

REQUESTS FOR QUALIFICATIONS

INSPECTION SERVICES

ADDENDIUM #1

QUESTIONS AND ANSWERS

1. Columbia Housing is requesting inspection notices emailed to landlords. Does CH's software system include an email management capability?

Yes, our software has e-mail management capability and we have e-mail addresses for the most all landlords and approximately 75% of participants.

2. How many inspections were performed in 2019 – and was the Agency annual or biennial at that time?

Approximately 4,300 inspections were performed in 2019 and yes the agency was biennial at that time.

3. What are the inspections windows for the Agency (i.e. 8a – 5pm, 8a -1p 12p-5p etc.)

There is no set inspection window; we will determine the most feasible with the selected vendor.

4. Will the Agency require the inspectors to come into the office or can they download their routes remotely?

There is no requirement to come into the office; we would prefer remote download.

5. Who is supplying the tablets for the Inspector, the Agency or the Contractor?

If the vendor intends to use the HAB software, Columbia Housing will provide tablets. If the vendor intends to use a different software with an interface to HAB, then the vendor would provide the tablets.

6. What is the expected monthly inspection volume by inspection type?

We do not have reliable data for this information. However, data we do have should assist in making projections.

We have a baseline of 4,037 vouchers with biennial inspections. Our turnover rate is approximately 5%. The initial inspection fail rate is 12% and the reinspection fail rate is 5%. We have a total of 1330 initial inspections over the past 12 months with a 5% fail rate.

7. What is the average monthly number of "no show/not-at-home" inspections? Would CH please add a row on the Price Form for pricing "no shows"?

We do not have reliable data for no-shows as it was not previously tracked. We have added the no-show inspection on the revised price sheet attached to this addendum.

8. Is the respondent responsible for any hardware, software and maintenance costs associated with the HAB software system? If yes, please provide estimated annual costs.

See #5 above.

9. May the successful respondent use its own inspection management software? If yes, does HAB allow for an Application Programming Interface (API)?

The vendor may use proprietary software and interface with HAB. The vendor will be responsible for all costs of the interface.

10. Which vendor(s) is currently performing inspection services for CH?

There is not a current vendor for inspections services. All inspections have been previously performed in-house.

11. How many of each inspectors and support staff are currently assigned to perform the inspection services listed in the RFP?

Previously, Columbia Housing had 6 full time staff assigned to the inspections department.

12. Are any of the staff unionized? If yes, please provide the union name and bargaining agreements.

There are no unions at Columbia Housing.

13. When does the current Vendor's contract expire?

There is no current vendor.

14. What is the expected contract award date?

Please reference the schedule in the solicitation, Section 3.1. As noted, the expected award date is November 19th.

15. What is the expected go-live date?

We anticipate a contract effective date of January 1, 2021 but are flexible to allow the selected vendor sufficient time for startup activities.

16. Please provide the inspection pricing for the current vendor's contract by inspection type.

There is not a current vendor.

17. What is the purpose of the two levels of services?

The purpose is to determine pricing variation of the two levels of service.

18. Will CH award a contract for both levels to one respondent?

We intend to award a single contract for a single level of service.

19. Will CH award a contract for both levels each to a different respondent

See #18 above.

20. Will CH award only one of the two levels of service?

See #18 above.

21. The RFP requires a flash/jump drive submission to be delivered in the dropbox. During this time of COVID-19, would CH please consider changing the submittal requirement to an electronic submittal via email?

No, please follow the instructions in the solicitation which state: "Proposals may be submitted in the drop box or sent via carrier."

22. As proof of insurance, is it acceptable to provide a generic certificate of insurance (COI) that shows the required levels of insurance coverage since an official COI for the program would not be obtained until after award?

Yes, vendors may submit proof of insurance with specific coverage for this contract to be provided prior to execution of a contract.

23. The insurance company covering our firm has a Best Guide rating of "A-". Is this acceptable?

Yes, this is acceptable.

