

GEORGIA HOUSING AND FINANCE AUTHORITY
60 Executive Park South, NE
Atlanta, GA 30329

REQUEST FOR PROPOSALS ("RFP")

Physical Site Inspection Services for
Affordable Multifamily Housing Programs
Issued February 4, 2021

Proposals with all required documentation must be submitted no later than 4:00PM
Eastern Standard Time, Friday February 26, 2021.

I. Statement of Purpose

The Georgia Housing and Finance Authority (the "Authority" or "GHFA") seeks to procure the services of a contractor ("Contractor") for the provision of physical site inspection services for compliance with the rules and regulations of GHFA's various multifamily affordable housing programs. The programs of GHFA are administered by the Georgia Department of Community Affairs ("DCA"), a legislatively created executive branch of the State government.

II. Overview of DCA's Administration of Physical Site Inspections

DCA's Office of Portfolio Management monitors housing projects that are part of GHFA's various multifamily affordable housing programs for compliance with federal regulations. As part of the monitoring process, DCA periodically conducts physical site inspections for each project for compliance with all applicable program rules and regulations. DCA has undertaken the responsibility of engaging a Contractor to conduct the physical site inspections on DCA's behalf.

III. Schedule of Events

The schedule of events for this RFP is as follows:

- Advertise RFP February 4, 2021 to February 19, 2021
- Proposals Due (receipt by GHFA) February 26, 2021 (by 4:00PM, EST)
- Selected for Oral Presentations
(if GHFA deems necessary) Week of March 1, 2021
- Announcement of Selected
Contractors No later than March 12, 2021

The dates listed above are approximate and may change as needed. Any changes will be posted to the DCA webpage where this RFP is posted.

IV. Proposal Submittal Instructions

- A. The Proposal should be prepared in a straightforward and concise manner, detailing the respondent's capabilities to satisfy the requirements of this RFP.
- B. All Proposals shall be submitted electronically to: OPMRFP@dca.ga.gov.
- C. All proposals must include a transmittal letter on the respondent's stationery, signed by an individual who is authorized to bind the company to all statements in the proposal and the services and requirements as stated in the RFP. If any addendum or amendments have been issued to this RFP, the respondent shall acknowledge same in this section. On the transmittal letter, please indicate who will be the contact person at the firm with whom the Authority will communicate all information regarding this RFP. Please include the phone, facsimile numbers, and e-mail addresses for this individual. The transmittal letter should clearly state that the proposal is in response to the **Affordable Multifamily Housing Physical Site Inspection Services RFP**.
- D. If there are any questions related to this RFP, please send them via email to Nick Sexton at Nick.Sexton@dca.ga.gov and copy Donna Tyler at Donna.Tyler@dca.ga.gov. All questions are due by 4pm EST on February 19, 2021. Phone calls will not be accepted.
- E. All questions and answers will be posted on the Georgia Department of Community Affairs webpage at:

<https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/compliance-monitoring/request-proposal-rfp-0>

Only written responses or statements posted on the website will be binding. No other means of communication, whether oral or written, shall be construed as an official response or statement of GHFA or DCA.

- E. Proposals will be evaluated based upon the responses to the specific items outlined in Section VII and the evaluation process outlined in Section XI. Although the Authority reserves the right to contact respondents and ask them for required information omitted from the proposal, proposals that omit requested information or exceed requested parameters may be rejected as non-responsive.

V. Minimum Qualifications

The following qualifications must be met to be considered for a contract award:

- A. The Contractor shall have a minimum two (2) years conducting physical inspections.
- B. Any key personnel assigned to the Contract shall have a minimum of two (2) years conducting physical inspections.

VI. Scope of Services Under This RFP

- A. Types of Inspections. If selected, the Contractor may be asked to provide one or more of the following inspections:
 - 1. Comprehensive physical inspections of existing multifamily affordable housing developments located throughout the State of Georgia. Inspections of existing projects will be made in accordance with the Uniform Physical Conditions Standards, state or local codes, regulations as identified by DCA, and/or any other relevant program requirements. 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.
 - 2. Re-inspections. Re-inspection of units previously inspected in order to determine whether violations or deficiencies have been properly corrected.
 - 3. Extended Use Period Inspections. Inspections of certain HTC projects that have completed the initial 15-year Compliance Period as identified by DCA for overall condition. Such inspections may be limited in scope relative to the comprehensive Compliance Period inspections.
 - 4. Qualified Contract Inspections. Inspections prompted by the filing of a Qualified Contract with DCA, typically 100% of the applicable affordable units. This includes a follow-up (second) inspection to verify observed findings of non-compliance have been cured.
 - 5. Resident Concern Inspections. Inspections determined to be necessary after the filing of a resident concern with DCA. The scope of such an inspection will generally be limited to specific items within a unit, but will be dependent on the nature of the resident concern.
 - 6. 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. This type of inspection is not the primary focus of this RFP and of a future contract, but in some circumstances DCA may ask for this service.

