

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 multifamily projects range in size, include both new construction and those requiring substantial rehabilitation, and are located in both rural and urban areas.

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. Selection Criteria

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

1. Demonstrated ability and experience to provide requested services and quality of work.
2. 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.
3. Costs including willingness to undertake services for a flat fee per Unit for assigned inspections by DCA.
4. Ability to complete work within required time frame.
5. Previous inspection experience on behalf of DCA
6. Previous inspection experience on behalf of other government entities involved in monitoring of affordable housing program units.
7. Experience that demonstrates an ability to identify structural and/or building defects.
8. 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).
9. Ability to identify and/or document deficiencies with appropriate severity levels per the UPCS.
10. Extent of conflict of interest, if applicable.
11. Whether the Respondent meets any of the following:
 - Respondent is a small Business concern which means a concern that is independently owned and operated and not dominant in the field of operation in which it is bidding and can qualify as a small business under the criteria and size standards in 13 CFR Part 121 (See FAR 19.102). The Small or Minority Business Form is attached as **Appendix B**
 - Respondent is a minority-owned business which is defined as a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated and controlled by minority group members. “Minority group members” are United States citizens who are Asian, Black, Hispanic, and Native American.

Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. The MBE/WBE Form is attached as **Appendix C**.

- Respondent is a Women Owned business. The Respondent must show that at least 51% or more is women-owned, managed, and controlled and the business must be open for at least six months. The business must be open for at least six months. The MBE/WBE Form is attached as **Appendix C**.

IV. Insurance Requirements

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

1. Commercial General Liability Coverage (Aggregate): \$1,000,000.

The maximum deductible permitted is \$5,000 unless otherwise agreed to by DCA.

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

V. 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 Affordable Housing ("OAH") may elect to interview Respondents or may make selections based on the submitted documentation. OAH 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:

Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329
Attention: Licelotte Vasquez

One complete original paper copy and 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, September 12, 2012. DCA will not consider Qualification Packages received after Wednesday, September 12, 2012 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 fax 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.

VI. Contract Term

If selected, the initial contract period will be for a period of one (1) year. Two (2) 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.

VII Expected Schedule

Action	Date
Issuance of Request for Qualifications	August 24, 2012
General Question & Answer Period through	September 4, 2012 by 5:00 p.m. edt.
Proposals due to DCA office in Atlanta	September 12, 2012 by 5:00 p.m. edt.
Notification to Proposers of Award	October 3, 2012

VIII. Inquiries

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

Licelotte Vasquez
 Department of Community Affairs
 60 Executive Park South, NE
 Atlanta, GA 30329
 Email: licelotte.Vasquez@dca.ga.gov

From the date that this RFQ is issued until a person/firm is selected and the selection is announced, persons/firms 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 www.tinyurl.com/DCANotices 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:

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 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.

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.

Re-inspections

Re-inspection of units previously inspected in order to determine whether violations or deficiencies have been properly corrected.

Windshield Inspections

Inspections of certain projects that have completed the initial 15 year compliance period as identified by DCA for overall condition.

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 OAH 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 hard copies of all reports and invoices for the current month's inspections to their assigned Compliance Officer.

B. Contents of the Qualification Package

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 brief statement summarizing the qualifications and abilities of the Respondent to perform the requested services. The letter should contain 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 Respondent should also address program specific knowledge which supports its ability to perform each of the requested services. 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:

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, facilities and grounds for each assigned project and includes digital photographs on CD. 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. **DCA will not consider bids that exceed \$65 per unit.**

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 on CD. 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. **DCA will not consider bids that exceed \$50 per unit.**

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). **DCA will consider bids on an hourly basis not to exceed \$200 per hour.**

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). **DCA will consider bids on an hourly basis not to exceed \$60 per hour.**

3. 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.

4. Resumes

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

5. 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.

6. Certifications

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

7. Documentation of Small Business, designation or MBE/WBE

Documentation of size and composition of entity may be shown by corporate filings or other organizational documentation.

8. Other required Information

- a. Any representative, principal, or employee of Respondent will be subject to a national criminal background check. The Consent Form is attached as **Appendix D**.
- b. Respondent must disclose any identity of interest with any member, officer or employee of DCA.
- c. Respondent must disclose whether it is 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 E**.

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.

Appendix B

SMALL OR MINORITY BUSINESS FORM

- Can your company be classified as a **SMALL BUSINESS** by the following definition:

Small Business – defined as an independently owned and operated entity that has either fewer than one hundred (100) employees or less than one million dollars (\$1,000,000) in gross receipts per year. (State Statute 50-5-121)

- Yes** (If yes, please check the following reason(s) that apply)
 Less than 100 employees or,
 Less than \$1,000,000 in gross annual receipts.
 No

- Can your company be classified as a **MINORITY OWNED BUSINESS** by the following definition?

Minority Owned Business – means a business that is 51% owned or controlled by one or more minority persons. Please indicate below if your firm is 51% owned or controlled by one of the minority groups listed.

