



ADDENDUM #1
Boulder County Housing Authority
Housing Quality Standard (HQS) Inspection Services
RFP # 6802-18

January 16, 2018

The attached addendum supersedes the original Information and Specifications regarding RFP # 6802-18 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: Who is currently completing BCHA's HQS Inspections?

ANSWER: Currently we have a Boulder County hourly employee conducting inspections and when not available the rest of the section 8 caseworkers complete the inspections.

2. Question: If an outside contractor is completing the inspections, please provide pricing per inspection for the initial year and each option year of the contract:

- Initial Inspections
- Annual Inspections
- Re-inspections
- No Shows
- Special Inspections
- Quality Control Inspections
- No Adult
- Access Refusal

ANSWER: Not applicable as we have an hourly employee completing them.

3. Question: How many Quality Control Inspections are required monthly?

ANSWER: Per 982.5, based on the size of our voucher program we are required to do at least 19 quality control inspections annually.

4. Question: Who sends the abatement letters to the land lords?

ANSWER: Currently our section 8 supervisor does this, however, we'd like for the bidder to handle this moving forward.

5. Question: Will BCHA provide software and hardware for contractors use?

ANSWER: Hardware will not be provided, access to utilize our current software of HMS through HAB may be granted.

6. Question: Please provide the yearly number of inspections for:

- Initial Inspections **81**
- Re-inspections **140**
- Special Inspections **6**
- No Shows **63**
- Rent Reasonableness **Surveys this service is contracted out**

ANSWER: Please see above. This information is from 2017 and is subject to change.

7. Question: What percentage of the inspections are outside of the city limits of the City of Boulder?

ANSWER: We conducted 905 inspections in 2017. 13% were in Boulder, 46% were in Longmont, 34% in Lafayette/Louisville, and 7% were in remaining Boulder County/Broomfield locations.

8. Question: Who is currently performing the HQS inspections for the BCHA?

ANSWER: Currently we have an hourly staff member conducting inspections and when not available the rest of the section 8 caseworkers complete the inspections.

9. Question: Is the BCHA currently performing biannual inspections of its units?

ANSWER: No and we plan to continue conducting annual inspections.

10. Question: What are the fail and no show percentages for the HQS inspections?

ANSWER: In 2017 we completed 140 re-inspections for either no show or failed inspections, which translates to 15% of all inspections.

11. Question: For the BCHA owned units, will management provide entry if the tenant is a no show?

ANSWER: Yes, the inspector will have a key or access to a lock box.

12. Question: Is the BCHA currently fully utilizing the HAB inspections module, including scheduling and generating notices in the software? If not, what portion, if any, is being completed in HAB?

ANSWER: Yes, all annual and special inspections and notices are generated through HMS inspection module in HAB. Initial inspections are not generated through HMS currently.

13. Question: Is the BCHA currently utilizing HAB Mobile Inspections, including taking photos and uploading them for storage in the cloud/linking them to the inspection? If not, will the BCHA allow the Contractor to utilize HAB Mobile and its photo feature to streamline the inspection process and meet the photo imaging requirement on page 9 of the RFP?

ANSWER: No, BCHA is not taking and uploading photos through HAB mobile, but BCHA would allow the contractor to utilize HAB mobile.

14. Question: Since the Contractor will be expected to e-mail notifications to owner and tenant e-mails, will the Contractor be given access to the Landlord and Tenant portion of HAB in order to access the e-mail addresses? If not, how will the e-mail addresses be provided to the Contractor?

ANSWER: Yes.

15. Question: On page 8 under All Inspections 10, it says: Submit monthly Inspection Performance Summary Reports in a BCHA-approved format by the 15th of the following month. Provide copies of your suggested repairs. What do you mean by provide copies of your suggested repairs?

ANSWER: BCHA would like the Contractor to track and report the number of inspections reduced through the use of on-site maintenance by the inspector in both private market rentals and BCHA owned units.

16. Question: Are you currently utilizing the Rent Reasonableness portion in HAB? If not, what are you currently using?

ANSWER: No, BCHA has contracted with a vendor to perform rent reasonableness studies through their software.

17. Question: If the contractor chooses to offer the optional service of Rent Reasonableness, may the contractor be given access to the Rent Reasonableness portion of HAB in order to add comparable market rate units and perform the rent comparisons?

ANSWER: Yes.

18. Question: In the Submittal Requirements under 4. Price, it requests a price for Rent Reasonableness and Utility Allowance Studies. Please provide more information on the Utility Allowance Studies and what will be required of the Contractor in terms of this item.

ANSWER: As this is an optional request, nothing is required of the Contractor to submit a proposal. Utility Allowances must use a method consistent with HUD regulations 982.517 and Chapter 18 of the HUD Housing Choice Voucher guidebook.

19. Question: On page 6, it says: BCHA will not be billed for those inspections that receive an inconclusive rating for any other reason than the unit is vacant or the designated family has moved/relocated. However, in the Submittal Requirements under 4. Price, it requests prices for No Shows, No Adults, and Access Refusal. Can you please confirm if the Contractor may charge for No Shows, No Adults, and Access Refusals.

ANSWER: That is correct, any inspections marked as inconclusive other than for when the unit is vacant will not be reimbursed. If the inspection is a no show/no adult/access refusal that should be marked as a fail and therefore we are asking what are the Contractor's rates for those specific fail reasons.

20. Question: How many Quality Control inspections will the Contractor be required to perform?

ANSWER: Per 982.5, based on the size of our voucher program we are required to do at least 19 quality control inspections annually.

21. Question: In the Submittal Requirements under 4. Price D. it says: Include a table indicating the breakdown of cost of services. Please provide more information on this requirement or a sample of what you are looking for.

ANSWER: A table indicating the breakdown of cost of services for each type of inspection if there are varying rates per inspection type, please refer to the sample table in the RFP.

22. How does BCHA handle price increases for the option years?

ANSWER: Price increases may be negotiated during the annual contract renewal process.

Submittal Instructions:

Submittals are due at the Administrative Services Information Desk or the email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on January 23, 2018.**

Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the e-mail box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This e-mail box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

E-Mail purchasing@bouldercounty.org; identified as **RFP # 6802-18** in the subject line.

-OR-

US Mail **One (1)** unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP # 6802-18**, to the **Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.**

All proposals must be received and time and date recorded at the Administrative Services Front Desk by the above due date and time. Sole responsibility rests with the Offeror to see that their proposal is received on time at the stated location(s). Any proposal received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all proposals, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

January 16, 2018

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #6802-18, Housing Quality Standard (HQS) Inspection Services.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and e-mail it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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