



Georgia Housing and Finance Authority Request for Qualifications For Physical Site Inspection Services

I. Introduction

The Georgia Housing and Finance Authority (hereinafter “GHFA”) is issuing a Request for Qualifications (hereinafter “RFQ”) for physical site inspection services from those qualified persons/firms (hereinafter “Respondents” or “Consultants”) interested in providing inspection services (and re-inspections as necessary) for affordable multifamily housing developments located throughout the state of Georgia. The programs of GHFA, the state’s housing finance agency and an instrumentality of the State of Georgia and a public corporation, are administered by the Georgia Department of Community Affairs (hereinafter “DCA”), a legislatively created executive branch of State government. The issuance of this RFQ constitutes only an invitation to present service parameters associated with the services required by this RFQ. DCA reserves the right to determine whether the qualifications submitted by each Respondent meets the criteria set forth in this RFQ. DCA reserves the right to reject any and all submittals if the Respondent cannot perform all of the services required. DCA reserves the right to modify the scope of the RFQ. In the event that DCA withdraws the RFQ, or does not proceed for any reason, DCA shall have no liability to Respondents for any cost or expenses incurred in connection with the preparation and submission of the RFQ or other related activities. Neither the Respondent nor anyone employed by Respondent shall represent, act, purport to act or be deemed to be an agent, employee, or representative of GHFA or DCA. DCA does not allow the assignment or subcontracting of responsibilities awarded under this RFP. The selection process is based on the qualifications of the individuals designated to perform the work and not on the entity itself. Only those individuals named by a Consultant will be authorized to perform inspections.

DCA multifamily projects range in size, age, design, and are located in both rural and urban areas throughout Georgia.

II. Inspection Requirements and Criteria

If selected, Consultants are required to provide inspections in a format prescribed by DCA. Generally, assigned projects will require the inspection of up to 20% of the units as well as community spaces and building exteriors and grounds.

Inspections must be conducted in accordance with standards found in the U.S. Department of Housing and Urban Development (hereinafter “HUD”) regulations located at 24 CFA Part 982.401 and in accordance with standards found in state and local Building Codes. The UPCS standard for “decent, safe, and sanitary” housing is not the same as local housing codes for existing housing. All units must be inspected according to UPCS regulations and/or state and local Housing Codes or as directed by DCA. A sample of a typical DCA report and format may be obtained upon request.

III. Eligibility for State Contracts

To be eligible to receive a state contract award, an entity must be determined to be a responsible supplier. "Responsible" means company or an individual, has appropriate legal authority to do business in the state of Georgia, a satisfactory record of integrity, appropriate financial, organizational and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any. Examples of non-responsible suppliers include, but are not limited to, a supplier's history of nonperformance or performance problems on other contracts (public or private), a record of financial difficulty, business instability, criminal sanctions, civil sanctions, and/or tax delinquency.

Non-responsibility will be determined by the state entity on a case-by-case basis taking into consideration the unique circumstances of the individual procurement. Any determination of non-responsibility must be put in writing. The supplier should anticipate and be prepared to provide accurate and prompt responses to state entities' requests for information relevant to determining whether the supplier may be considered responsible.

IV. Selection Criteria

Persons/firms will be selected based on the following factors:

- A. Demonstrated ability and experience to provide requested services and quality of work.
- B. Certifications that relate directly to the performance of the services or are program specific. Examples of relevant certifications would be a Uniform Property Inspector Certification, Certified HCV Housing Quality Standards Inspector or International Code Council Certification in Property Maintenance.
- C. Costs including willingness to undertake services for a flat fee per Unit for assigned inspections by DCA.
- D. Ability to complete work within required time frame.
- E. Previous inspection experience on behalf of DCA
- F. Previous inspection experience on behalf of other government entities involved in monitoring of affordable housing program units.
- G. Experience that demonstrates an ability to identify structural and/or building defects.
- H. Experience and working knowledge of the United States Department of Housing and Urban Development ("HUD") Uniform Physical Conditions Standards ("UPCS") and/or Housing Quality Standards (HQS).
- I. Ability to identify and/or document deficiencies with appropriate severity levels per the UPCS.

V. Insurance Requirements

Respondents should be prepared to provide evidence of the following insurance coverage, if selected:

- A. Commercial General Liability Coverage (Aggregate): \$1,000,000.
The maximum deductible permitted is \$5,000 unless otherwise agreed to by DCA.

- B. Automobile coverage with limits of \$1,000,000 for owned, hired and non-owned vehicles.

VI. Submittal Requirements

Interested person/firms are invited to submit a qualification package in line with the requirements in Appendix A, Qualification Submittal Specifications. Submitted materials will be reviewed by DCA Staff and selected references may be contacted. Upon receipt of the qualification package, DCA's Office of Housing and Finance Development ("HFD") may elect to interview Respondents or may make selections based on the submitted documentation. HFD reserves the right to waive any irregularities or inconsistencies in the submitted qualification packages and reserves the right to reject any and/or all qualification submittals.

Qualification Packages must be submitted to: review.submissions@dca.ga.gov
Subject: RFQ

One complete electronic copy of the Qualification Package must be submitted to DCA. All Qualification Packages must be delivered no later than 5:00 p.m. eastern standard time on Wednesday, December 21, 2016. DCA will not consider Qualification Packages received after Wednesday, December 21, 2016 eastern daylight time. The offer conveyed by the Respondent cannot be amended for a period of thirty (30) days from the date of submittal.

DCA reserves the right to reject substantially incomplete Qualification Packages without a detailed review. DCA reserves the right to contact Respondent and request required information omitted from the Qualification Package. DCA may also contact Respondents by telephone or by email during its review of a Qualification Package in order to clarify information provided.

DCA reserves the right to reject any and/or all qualification submittals or any part thereof; and waive any minor irregularity in the qualification submittal; and accept the qualification submittal that is in the best interest of the State of Georgia. In addition, DCA may require one or more Respondents to make an in-person presentation of all or part of the information contained in the Qualification Package and/or to meet in person with DCA for the purpose of answering questions.

VII. Contract Term

If selected, the initial contract period will be for a period of one (1) year. Three (3) additional one (1) year period terms may be offered to the Consultant at the end of each contract period. The person/firm agrees to furnish and deliver any and all services at the fees listed in Appendix A unless said fees are otherwise modified in writing by both parties. The hiring of subcontractors to provide inspection services is prohibited.

VIII. Expected Schedule

Action	Date
Issuance of Request for Qualifications	December 7, 2016
General Question & Answer Period through	December 14, 2016 by 5:00 p.m. EDT.
Proposals due to DCA	December 21, 2016 by 5:00 p.m. EDT.
Notification to Proposers of Award	December 30, 2016

IX. Inquiries

Questions about this RFQ must be directed in writing or via e-mail to:

Steve Vlkovic
 Department of Community Affairs
 60 Executive Park South, NE
 Atlanta, GA 30329
 Email: stephen.vlkovic@dca.ga.gov

From the date that this RFQ is issued until a person is selected and the selection is announced, persons are not allowed to communicate for any reason with any State employee other than the contact listed above regarding this RFQ. **All answers to general questions will be posted to the website at <http://www.dca.state.ga.us/housing/HousingDevelopment/programs/ProcureandContracting.asp> under RFQ Clarifications for UPCS and Standard Housing Code Inspection.** Only written questions will be accepted and only written responses shall be binding.

Appendix A – Qualification Submittal Specifications

A. Scope of Services

1. Types of Inspections

If selected, the Consultant may be asked to provide one or more of the following inspections:

- a) Program Physical Inspections of existing multifamily affordable housing developments located throughout the State of Georgia
Inspections of existing projects will be made in accordance with program, state or local codes, and/or regulations as identified by DCA. Inspections may include a review of accessibility codes relevant to the project funding. Inspections will include a physical inspection of a specified number of units, all buildings, as well as an inspection of common area and spaces located on the site. An overall assessment of the physical condition of the development is also required.
- b) Inspections of sites of proposed projects which are under consideration for funding by DCA
These inspections will include a site review to ensure that the property meets DCA site standards as set out in the Qualified Allocation Plan. The review will also include analysis of transportation and relevant amenities located in close proximity to the site.
- c) Re-inspections
Re-inspection of units previously inspected in order to determine whether violations or deficiencies have been properly corrected.
- d) Windshield Inspections
Inspections of certain projects that have completed the initial 15 year compliance period as identified by DCA for overall condition.
- e) Other Inspections as determined by DCA

2. Required Reports

Consultant will be required to issue a report fully describing the results of his inspection. The report will require the use of DCA Forms (DCA Standard Housing Code Inspection Checklist and HUD Uniform Physical Condition Standards Checklist) or Site and Neighborhood forms and other associated forms. Examples of these forms can be obtained from DCA upon request.

3. Timing of Reports

A Project Specific reporting containing a Unit by Unit summary of findings (if applicable) must be submitted to HFD within seven (7) days of the inspection via e-mail or as deemed by DCA. By the 25th day of each month, the Consultant will provide invoices for all prior month's inspections via email or as deemed by DCA.

