



**CITY OF HOUSTON  
ADMINISTRATION & REGULATORY AFFAIRS  
DEPARTMENT  
S22-Q23284  
NOTICE OF INFORMAL REQUEST FOR PROPOSALS**

**STRATEGIC  
PURCHASING DIVISION**  
901 Bagby Street, Concourse  
Level  
Houston, Texas 77002  
(832) 393-8726  
(832) 393-8758 Fax

**GENERAL TERMS & INSTRUCTIONS**

The City of Houston's Housing and Community Development Department ("Authority") is soliciting proposals from qualified professional firms to perform a variety of multi-family housing inspections within the City limits in connection with the administration of the Housing assistance program under the Home Investment Partnership (HOME), Community Development Block Grant (CDBG), Tax Increment Reinvestment Zone (TIRZ) and bond funds.

Please review the Scope of Work/Services below. If you should have additional questions regarding this RFP or believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of this RFP, please submit your response to **Ray DuRousseau, Deputy Assistant Director**, via one of the following methods listed below by: **Friday, June 12, 2009 at 2:30 p.m. CST:**

E-mail (preferred method): [ray.durousseau@cityofhouston.net](mailto:ray.durousseau@cityofhouston.net)

Fax Number: (832) 393-8758

Mail: City of Houston  
Strategic Purchasing Division (Suite B400, Room B402)  
901 Bagby Street  
Houston, Texas 77002

**Pre-Proposal Conference:** There will be no pre-proposal conference. Prospective proposers needing additional information/clarification to this request for proposal (RFP) are requested to e-mail questions to **Pirooz Farhoomand** at [pirooz.farhoomand@cityofhouston.net](mailto:pirooz.farhoomand@cityofhouston.net). The deadline for submitting questions is Monday, **June 1, 2009 at 1:00 p.m. CST. No questions will be accepted after June 1, 2009.** All relevant questions will be answered via letter of clarification to this RFP and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFP.

**SCOPE OF WORK/SERVICE**

- 1.0 The City is requesting proposals from qualified and experienced professional firms to perform inspections of multi-family housing facilities. The selected professional firm must be capable of fully mobilizing to begin conducting inspections of housing buildings and units on or before July 6, 2009, using its own facilities, staff, equipment and vehicles. Inspection services will include, at a minimum:
  - 1.1 Receiving from the Authority the names, addresses and telephone numbers of property owners or managing agents of units in which participating families reside and scheduling inspections.
  - 1.2 The Inspection firm shall develop and submit an entrance letter to the owner, property manager and HCDD, providing the scope of examination during the upcoming inspection review.
  - 1.3 Providing reports to the Authority of each inspection conducted within 7 business days of the inspection's completion in a form dictated by the Authority (which may be either electronic or paper or both).



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- 1.4 Scheduling and conducting inspections and follow-up inspections, when needed. (Follow-up may be required when units fail because of any combination of problems caused by the owner of the participant family). See minimum Housing Quality Standards and Life and Safety procedures established by HCDD.
- 1.5 Maintaining accurate and timely records of inspections: scheduled, aborted (for example, the inspector could not access the unit), completed - passed, completed - failed and re-inspections. Submitting accurate and timely monthly reports to the Authority regarding all inspection activities.
- 1.6 In addition to the above, HCDD also requires the contractor to provide the following services once the application of a loan agreement is considered by HCDD.
  - 1.6.1 A review of the Project and a determination that the Construction documents properly define the scope of the construction activities to be performed;
  - 1.6.2 A review of the project budget, which clearly state that the project budget is sufficient to complete construction of the project in accordance with Construction Documents ;
  - 1.6.3 A determination that the project budget is reasonable, in terms of then-current pricing in the sub-market for the building materials and finishes required for the project.
- 1.7 Specific timelines will be negotiated with the selected firm prior to the execution of the contract. The period of the contract is not to exceed 24 months.
- 1.8 The selected contractor must be available by phone during regular business hours for the Authority and participants, **8:00 a.m. to 5:00 p.m. CST**, to answer questions related to scheduled or completed inspections.
- 1.9 The estimated number of inspections: 118 annually.

## **2.0 QUALIFICATIONS**

- 2.1 Minimum Qualifications: Each Inspector assigned by the contractor shall have three years experience performing multifamily housing inspections. Document this experience by attaching a resume for each proposed Inspector that will conduct inspections.
- 2.2 Each Inspector assigned by the contractor shall be certified to perform Housing Quality Standards inspections (HQS) in accordance to HUD.

## **3.0 GENERAL REQUIREMENTS**

- 3.1 All proposals must conform to requirements outlined herein. The Authority reserves the option to require oral presentation of proposals or to request additional information from selected candidates.



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- 3.2 The Authority reserves the right to select the candidate determined to be the most responsive and responsible, and in the judgment of the Authority, that best meet its needs for the specified services. The Authority further reserves the right to negotiate all terms of the contract(s) including price.
- 3.3 Proposals must list the names, agency(ies), contact person, telephone numbers, resumes and the profile of expected participants in the implementation of the services. There may be subsequent instructions, if any, issued to the selected contractor in connection with the final process.

**4.0 PERTINENT FEDERAL REGULATIONS WITH REGARD TO NONDISCRIMINATION AND EQUAL OPPORTUNITY**

- 4.1 The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and the benefits of federally funded programs because of race, color, religion, sex, or national origin must be met by the Contractor.
- 4.2 The Contractor must adhere to federal regulations prohibiting discrimination on the basis of age under the Age Discrimination Act of 1975, and prohibit discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990.
- 4.3 The requirements of Executive Order 11246, relating to equal employment opportunity in connection with federally funded programs must be met by the Contractor.
- 4.4 The Contractor must meet the requirements of Executive Orders 11625, 12432, and 12138 relating to the use of minority and women's businesses in connection with federally funded programs.

**Required Documents:**

The documents listed below must be provided with the proposal:

- Licenses and certifications.
- Resumes of key personnel/proposed staff.
- Client references which proposer has performed similar inspection services.
- Brief overview of the company's experience and qualifications in providing the requested services and an explanation of the proposer's understanding of the work that must be accomplished.
- Proposed methodology/strategy to perform the services requested.
- Proposed Fee Schedule (**Must be submitted in a separate sealed envelope marked "Pricing"**).
- Required forms identified in the table below.

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms



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Pay or Play Acknowledgement Form & Certification of Agreement to Comply with Pay or Play
All Applicable Licenses/Certifications as Required in Scope of Work/Specifications
Conflict of Interest Questionnaire

**Evaluation of each proposal shall be done in the following order:**

- Expertise/Experience/Qualifications – 50%
- Proposed Strategy - 30%
- Sufficient Staff to proceed upon issuance of the notice to proceed – 15%
- M/WBE Participation – 5%

Attachments: 1) Multi-Family Checklist for Exterior Items  
2) Inspection Form – Housing Choice Voucher Program

**Required forms attachments can be found on the e-bid website under solicitation S22-Q23284**