African American	%	Asian American	%
Hispanic / Latino	%	Pacific Islander	%
Native American	%		

Ownership: American Citizen Yes No

Are any of your suppliers minority and/or small business enterprises? Yes No

If Yes, please indicate the percentage of minority companies represented. _____%

If awarded a contract as a result of this solicitation, do you anticipate employing any small or minority subcontractors? Yes No

APPENDIX C MBE/WBE OUTREACH PLAN GUIDE FORM

Minority and Women's Business Enterprises Outreach Procedures

(Owner's name may be substituted for the blank space; however, Owner is responsible for each item in the plan) The MBE/WBE Outreach Plan Guide Form must be submitted with the second and final construction draw request.

DCA has established procedures to encourage the use of minority and women's business enterprises (MBE/WBE) in HOME-assisted housing in accordance with the Interim Rule of the Home Investment Partnerships (HOME) Program. These procedures are intended to further the objectives of Executive Orders 11625, 12432 and 12138.

- (a) Informing the public, owners and potential MBE/WBE about the MBE/WBE outreach policy/procedures
 1. _____ will publish its Minority/Women's Business Enterprises Policy Statement in the newspaper of widest statewide circulation and other minority/women oriented newspapers of widest statewide circulation.
 2. _____ will develop and maintain a solicitation list of certified MBE/WBE with capabilities, services, supplies and/or products which are related to housing development. All state recipients, subrecipients, prime contractors, and owners of HOME-assisted housing will be required to do the same, whenever financially feasible. The services and assistance of the Minority Business Development Agency of the U.S. Department of Commerce and other appropriate federal and state agencies will be sought in accomplishing this task.

- (b) MBE/WBE participation in the HOME programs
 1. To the maximum extent possible, MBE/WBE will be included in all contracts which _____ enters related to the provision of affordable housing under the HOME program. All state recipients, subrecipients, prime contractors, and owners of HOME-assisted housing will also be required, to the maximum extent possible, to do the same.
 2. When economically feasible, _____ will divide total requirements into small tasks and quantities to permit the maximum participation by MBE/WBE and will require the same of the state recipients, subrecipients, prime contractors, and owners of HOME-assisted housing.
 3. When economically feasible, _____ will establish delivery schedules which encourage MBE/WBE participation in HOME programs and will require the same of the state recipients, subrecipients, prime contractors, and owners of HOME-assisted housing.

- (c) Compliance

DCA will require that all state recipients, subrecipients, prime contractors, and owners of HOME-assisted housing comply with the MBE/WBE outreach program procedures as a condition of assistance. This requirement will be included as a legal covenant in the appropriate Performance Agreement.

- (d) Record keeping procedures

DCA will maintain records which will describe MBE/WBE outreach activities taken and will require the prime contractors, developers and owners of HOME-assisted housing to do the same and submit annual reports on their MBE/WBE outreach activities to DCA as a condition of receipt of HOME funds.

- (e) MBE/WBE outreach assessment and corrective actions

DCA will review annually the success of its MBE/WBE outreach efforts associated with the HOME programs and will take corrective action to strengthen any weaknesses in its MBE/WBE outreach activities. This assessment will be completed for each SR, CHDO, prime contractor, and owner of HOME-assisted housing consisting of more than four units (smaller housing projects will be assessed every two years). Each will be required to take corrective action to strengthen any weakness. Failure to do so may result in the pursuit of remedies by DCA.

**APPENDIX D
CONSENT FORM**

I hereby authorize the Georgia Department of Community Affairs to receive any CRIMINAL HISTORY RECORD pertaining to me that may be in the files of any state or local agency.

PRINT FULL NAME

PRINT FULL ADDRESS

SEX

RACE

DATE OF BIRTH

SOCIAL SECURITY NUMBER

DRIVER'S LICENSE NUMBER

STATE

DCA 2013 RFP for UPCS AND SHC

EMPLOYEE / APPLICANT SIGNATURE :

OAH REPRESENTATIVE SIGNATURE

CBC Verified / Date

PLEASE be aware that should you be selected to fill this position with the Georgia Department of Community Affairs, a criminal record investigation will be conducted. The information obtained during the investigation(s) will be used as a basis for denial .All information obtained is strictly confidential.

APPENDIX E - CONTRACTOR AFFIDAVIT

STATE OF _____
COUNTY OF _____

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Georgia Department of Community Affairs (“DCA”) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify. Furthermore, the undersigned agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this project, the undersigned will secure from subcontractor(s) same verification of its participation in a federal work authorization program as required by O.C.G. A. § 13-10-91(b). The undersigned further agrees to maintain records of such compliance and upon request provide a copy of each such subcontractor verification to the DCA. The undersigned hereby attests as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Entity Name and Role in Project

Name of Project

Dated this the ___ day of _____, 201__

Signature of Authorized Officer or Agent

Print Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 201__

Notary Public

My Commission Expires:
