



Multi-family and Single Family Property Inspection Services

REQUEST FOR PROPOSALS (RFP)

May 7, 2012

**Indiana Housing and Community Development Authority
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204**

SUMMARY AND BACKGROUND

The State of Indiana has established a variety of programs to assist in the development of affordable housing and community development projects.

ABOUT IHCD

The Indiana Housing and Community Development Authority (“IHCD”) is a quasi-state agency, created by Indiana statute in 1978 to ensure all Hoosiers have access to safe, decent, and affordable housing. IHCD partners with the federal government, public and private non-profit housing developers and local units of government to fund, construct and rehabilitate houses, multi-family properties and other community development projects throughout the State of Indiana. IHCD funds entities that work to end homelessness, create communities of choice, provide opportunities for seniors to age in place, demonstrate energy conservation, and stabilize housing markets.

Additional information on IHCD and its programs is available at its website, at www.in.gov/IHCD.

IHCD is requesting proposals from qualified organizations with demonstrated experience in performing property inspections for single family and multi-family properties assisted with the following funding sources: Home Investment Partnerships Program, Housing Choice Voucher Program, Community Development Block Grant, IRS Section 42 tax credits.

This request for proposals (RFP) process is competitive; therefore, successful proposals should thoroughly and concisely address and document the following topics:

- Experience in inspecting multi-family and single family housing.
- Experience in inspecting projects on behalf of local units of government and not-for-profit entities involved in affordable housing programs.
- Experience and working knowledge of the United States Department of Housing and Urban Development’s (“HUD”) Uniform Physical Condition Standards (“UPCS”) and Housing Quality Standards (“HQS”) auditing requirements for quality control inspections.
- Ability to identify and document deficiencies with proper severity levels per the UPCS.
- Required resources to successfully inspect the units in all ninety-two (92)-counties and submit inspection reports electronically via E-mail.
- Capacity of the organization to complete six percent (6%) of the contracted inspections and submitting at least six percent (6%) of the inspection reports to IHCD each month, starting in January of each year with a one hundred percent (100%) completion by December 15th of each year.
- Licensed in the State of Indiana as a Professional Engineer or Architect.

ELIGIBLE RESPONDENTS

For-profit and not-for-profit entities, as established by Indiana statutes, are eligible to respond to this RFP. However, entities must be licensed in the State of Indiana as a Professional Engineer or Architect.

ACTIVITIES

The entity selected (the “awardee”) will perform any and all tasks relevant to conducting physical inspections of the dwelling units, site, building systems, building exteriors, and common areas in accordance with all appropriate standards under state and federal law.

- **Inspections.** If contract awarded to one (1) respondent the estimated number of inspections by program type are as follows:
 - (b) Approximately 2,645 Rental Housing Tax Credit units (“RHTC Units”)
 - (c) Approximately 1 Community Development Block Grant unit (“CDBG Unit”)
 - (d) Approximately 208 HOME Investment Partnerships units (“HOME Units”)
 - (d) Approximately 18 Affordable Housing and Community Development Trust Fund units (“HTF Units”)
 - (e) Approximately 13 CDBG Migrant Farmworker Housing units
 - (f) Approximately 260 HCVP (Section 8) units (HQS Quality Assurance inspections)
 - (g) Approximately 30 HOME/RHTC combined Units
 - (h) Approximately 240 Neighborhood Stabilization Program Units (“NSP Units”)
 - (i) Approximately 125 HCVP (Section 8) units (HQS inspections)
- **Scheduling of Inspections.** The awardee the contract will be responsible for scheduling all inspections in accordance with industry best practices and standard operating procedures. The firm selected will be responsible for all costs associated with performing inspection services.
- **Compliance Inspections for Federally-Assisted Projects** The awardee will perform compliance inspections for multi-family housing constructed, rehabilitated or otherwise assisted with federal funding to ensure units meet state and local health and safety standards. May need to provide digital photo documentation of unit conditions (extraordinary or questionable conditions only).
- **Compliance Inspections for Projects Assisted with Tax Credits (RHTC)** The awardee will perform compliance inspections for RHTC multi-family housing constructed, rehabilitated or otherwise assisted with tax credits to ensure units meet UPCS. May need to provide digital photo documentation of unit conditions (extraordinary or questionable conditions only).

- **HQS Inspections** The awardee will perform HQS Quality Assurance inspections and HQS inspections for HCVP (Section 8) units.
- **Inspection Reports**. The awardee will document findings, issues, severity level under UPCS, if applicable, and overall results, related to site visit results in a comprehensive inspection report, which is required to be completed for every site visit.

ELIGIBLE COSTS

Respondents must submit a schedule of costs for which inspection services, including reports, will be provided. The all-inclusive fee structure must include all costs normally associated with these activities. All of the above must be included in a per-unit fee for type of project (i.e., multi-family compliance inspection, HQS Quality Assurance inspection, HQS inspection).

PERIOD OF PERFORMANCE

The contract awarded shall be for a one (1) year term with the option to renew the contract for four (4) additional one (1)-year period terms based on need, performance, and funding availability.

PAYMENT TERMS

Reimbursements will be made within a thirty (30) day period.

PROPOSAL DUE DATE

All proposals are due to IHCDA by 5:00 p.m. EDT on Tuesday, May 29, 2012. Respondents will receive acknowledgement of receipt by close of business on **Wednesday, May 30, 2012 via phone or email.**

SUBMISSION PROCESS

The following information should be included in all proposals:

Title: **INSPECTION SERVICES PLAN**

Section 1: Organizational Information

1. Describe your organization, including origin, structure and current operations.
2. Describe your organization's qualifications, including at least three (3) years' experience in providing similar services and expertise.

Section 2: Service Delivery Plan

1. Describe your plan to effectively inspect single family and multi-family housing across the State of Indiana.

2. Provide brief information about personnel assigned to conduct inspection activities, including each person's name and title, the education level, certification(s), and work experience of each, a description of the functions each will perform, and an estimate of how much time each will spend on the assignment.
3. Provide references from three (3) recent clients.
 - a. Include client contact information (organization name, address, telephone, and email address of the primary contact at the organization). Employees and outsourcing contacts of the organization may not be listed as references.
 - b. Include a brief summary of the project for which your organization was enlisted and the nature of the relationship with the client.

Section 3: Projected Budget

Provide a complete line-item budget and an accompanying budget narrative for each anticipated project expense listed below. Include the following components:

- a. Cost of performing compliance inspections for multi-family housing assisted with federal funding across the State of Indiana.
- b. Cost of performing compliance inspections for RHTC multi-family housing allocated tax credits across the State of Indiana.
- c. Cost of performing compliance inspections for units containing both RHTC units and federally-assisted units.
- d. Cost of performing compliance inspections for public facilities constructed or rehabilitated with federal funding across the State of Indiana.
- e. Cost of performing HQS inspections across the State of Indiana.
- f. Cost of performing HQS quality assurance inspections across the State of Indiana.

SELECTION CRITERIA

Section 1: Organizational Information

- Required certifications, and demonstrated organizational knowledge of and experience with construction of housing, rehabilitation of housing, and inspecting single family and multi-family housing assisted with RHTC, HOME, NSP, CDBG-D, HCVP (Section 8), CDBG, and with relevant experience with good recommendations.

Section 2: Service Delivery Plan

- Resources and strategy is sufficient to ensure the successful completion of the required volume of inspection activities within the time period allotted.

Section 3: Projected Budget

- The budgeted resources, cost centers, and expense amounts are appropriate for identified activities and are sufficient to initiate and complete all monitoring activities.

SUBMISSION FORMAT

The application package consists of one original proposal, and a CD that includes any and all attachments including the proposal. The deadline for accepting applications is 5:00 PM, EDT, on **May 29, 2012**. Hand deliver or mail all information to the following address:

Indiana Housing & Community Development Authority
30 S. Meridian Street, Suite 1000
Indianapolis, IN 46204
Attention: Real Estate Dept. - Inspection Services RFP

Late applications will not be considered. A complete application package consists of the items listed below. Applications received without all of the items will be considered incomplete. Incomplete applications will be withdrawn from the review process and returned to the respondent.

- **Page layout** requirements: Standard business narrative (8.5” x 11”, portrait orientation, 2-sided, 11 point font, 1.5 line spacing, 1-inch margins on all sides).
- **Cover sheet** on organizational letterhead that includes the contact information for the organization and its primary contact person. (1 page)
- **Narrative proposal** that includes the following:
 - a. Section 1: Organizational Information – response to items listed in Section 1 (up to 3 pages)
 - b. Section 2: Service Delivery Plan - response to items listed in Section 2 (up to 10 pages)
 - c. Section 3: Projected Budget - response to items listed in Section 3 (up to 3 pages)
- **Attachments**
 - a. Three years (3) consecutive audited financial statements, with management reports.
 - b. Resumes of executives, principals, and key project staff of the primary organization and the project management team.
 - c. Minimum of three (3) references, as indicated in Section 1.

SUBMISSION CONDITIONS

The electronic response is a binding proposal to IHCDA, and IHCDA has the right to rely on the representations made by the organization. The proposal may be withdrawn by the organization any time before the May 29, 2012 deadline by written request delivered to IHCDA and signed by a person authorized to bind the organization in the matter. This would include the person’s name, telephone number, email address and fax number.

The organization shall notify IHCDA immediately if conflicts or ambiguities in this RFP are discovered. The cost of developing and submitting the proposal is entirely the responsibility of the respondent. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating the contract and other costs associated with responding to the RFP. All responses will become the property of IHCDA and will be a matter of public record subsequent to signing of the contract or rejection of all bids.

From the closing date of this RFP until a contractor is selected and the selection is announced, firms responding to RFP are not allowed to communicate with any IHCDA employee regarding this subject matter except through the contact named herein. For violation of this provision, the State shall reserve the right to reject the proposal of the offending vendor.

All questions concerning this RFP must be submitted in writing to Doug Newport, Construction & Design Review Analyst via email (dnewports@ihcda.in.gov) or phone (317-234-2249), however, e-mail is preferred.

PROPOSAL SELECTION POLICY

Proposals will be reviewed by Friday, June 29, 2012. Consideration of proposals will be focused upon, but not limited to: a) compliance with the terms, conditions and provisions of the RFP; b) the adequacy and completeness of the organization's proposal, and c) results of contacts with references supplied by the respondent. Other measures may be established for review and evaluation of the proposals.

IHCDA reserves the right to request additional information as needed from any organization, but is not obligated to request such additional information. IHCDA reserves the right to reject any or all proposals, or portions of proposals, or to waive any deviation in any proposal.

The award shall be made in the best interest of IHCDA as determined by the professional judgment of IHCDA's Board, Executive Director, and professional staff. A point system will be used for this evaluation.

Each reviewer will independently review and score proposals on a 100-point scale, using the following assigned weights:

Respondent Information (45 points)

- Past performance, certifications and education, and relevant experience. Respondents must provide documentation of at least three (3) years experience in inspecting single family and multi-family projects under the applicable programs.

Program Design (25 points)

The proposal demonstrates a service delivery plan that appears to demonstrate the capacity to carry out inspection services across the State of Indiana by qualified inspectors.

- A practical plan that reasonably demonstrates the organizations capacity to deliver services throughout the State by qualified competent inspectors.

Budget (30 points)

Budget documents consist of accurate and complete budget summary and a budget narrative justification. Respondent's proposed budget must provide:

- A reasonable and appropriate cost for the scope and nature of the program,
- A budget narrative justification that is detailed and sufficient to demonstrate the link between the requested funds and the program description/approach being proposed, and that costs are reasonable and sufficient to support the proposed programs

AWARD AND FORM OF AGREEMENT

Respondents will be notified in writing of the IHCDA's decision by close of business on Friday, June 29, 2012.

Awardees will be required to enter into a contract with IHCDA. A copy of IHCDA's Contract Boilerplate is attached as an Exhibit to this RFP.

CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act ("APRA"), IC 5-14-3 et seq., and after the contract is awarded, the entire file may be viewed and copied by any member of the public. Respondents claiming a statutory exception to APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked "Confidential." IHCDA reserves the right to make determinations of confidentiality or seek the opinion of the Public Access Counselor. Prices are not confidential information.

TERMS AND CONDITIONS

This RFP is issued subject to the following terms and conditions:

1. This RFP is not an offer and shall under no circumstances be construed as an offer.
2. IHCDA expressly reserves the right to modify or withdraw this RFP or any part of this RFP at any time, whether before or after any proposals have been submitted or received.
3. IHCDA reserves the right to reject and not consider any or all of the proposals that do not meet the requirements of this RFP, including but not limited to: incomplete proposals and/or proposals offering alternate or non-requested services.
4. IHCDA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
5. A copy of IHCDA’s Contract Boilerplate is attached as an Exhibit to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of IHCDA’s Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.
6. In the event the respondent selected does not enter into the required contract to carry out the purposes described in this RFP, IHCDA may withdraw the selection and commence negotiations with another party.
7. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written contract is execute.
6. Each respondent agrees to bear all costs and expenses of its proposal and there shall be no reimbursement for any costs and expenses relating to the preparation of proposal submitted hereunder or for any costs or expenses incurred during negotiations.
7. By submitting a proposal in response to this RFP, each respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this RFP, the selection of a respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
8. IHCDA reserves the right not to award a contract pursuant to this RFP.
9. IHCDA reserves the right to split the award between multiple respondents and make the award on a category by category basis and/or remove categories from the award.
10. All proposals received will become the property of IHCDA and will not be returned to respondents.

Respondent’s Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____