



HCHC RFP No. 01-04-2016
Request for Proposals for Performance of Housing Quality Standards Inspections

Questions and Answers

1. Who is the existing contractor and where are they located?
 - A. McCright & Associates, LLC. Chattanooga, Tennessee.
2. How long has the current contract for Housing Quality Standards (“HQS”) inspection services been in place?
 - A. Since July 1, 2012.
3. May the existing contractor submit a proposal in response to this Request for Proposals (“RFP”)?
 - A. Yes.
4. Can the Commission extend the deadline for questions by one more day?
 - A. No.
5. Will inspectors be required to hold certification or licensing other than for HUD’s HQS?
 - A. No. Inspectors supplied by the selected vendor must meet the minimum eligibility criteria provided in Exhibit A, Section 1 of the RFP. Those minimum criteria, however, do not limit the ability of the Commission to consider other relevant credentials.
6. Does the scope of work include risk assessments pertaining to lead?
 - A. No.
7. Will the inspection protocols be strictly HUD HQS?



Questions and Answers

- A. Not exactly. The Commission has adopted Howard County's more detailed code requirements, which are adopted from the International Property Maintenance Code. A comparison between HQS and Howard County requirements is attached hereto as Exhibit A.
8. Does the Commission intend to contract with multiple vendors for these services?
- A. No.
9. For the rent reasonableness verifications, does the contractor handle the entire process or only provide the relevant information to the Commission for the Commission to use in conducting the verifications?
- A. The contractor will perform the entire rent reasonableness verification process discussed in Section 6.1 of the RFP.
10. For the rent reasonableness verifications, do you have any existing forms with specific questions and data that you would like for the selected contractor to use or do you want us to create the form?
- A. The Commission does not require use of a specific form as long as the regulatory criteria for the verifications are met. An acceptable format for the verifications is attached hereto as Exhibit B.
11. Does the Commission have a specific form for HQS inspections?
- A. The Commission will require use of the HUD Form 52580.
12. Do you have an IT department we can work with when it comes to transferring information to your system?
- A. Yes, but we envision the vendor being able to directly upload the data into Yardi.
13. Do you use paper form or transfer the information directly in Yardi?
- A. The information is uploaded directly into Yardi.
14. Is the HUD Form 52580 uploaded directly into Yardi?
- A. Yes.

Questions and Answers

15. Does the contractor send the termination and maintenance letters?

A. Yes. The Commission also is involved in this process. Once a notice is created, the Commission sends a notice to the landlord as well.

16. Do you have a database of landlord and tenant email addresses?

A. Yes.

17. How do you communicate with landlords and tenants?

A. We send hard copies and use e-mail as a backup. We encourage the vendor to communicate with them by mail in addition to e-mail.

18. Does the Commission estimate the 2016 Inspection numbers to be close to the 2015 Inspection numbers provided?

A. Yes, but the Commission will be exploring possible implementation of recent HUD changes authorizing biennial (once every two years) inspections for certain categories of units in the future.

19. If existing contract is outsourced, can you provide the current inspection pricing?

A. See table below.

Type of HQS Inspection	Per Inspection Fee
Initial	\$35
Annual	\$30
Move-out	N/A
Re-inspection	\$20
24-hour Re-inspection	\$20
48-hour/Special	\$35
Quality Control	No Charge
No-Show	\$10



- **Foundation Walls:** Is the foundation sound and free from hazards? (6.1)
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- **Exterior Walls:** Are exterior surfaces sound and free from hazards? (6.4)
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- **Condition of Roof and Gutters:** Are the roof, gutters and downspouts sound and free from hazards? (6.3)
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- **Stairways, Decks, Porches and Balconies:** Are all the exterior stairs, rails and porches sound and free from hazards? (6.2)
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- **Window Condition:** Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes? (1.5), (2.5), (3.5), (4.5)
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- **Protective Treatment:** Exterior wood surfaces shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. (304.2)
- **Foundation Walls:** All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests. (304.5)
- **Exterior Walls:** All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration. (304.6)
- **Roofs and Drainage:** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. (304.7)
- **Stairways, Decks, Porches and Balconies:** Every exterior stairway, deck, porch and balcony shall be maintained structurally safe and sound and in good repair. (304.10)
- **Handrails and Guards:** Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition (304.12)
- **Window, Skylight and Door Frames:** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. (304.13)
- **Openable Windows:** Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware. (303.13.2)