7. Other inspections as determined by DCA.

- B. Required Reports. Contractor will be required to issue a report fully describing the results of their 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. It's anticipated that at some point prior to or during the first year of a future contract, DCA will adopt a digital platform or application for reporting the results of an inspection. Contractor would be responsible for assuming the costs associated with installing and maintaining any necessary software, application, or equipment.
- C. Timing of Reports. A project-specific report containing a unit-by-unit summary of findings (if applicable) must be submitted to DCA within seven (7) days of the inspection via e-mail or as deemed by DCA. By the 25th day of each month, the Contractor will provide invoices for all prior month's inspections via email or as deemed by DCA. It's anticipated that at some point prior to or during the first year of a future contract, DCA will adopt a digital platform or application for reporting the results of an inspection. When this occurs DCA may require same-day or next-day reporting depending on the capabilities of the platform or application.

VII. Proposal Content Requirements

All Proposals must contain the following information and relevant documentation in the order outlined below:

A. Minimum Qualifications

The Contractor shall demonstrate that it meets the qualifications outlined in Section V.

B. Executive Summary – Scope of Work

The respondent shall condense and highlight the contents of the Proposal in a separate section titled "Executive Summary." The summary shall provide a broad overview of the respondent's understanding of the contents of the RFP and of the how the respondent's proposal meets the scope of services outlined.

C. Summary of Experience and General Capability

1. Experience. The respondent shall provide an overview of its experience rendering services similar to those outlined Section VI of this RFP and how that experience is related to this RFP. This narrative shall also include a summary of the experience of key personnel proposed to be assigned to a future contract with GHFA. Resumes, brochures, and other relevant documentation may be included in this section.
2. References. The respondent must provide the names, addresses, telephone numbers, and contact persons of three (3) current clients or clients from the past three years for whom similar services required by this RFP were performed. GHFA reserves the right to contact any known current or former client.
3. Samples. Five (5) samples of actual physical site inspection reports already provided to clients. Samples of Georgia properties are preferred, but are not required. All identities and confidential information contained in the samples must be redacted.

D. Financial Capability

A respondent must include in its Proposal a commonly accepted method to prove its fiscal integrity. If available, the respondent shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred).

In addition, the respondent may supplement its response to this Section by including one or more of the following with its response:

1. Dunn and Bradstreet Rating;
2. Standard and Poor's Rating;
3. Lines of credit;
4. Evidence of a successful financial track record; and
5. Evidence of adequate working capital.

E. Work Plan

The respondent shall provide a work plan presenting how the services described in this RFP shall be provided by the respondent should the respondent be awarded a Contract. At a minimum, the Work Plan shall include the following:

1. The respondent's understanding of the services to be provided;

2. A reasonable estimate of how quickly the respondent can provide the completed services outlined in Section VI of this RFP;
3. The respondent's capacity to accommodate a fluctuating workload;
4. The respondent's preferred geographic region of the state as well as the respondent's ability to provide services throughout the state;
5. The respondent's approach to managing the performance of work, including overall organization and support resources; and
6. The tasks and methods to be utilized in completing the required services described in Section VI of this RFP.

F. Key Personnel

Identify the specific key individuals being proposed for the project team and specify the division of responsibility that is envisioned among these individuals to perform the scope of services listed in Section VI of this RFP. If the personnel are not employees of the respondent, indicate the relationship with the respondent and confirm their availability to work on assignments within the deadlines established in the scope of services. For each individual named, include a resume that highlights:

1. Educational background;
2. Relevant general experience; and
3. Relevant specialized experience as it relates to the minimum qualifications outlined in Section V of the RFP.

G. Conflict of Interest

Respondents shall consider any conflicts of interest which presently exist or which may arise if the respondent is selected for contract award. A conflict of interest is defined as a relationship of such a character that would raise doubts in the mind of an independent observer about the Contractor's ability to conduct an impartial review of the assigned project.

Respondents shall provide in their Proposal a list of all relationships that may constitute a material conflict of interest.

If during the term of the Contract the Contractor becomes aware of any such conflict of interest, or the potential appearance of a conflict, the Contractor shall disclose same, in writing, within five (5) business days from the time the Contractor becomes aware of the relationship. It shall be DCA's responsibility to determine

whether the contractual relationship so disclosed would constitute a conflict sufficient to present the appearance of impropriety.

H. Price Proposal

A description of pricing shall be provided. Respondents should provide a price proposal for each type of inspection outlined in Section VI(A) of this RFP. An hourly rate, flat fee, per-unit, or any combination of price structures is acceptable, but Respondents shall include a per-unit rate for each type of inspection and an hourly rate for “Extended Use Period Inspections” and “Resident Concern Inspections.”

I. Certification Statements

Respondents should attach to their submitted proposals the completed certification statements and Immigration and Security Affidavit found in Section XV.

VIII. Non-Binding RFP

The expectations, plans, and requests expressed in this RFP are not to be considered a commitment or contract in any way. In addition, this RFP does not require GHFA or DCA to pay any costs incurred in the preparation or mailing of a Proposal.