24. If we do not have A+ would this prevent us from receiving a contract?

No, we will verify the carrier with the South Carolina Department of Insurance.

25. This section states: "CH will inspect each unit under contract at least Bi-annually. CH will also maintain a quality control inspection program, which will re-inspect a minimum of 5% of all inspections to assure consistency of enforcement of HQS." Is the respondent required to conduct the 5% QC inspections?

No, Columbia Housing will conduct the Quality Control Inspections as part of the contract monitoring process.

26. Paragraph 5 of Section 3.2 requires the respondent to provide a sample contract. Section 5.5 of the RFP states that the services will be procured "through execution of a duly authorized contract prepared by CH." Please clarify whether the respondent is to provide a sample contract as part of its proposal. If yes, will the sample contract be the basis of the authorized contract prepared by CH?

The respondent is to provide a sample contract. Columbia Housing will review and prepare either the sample contract, a contract of our own choosing or a combination thereof.

27. The insurance limitations are high compared to other similar contracts. Is there flexibility in the limitations required?

At the time of contract execution, we will require the limits stated in the solicitation. The submission with the response may be less than the required contract amount as we do not want vendors to secure any insurance prior to award of a contract.

28. Please clarify the statement: "the key personnel identified in the accepted proposal shall be the individuals who will actually complete the work, at the proposed levels of effort."

Key personnel identified in the response should include the individuals that are actually going to be interacting with Columbia Housing in this contract.

29. Are the UPCS inspections scheduled for the same time period each year? If so, when are those expected to be completed?

We anticipate the development of a schedule for all UPCS inspections over a 12 month period. We would also schedule pre-UPCS inspections at the properties selected by REAC immediately preceding the schedule REAC inspections. It should be noted, that REAC provides a short window for inspections so response to the pre-UPCS inspections will be short notice.

30. What is the criteria for a unit going onto a bi-annual inspection?

All HCV units are on biennial inspections. If we have continued issues with a particular landlord or apartment complex, we reserve the right to conduct more frequent inspections.

31. Columbia Housing intends to award a two-year contract with four consecutive renewal terms to a single firm for all services proposed herein. What is the anticipated period for each of the renewal terms?

Clarification – we intend to award an initial two year contract, with three one-year renewal terms for a total contract period not to exceed 5 years.

32. Based on history, approximately how many general landlord meetings/dispute resolution conferences are held each year?

We have no data on this.

END OF ADDENDUM #1

HOUSING AUTHORITY OF THE CITY OF COLUMBIA, SC
INSPECTIONS SERVICES
REVISED PRICE FORM

PER UNIT COST	LEVEL I HQS INSPECTION SERVICES				
INSPECTION TYPE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
RTA/Initial					
Biennial					
Complaint/Special					
Life/Safety Re-inspection					
Re-Inspection					
Abatement Cure					
Re-instatement					
No-Show					

PER UNIT COST	LEVEL II HQS SERVICES				
INSPECTION TYPE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
RTA/Initial					
Bi-Annual					
Complaint/Special					
Life/Safety Re-inspection					
Re-Inspection					
Abatement Cure					
Re-instatement					
No-Show					

PER UNIT COST	PRE-REAC UPCS INSPECTIONS				
INSPECTION TYPE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1 Bedroom					
2 Bedroom					
3 Bedroom					
4 Bedroom					
5 Bedroom					

SUBMITTED BY (FIRM) _____

NAME: _____

TITLE: _____

SIGNATURE _____

DATE: _____

**COLUMBIA HOUSING
REQUEST FOR QUALIFICATIONS
DEVELOPMENT PARTNER(S)**

ACKNOWLEDGEMENT OF ADDENDA

The undersigned offeror hereby acknowledges that they have checked the Columbia Housing website: <https://www.columbiahousing.org/> for all addenda issued related to the Request for Qualifications, Development Partner(s)

Addendum Number: _____ Date Received: _____

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Addendum Number: _____ Date Received: _____

Name of Firm: _____

Name of Authorized Representative: _____

Signature: _____ Date: _____