

The Housing Authority of the City and County of San Francisco



ADDENDUM 1

HQS Inspector Services

#19-440-QTE-0018

August 12, 2019

1815 Egbert Avenue
San Francisco, CA 94124

ADDENDUM 1

Proposers are hereby informed that the solicitation is modified, corrected and/or supplemented as follows:

Question and Answers:

- 1) Q: Please clarify the Solicitation # 19-440-QTE-0018 or 19-440-QTE-0019?
A: The Quote Sheet in Solicitation 19-440-QTE-0018 inadvertently lists the “Solicitation 19-440-QTE-0019” which is a clerical error. All submissions that are submitted with this clerical error will not be penalized.
- 2) Q: Who is currently completing SFHA’s HQS Inspections?
A: SFHA Inspectors
- 3) Q: What is the current contractor charging for the following services? If SFHA is using a outside contractor, what are they charging for:
 - Annual Inspection
 - Initial Inspection
 - Re-inspection
 - 24-hour re-inspection
 - No Show
 - Special/Complaint Inspection
 - Quality Control InspectionA: N/A
- 4) Q: What is the anticipated start date for this contract?
A: ASAP - before the end of August
- 5) Q: Please provide the anticipated number of inspections during the first 12 months that the contractor will be performing:
 - Annuals (600-700)
 - Initials (300)
 - Re-inspections (Unknown)
 - 24-hour re-inspections (Unknown)
 - No Shows (Unknown)
 - Quality Control Inspections (N/A)A: See answers in parenthesis above
- 6) Q: Will SFHA utilize in-house inspectors to supplement these inspections? If so, please explain

A: Yes, the SFHA currently has 8 full time inspectors but needs to catch up on any backlog inspections and maintain coverage for initials

7) Q: Please provide SFHA's latest SEMP scores for the follow indicators:

Indicator # 2 – Rent Reasonableness (15)

Indicator # 5 – Quality Control (0)

Indicator # 6 – Quality Control Re-inspections (0)

Indicator # 9 – Annual Re-examinations (10)

Indicator # 11 – Initial Inspections (5)

Indicator # 12 – Continuing HQS Inspections (5)

A: See answers in parenthesis above

8) Q: Is there a back-log of inspections? If so, please provide the number of inspections in the back-log by type, according to PIC.

A: 642 Annual inspections

9) Q: Are there option years for this contract? If so, how many?

A: Yes, potentially up to four, one year extensions.

10) Q: Is Rent Reasonableness Surveys a part of this contract?

A: No

11) Q: Please provide the number and zip codes of SHHA's vouchers.

A:

94101	53
94102	1366
94103	1472
94105	121
94107	471
94108	162
94109	1032
94110	492
94111	33
94112	531
94114	233
94115	1024
94116	255
94117	144
94118	376
94119	1
94120	1
94121	637

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HQS Inspector Services
Solicitation #19-440-QTE-0018

94122	383
94123	8
94124	1910
94127	120
94129	105
94130	116
94131	31
94132	514
94133	664
94134	581
94158	190
Grand Total	13026

12) Q: Who is responsible for completing the Quality Control Inspections?

A: SFHA Inspections Manager

13) Q: Please verify that the contractor will be responsible for the following inspections:

Annuals
Initials
Re-inspections
Special/compliant Inspections
No Shows
Quality Control

A: N/A

14) Q: Does SFHA utilize Self-certifications for failed inspections?

A: No

15) Q: Does SFHA complete **annual** or **bi-annual** inspections?

A: Bi-annual

All other aspects of the solicitation remain the same unless revised by subsequent addenda.

You must acknowledge this addendum by signing below and including it with your submission. Failure to acknowledge this addendum in your response may result in the rejection of your offer.

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Solicitation #19-440-QTE-0018

Signature

Date