- **Security:** Are all windows and doors that are accessible from the outside lockable? (1.4), (2.4), (3.4), (4.4)
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- **Security:** Are all and doors that are accessible from the outside lockable? (5.2)
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- **Other Interior Hazards:** Is the interior of the unit free from any other hazard not specifically identified previously? (8.7)
- **Access to Unit:** Can the unit be entered without having to go through another unit? (8.1)
- **Lead Paint:** Are all painted surfaces exceeding the surface area thresholds free of defective paint or adequately treated? (1.9), (2.9), (3.9), (4.9), (6.6), (8.11)
- **Ceiling Condition & Wall Condition:** Are the walls/ceiling sound and free from hazardous defects? (1.6), (2.6), (3.6), (4.6), (1.7), (2.7), (3.7), (4.7)

- **Windows:** Operable windows located in whole or in part within 6 feet above ground level or a walking surface below that provide access to a dwelling unit shall be equipped with window sash locking devices. (304.18.2)
- **Insect Screens:** Every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas shall be supplied with approved tightly fitting screens, and every swinging door shall have a self-closing device in good working condition. (304.14)
- **Doors:** All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3. (304.15)

INTERIOR STRUCTURE: Section #305

- **General:** The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition. (305.1)
- **Interior Surfaces:** All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected. (305.3)

- **Clothes Dryer Exhaust:** Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted in accordance with the manufacturer's instructions. (403.5)

OCCUPANCY LIMITATIONS: Section #404

- **Bedroom Requirements:** Every bedroom shall comply with the requirements of Sections 404.1 through 404.5.
- **Area for Sleeping Purposes:** Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof. (404.4.1)
- **Access from Bedrooms:** Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces. (404.4.2)
- **Water Closet Accessibility:** Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to at least one water closet and lavatory located in the same story as the bedroom or an adjacent story. (404.4.3)
- **Other Requirements:** Bedrooms shall comply with the applicable provisions of this code including, but not limited to, the light, ventilation, room area, ceiling height and room width

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- **Kitchen Area Present:** Is there a kitchen? (2.1)
- **Stove or Range with Oven:** Is there a working oven, and a stove (or range) with top burners that work? (2.10)
- **Refrigerator:** Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time? (2.11)
- **Space for Storage, Preparation and Serving of Food:** Is there space to store, prepare, and serve food? (2.13)
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- **Bathroom Present:** Is there a bathroom? (3.1)
- **Flush Toilet In Enclosed Room In Unit:** Is there a working toilet in the unit for the exclusive private use of the tenant? (3.10)
- **Fixed Wash Basin or Lavatory/ Tub or Shower In Unit:** Is there a working, permanently installed wash basin /

requirements of this chapter, the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7. (404.4.5)

- **Food Preparation:** All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage. (404.7)

**PLUMBING FACILITIES AND FIXTURE REQUIREMENTS:
Section #501**

- **General:** The provisions of this chapter shall govern the minimum plumbing systems, facilities and plumbing fixtures to be provided. (501.1)

REQUIRED FACILITIES: Section #502

- **Dwelling Units:** Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. (502.1)

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• **Exits:** Is there an acceptable fire exit from this building that is not blocked? (8.2)

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• **Smoke Detectors:** Is there a working smoke detector on each level? Do the smoke detectors meet the requirements of NFPA 74? In units occupied by the hearing impaired, is there an alarm system connected to the smoke detector? (4.10)

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FIRE SAFETY REQUIREMENTS:

- **General:** A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. (702.1)
- **Locked Doors:** All means of egress doors shall be readily operable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the International Building Code. (702.3)

FIRE PROTECTION SYSTEMS: Section #704

- **General:** All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire shall be maintained in an operable condition at all times in accordance with the International Fire Code. 704.1)
- **Smoke Alarms:** Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings not regulated in 'Group R occupancies, regardless of occupant load at all of the following locations:
 1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
 2. In each room used for sleeping purposes.
 3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the

adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level. (704.2)

- **Interconnection:** Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes. (704.4)

CERTIFICATION OF RENT REASONABLENESS

EXHIBIT B

Comparison Factor	Program Unit	Comparable #1	Comparable #2	Comparable #3
Address:				
Rent To Owner:				
Unit Type:				
Bedroom Size:				
Number of Bathrooms:				
Square Footage:				
Year Constructed:				
Village and/or Census Tract:				
Included Utilities:				

Additional Amenities: (Please Check All That Apply)

	Program Unit	Comparable #1	Comparable #2	Comparable #3
Washer/Dryer				
Ceiling Fans				
Fireplace				
Secured Access				
Deck				
Hardwood Floors				
Onsite Management and/or Maintenance				
Other				

I certify that I have performed the above rent reasonableness analysis and the rent requested is reasonable based on the above comparability factors. The year constructed for the comparables is no more than 10 years later than the construction date of the program unit and at least one of the comparables is located in the same village and/or census tract as the program unit.

Preparer's Name

Preparer's Signature

Date