

## **Request for Qualifications for HQS/UPCS Inspection Services for the HCVP**

The Housing Authority of the City of Slidell (HACS) is soliciting a Request for Qualifications (RFQ) from an individual or firm interested in providing HACS's HCVP inspection needs in compliance with U.S. Department of Housing and Urban Development's (HUD) regulations at 24 CFR Part 982, the HUD Guidebook Ch. 10, and the HACS's Administrative Plan.

Each response should include an original and three (3) copies of the its RFQ response to the Housing Authority of the City of Slidell, attention: Chrissy Tillman, Administration, 1250 Dr. Martin Luther King Jr. Drive, Slidell, LA 70458. RFQ responses will be accepted until 4:00 p.m. Central Standard Time on June 15, 2018. RFQ responses must be clearly marked "Request for Qualifications – HCVP Inspection Services".

The HACS reserves the right to reject any and all RFQs that do not meet the minimum requirements of this request. Additionally, any attempts to submit qualifications after the deadline will be rejected immediately. The RFQ responder further accepts all of the terms and conditions as stated within the RFQ and it should remain valid for 90 days.

All questions regarding the attached should be submitted in writing electronically to [admin@slidellhousingauthority.org](mailto:admin@slidellhousingauthority.org) no later than 4:00 p.m. on June 12, 2018.

## **Request for Qualifications for HQS/UPCS Inspection Services for the HCVP**

The Housing Authority of the City of Slidell (HACS) HACS is a public housing authority created in accordance with local, state, and federal laws. The HACS administers approximately 500 vouchers for the Housing Choice Voucher Program (HCVP) consisting of single and multi-family dwelling units. As directed, under agreement with the Department of Housing and Urban Development, the HACS is required to perform inspections of three types: initial, annual/triennial, and special inspections. These inspections require that all units meet or exceed Housing Quality Standards that consist of thirteen (13) performance requirements and provide “decent, safe, and sanitary” housing for clients.

The term of the contract shall be for one (1) years from the date of award and may be renewed for an additional (2) one-year period by mutual consent of both parties. The contract will be subject to termination upon sixty (60) days advance notice by either party.

***The award of the contract would be contingent on the following fees:***

1. Initial and recertification inspections to be billed at \$30 per inspection.
2. Re-inspections due to failure of an inspection is to be billed at \$20 per inspection.
3. A second failed inspection would be billed directly to the landlord.

***The inspections should be performed in accordance with the following standards and guidelines:***

1. 24 CFR 982.401 Housing Quality Standards (HQS).
2. The Housing Authority of the City of Slidell’s Administrative Plan and policies
3. All policy and federal regulations promulgated during the course of this contract

***In addition to performing the inspections, the inspector shall:***

1. Be responsible for scheduling inspections, in the timeframe and manner as directed in the HACS’s Admin Plan.
2. Be responsible for completion of inspections in the timeframe scheduled, submitting the necessary paperwork to landlords, clients, and HACS personnel.
3. Attend trainings and meetings as instructed by the Executive Director.
4. Supply, as requested by key personnel, any reports that are deemed necessary regarding the amount of inspections completed, passed, failed, “no-show”, and other in a timely manner.
5. Maintain records for a period of three (3) years.

***Your RFQ response should include:***

1. Information concerning your firm and the name of any personnel involved in inspections.
2. References pertaining to housing authority inspection clients for which your firm has performed inspections and who have permitted to the listing of their names as a reference.

3. An agreement to the fees as listed above and dictated by the Housing Authority of the City of Slidell.
4. A copy of current automobile insurance upon signing of contract.
5. The RFQ response should be on firm's stationary with the name of the contact person, contact information for that individual such as office phone, cell phone and fax numbers and address of business.