

Scope of Work – BHA S8 HQS Inspections Proposal

The scope of work for this project involves annually inspecting 100% of all dwellings inhabited by a Brunswick Housing Authority Section 8 voucher recipient, conduct re-inspections when/if deficiencies are found to ensure proper repair and conduct Initial Inspections of dwellings prior to voucher recipient move in, **that reside in or wish to reside in BHA owned units (LOU)**. This includes establishing comparable rents and utilizing rent reasonableness standards as required by HUD. The Brunswick Housing Authority currently has seven (7) LOU units occupied by Section 8 voucher recipients. The number of leased units may fluctuate from year to year. The BHA owns a total of 47 LOU units that may be included in this contract as warranted by annual Section 8 vouchers occupying communities.

Inspection Standards:

- A. Firm to conduct inspections using HQS requirements established by the PHA and includes all thirteen performance requirements
- B. Firm to submit a list of referenced agencies where inspections have been preformed. Include Housing Authorities where S8 HCV HQS inspections have been performed
- C. All inspectors must have experience inspecting at least **100 dwelling units**, utilizing the most recent HQS protocols.

Services to Include:

- A. Annual physical inspection of all HCV dwellings
- B. Initial physical inspection of all HCV initial lease up units.
- C. Re-inspections to ensure deficiencies found have been properly repaired by landlord
- D. Establishing of comparable rents for initials and requested rent increases
- E. Utilize HUD rent reasonableness guidelines
- F. Include inspections of unit interiors, building systems, common areas, building exteriors and sites at all developments specified.
- G. Reports provided must specify each violation by specific location; reports that do not specify where violations are located in unit, common areas, or building areas must be provided for all areas
- H. Inspector to attempt to notify owner of any/all emergency repair(s) and issue verbal and/or written notification of re-inspection.
- I. HUD 52580 Short Form Report – submit all finalized to HA weekly
- J. Inspection Detail Report – submit all finalized to HA weekly
- K. Weekly Summary Inspection Report – submit finalized to HA weekly along with any comments

Scheduling:

- A. Firm required to create and submit schedule to HA for approval

- B. Firm responsible for tenant/owner notification.
- C. Firm is required to complete all annual inspections of LOU units occupied by Section 8 voucher holders in no more that two (2) consecutive business days annually.
- D. All initial inspections will be conducted and completed within ten (10) business days of notification to contractor.
- E. Firm shall provide required manpower to complete all inspections in a timely manner. The Brunswick Housing Authority and Firm will mutually agree on a satisfactory time schedule.**

Identification:

- A. Inspectors are required to wear identification badges. All identification material must be visible to the resident before entering the dwelling unit.
- B. Firm may not subcontract inspections to any person who is not an employee of the firm

Pricing:

- A. Firm to submit annual pricing to complete all BHA LOU HQS inspections. Firm to submit pricing for five (5) years as such:

CY 2012 - \$ _____ per annual HQS inspection;
 \$ _____ per initial HQS inspection
CY 2013 - \$ _____ per annual HQS inspection;
 \$ _____ per initial HQS inspection
CY 2014 - \$ _____ per annual HQS inspection;
 \$ _____ per initial HQS inspection
CY 2015 - \$ _____ per annual HQS inspection;
 \$ _____ per initial HQS inspection
CY 2016 - \$ _____ per annual HQS inspection;
 \$ _____ per initial HQS inspection

All per inspection costs must include up to three (3) return visits to ensure compliance with HUD HQS standards and verify repairs made.

Locations:

- A. The Brunswick Housing Authority Local Owned Communities (LOU) – Hopkins Homes Annex and Brooklyn Homes Annex.

Submission Requirements:

The following must be submitted in response to this proposal.

- A. Proof of Business Liability insurance. The successful Firm must also list the Brunswick Housing Authority as “additional insured” on said liability policy.

- B. Previous experience and previously mentioned Five (5) references.
- C. Non-Collusion Affidavit, notarized and witnessed
- D. Annual Pricing for five consecutive years

Selection Criteria:

Annual Cost	40 points
Experience with Similar Inspection Services	30 points
References	10 points
Capability to meet required inspection schedule.	20 points

Submission Schedule:

Proposals must be submitted, by 10:00 am, Friday, February 3, 2012 to:

Tess Cobb, Director of Asset Management
tcobb@brunswickpha.org (preferred)
Brunswick Housing Authority
1126 Albany Str
Brunswick, GA 31520
Fax: (912) 265-1280 attn: Tess Cobb

If there are any questions concerning this RFP, contact (Tess Cobb, Director of Asset Management), 1126 Albany Str Brunswick, GA 31520 or tcobb@brunswickpha.org.