract price is as follows:

Type of Inspection	Unit Price	Est. Qty.	Total
Initial Inspection	\$	130	\$
Biennial Inspection	\$	275	\$
Damage / Complaint Inspection	\$	6	\$
HQS Quality Control Inspection	\$	25	\$
Re-inspection of previous failed inspections (ALL TYPES)	\$	160	\$
No-Shows (ALL TYPES)	\$	30	\$
Year One (1) Total			\$

Extension Option	Year Total
Year 2	\$
Year 3	\$
Grand total with all extension options	

The undersigned agrees that, if s/he is selected as the contractor, s/he will within five (5) days, Saturdays, Sundays, and legal holidays excluded, after presentation thereof by the WHA, execute a contract in accordance with the terms of this General Sealed Proposal. It is understood that the Wakefield Housing Authority may reject any and all sealed proposals if the Wakefield Housing Authority deems it is in its best interest to do so.

CERTIFICATION OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this request for proposal or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals. (Signature of individual submitting request for proposal or proposal) (Name of business). IN WITNESS WHEREOF, the parties have caused this instrument to be executed in one (1) original counterpart as of the day and year first above written.

(Date)

(Name of Contractor)

(EID #)

By: _____

Title: _____

Business Address:

Street

(City) (State) (Zip Code)

Email Address

Phone # / Fax #

END OF PRICE PROPOSAL – BE SURE TO KEEP THIS IN A SEPARATE SEALED ENVELOPE.