B. Contents of the Qualification Package (each document must be scanned separately, and labeled as identified below)

All Qualification Packages must contain the following information in the order shown and numbered as follows:

1. Cover Letter and Narrative

A cover letter narrative, which provides the name, mailing address, telephone number, email address, and fax number of the individual to whom we may communicate regarding the Qualification Package. The cover letter should clearly state that the Qualification Package is in response to the Request for Qualification. The letter should also contain:

- a) a brief statement summarizing the qualifications and abilities of the Respondent to perform the requested services
- b) any limitations on the respondent's ability to perform services including minimum or maximum number of inspections that can be assigned on a monthly basis or any geographical limitations or advance notice requirements
- c) program specific knowledge which supports its ability to perform each of the requested services
- d) relevant selection criteria should be discussed.

2. DCA requires that each Qualification Package contain the following schedule of fees that would be charged by the Consultant:

- a) Inspection Fee Per Unit
Only flat per unit rates are acceptable (i.e. varying rates based on bedroom size are not acceptable). The price per unit takes into account the inspection of common areas, at a glance review of vacant units, each residential building, facilities and grounds for each assigned project and includes digital photographs. Qualification Packages containing provisions for late or interest charges will not be considered for an award. The State of Georgia is not authorized to pay any late or interest charges. DCA does not pay mileage or other travel costs other than the per unit fee.
- b) Re-inspection Fee Per Unit
Only flat per unit rates are acceptable (i.e. varying rates based on bedroom size are not acceptable). The price per unit takes into account the re-inspection of units to certify that work has been completed as specified by the owner. The re-inspection will include common areas, at-a-glance review of vacant units, facilities and grounds for each assigned project and includes digital photographs. Qualification Packages containing provisions for late or interest charges will not be considered for an award. The State of Georgia is not authorized to pay any late or interest charges. DCA does not pay mileage or other travel costs other than the per unit fee.
- c) Inspection Fee (Per Site) for On-site Reviews of Proposed Developments
Consultant should provide an hourly rate for Application site reviews. Hourly rate proposals for site reviews must include a breakdown of work to be completed.

Qualification Packages containing provisions for late or interest charges will not be considered for an award. The State of Georgia is not authorized to pay any late or interest charges.

(All assigned inspections will generally require a minimum of three (3) hours of work and a maximum of eight (8) hours of work). Bids should be per inspection and may be a per hour fee.

d) Special Inspection Fee

Consultant should provide an hourly rate for inspection of certain multifamily developments as identified by DCA as limited or non-routine including, but not limited to, windshield inspections. Hourly rate proposals for special inspection must include a breakdown of work to be completed. Qualification Packages containing provisions for late or interest charges will not be considered for an award. The State of Georgia is not authorized to pay any late or interest charges. (All assigned inspections will generally require a minimum of one (1) hour of work and a maximum of three (3) hours of work. Bids should be per inspection and may be a per hour fee.

e) References

Three (3) references must be included. References which relate directly to the Consultants' ability to perform the requested services are preferred. Please provide the contact persons' name and number. Consultants currently performing inspections do not have to provide references; the quality of their work will be considered in the selection process.

3. Resumes

Resumes of all individuals who will be working directly on the reviews, if the Qualification Package is accepted.

4. Description of Capacity

A brief description of current commitments and capacity to perform the work described in Appendix A, Qualification Submittal Specifications, Section A, Scope of Services, in a timely manner. DCA will not consider geographic limitations. Consultants must be able to perform inspections throughout Georgia.

5. Certifications

A copy of relevant, active certifications related to the Consultant's ability to perform services.

6. Other Required Information

- a) Any representative, principal, or employee of Respondent will be subject to a national criminal background check.
- b) Respondent must disclose any identity of interest with any member, officer or employee of DCA.

- c) Respondent must disclose whether it is, or has an Identity of Interest with, the owner, developer or manager of any DCA funded affordable housing project.
- d) Respondent must disclose whether Respondent has ever been debarred or suspended from any local, state, or federal housing program.
- e) If applicable, Respondent must certify that it complies with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act, and the Illegal Reform and Enforcement Act of 2011 (O.C.G.A. §13-10-90 et. seq.). The Qualification Package must be accompanied with a complete and notarized Contractor's Affidavit attesting that Respondent is registered with and using E-Verify. The Contractor's Affidavit form is attached as Appendix B.

C. Additional Information for Respondents

1. By submitting the Qualification Package, Respondent agrees, if their offer is accepted, to furnish and deliver a portion of or all services indicated in their Qualification Package at the price schedule outlined in section B(2) of this Appendix unless otherwise modified in writing by both parties.
2. Respondents are not allowed to hire subcontractors to work on DCA inspection services.
3. Respondent must certify to a Drug Free Workplace.
 - a) If Respondent is an individual, he or she hereby certifies that he or she will not engage in the unlawful manufacture, sale distribution, dispensation, possession or use of controlled substance or marijuana during the performance of any contract resulting from this Request for Qualifications.
 - b) If a Respondent is an entity other than an individual, he or she hereby certifies that a drug-free workplace will be provided for the Respondent's employees during the performance of any contract resulting from this Request for Qualifications.