IX. Reservation of Rights

In connection with this RFP, and the services to be provided by the Contractor selected pursuant to this RFP, the Authority reserves the right to:

1. cancel this solicitation at any time;
2. reject any or all proposals;
3. waive minor deficiencies and informalities;
4. request additional information from individuals or firms prior to final selection; and
5. change the schedule of events or cancel any funding program without any financial obligation for services provided or out-of-pocket expenses incurred, or any other obligation to the underwriters.

X. Georgia Open Records Act and Program Accessibility

- A. Georgia Open Records Act. The Georgia Open Records Act (O.C.G.A. §§ 50-18-70 et. seq.) requires that public records be open and available for inspection by any member of the public.

As such, any Proposal submitted in response to this RFP is subject to the Georgia Open Records Act. By submitting a response to this RFP, respondents acknowledge that this RFP is subject to the Georgia Open Records Act.

- B. Accessibility. GHFA is committed to providing all persons with equal access to its services, programs, activities, education, and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Please contact Nick Sexton at Nick.Sexton@dca.ga.gov if any reasonable accommodations are required.

XI. Evaluation Process

Proposals submitted under this RFP will be reviewed by a committee comprised of DCA staff ("Evaluation Committee"). The Evaluation Committee will conduct their evaluation of the Proposals received on the basis of the following criteria in descending order of importance:

- (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 from HUD REAC, Certified HCV Housing Quality Standards Inspector, and 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) Experience that demonstrates an ability to identify structural and/or building defects.
- (6) 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).
- (7) Ability to identify and/or document deficiencies with appropriate severity levels per the UPCS.

(8) Minimum Qualifications (Threshold)*

(9) Certification Statements (Threshold)*:

*Please note that the items marked as “Threshold” must be met or the Proposal will be disqualified and not considered.

XII. Selection and Award

The primary intent of this RFP is to identify multiple Contractors to provide the needed services; however, the Authority reserves the right to award no contracts. Selected respondents will be notified by DCA via email at the time set forth in Section III of this RFP.

XIII. Contract Term

The Contract resulting from this RFP shall commence after all appropriate State approvals have been obtained and shall commence on July 1, 2021 and extend for a period of one year. The initial term may be extended by agreement of the parties for three additional terms, each of which shall not exceed one year in length.

XIV. Insurance Requirements

Contractors will be required to carry professional liability insurance for the duration of any contract entered into with GHFA pursuant to this RFP. Such insurance policies must meet industry standards and GHFA requirements for coverage and limitation.

XV. Miscellaneous

Delinquent Taxes. Proposer must certify for DCA that it does not owe any unpaid taxes to the Georgia Department of Revenue (“GDR”). DCA reserves the right to obtain an authorization from the Proposer to check its tax status in Georgia. DCA will not enter into a Contract for professional services with Proposer if 1) delinquent taxes are owed to GDR, and 2) no written arrangement exists as of the date of this RFP to pay them.

Identity of Interest. Firm must disclose any identity of interest with:

1. any member, officer or employee of DCA; and
2. the owner, developer, or manager of any DCA funded affordable housing project.

Debarment or Suspension. Proposer must disclose whether Proposer has ever been debarred or suspended from any local, state, or federal housing program.

Minority and Women's Business Enterprises. 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. Respondent should disclose status as MBE/WBE and submit the applicable certification documentation.

[Required Certification Statements Found on Following Pages]

XVI. Certification Statements

Submission of the Security and Immigration Affidavit along with answers to the following questions satisfies the Certification Statements threshold under Section XI of this RFP:

A. All Proposals shall include a signed and notarized Security and Immigration Affidavit, which can be found on page 12 of this RFP.

B. The following questions shall be completed and initialed by an individual authorized to bind the firm:

1. "I agree and certify that our firm, as well as any person or entity associated with our firm, is in compliance with the applicable requirements of Municipal Securities Rulemaking Board Rule G-37."

Yes No Initials: _____

2. "I agree and certify that our firm, and any contractors employed by our firm, will operate within a drug-free workplace during the time of any performance of any contract resulting from the RFP."

Yes No Initials: _____

3. "I agree and certify that our firm is in compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law."

Yes No Initials: _____

4. "In compliance with O.C.G.A. §50-5-85, I certify that our firm is not currently engaged in, and agrees for the duration of any future contract entered into with GHFA pursuant to this RFP not to engage in, a boycott of Israel."

Yes No Initials: _____

5. "Pursuant to O.C.G.A. §50-5-84, I certify that our firm is not a scrutinized company."

Yes No Initials: _____

6. "I certify that this bid, offer, or proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid, offer, or proposal for the same materials, supplies, services, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards."

Yes No Initials: _____

7. "I agree to abide by all conditions of this RFP and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the firm and that the firm is in compliance with all requirements of the RFP."

Respondent's Full Legal Name: (PLEASE TYPE OR PRINT)	
Authorized Signature:	
Printed Name and Title of Person Signing:	
Date:	
Company Address:	
FAX Number:	
Email Address:	

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____