

Housing Authority of the City and County of San Francisco



REQUEST FOR QUOTE

Solicitation #18-440-QTE-0029

HQS Inspector Services

1815 Egbert Avenue
San Francisco, CA 94124

September 24, 2018

REQUEST FOR QUOTE

A. Introduction

The Housing Authority of the City and County of San Francisco (Authority) requires the services of temporary Housing Quality Standards (HQS) inspectors for a limited duration due to a backlog of past due inspections, emergency inspections, as well as intermittent inspections when agency inspectors are on a leave of absence. Currently the Authority has 11,926 Housing Choice Voucher and Moderate Rehabilitation Programs. The selected firm will be required to perform inspections for the Authority's Housing Choice Voucher (HCV) Program during periods of staff vacancies and/or to assist with any back-log of pending inspections. Based on past experience, approximately 20-40% of the units will require re-inspections due to failures noted during the initial/annual inspection

B. Scope of Services

The selected firm shall provide the following general services:

- 1) Perform documented HQS Inspections for the Authority's Housing Choice Voucher Program.
- 2) Provide experienced Inspectors to complete HQS inspections according to the United States Department of Housing and Urban Development (HUD) guidelines.
- 3) Each inspector provided under this contract shall:
 - A) Be field experienced.
 - B) Have completed sensitivity and sexual harassment training.
 - C) Be HQS certified (proof of certifications will be required of each inspector prior to commencement of work).
- 4) Schedule and reschedule appointments as necessary including notifying owner and tenants of scheduled inspections via First Class U.S. Mail.
- 5) Selected firm must also maintain a phone line available to clients for rescheduling purposes.
- 6) Enter inspection data and HUD form 50058 into Emphasys Elite (the software used by the Authority) for transmission of the information to HUD.
- 7) Maintain all records and documents as required by applicable Federal, State and local laws and regulations.
- 8) All inspection related documents must be kept at 1815 Egbert Avenue, San Francisco, CA 94124 (on the premises) in accordance with defined methods established by the Authority:

1. Paper inspection packets will be sent to the Authority for scanning and to be saved electronically on the Authority's electronic filing system.
 2. Electronic inspection data will be loaded into Emphasys Elite
 3. Storage method may be changed as needed.
- 9) Inspectors are to contact clients via telephone and wait at unit at least 10 minutes prior to leaving premises for a no-show.
- 10) The Authority will provide batteries and "smoke spray" to the inspectors for testing purposes. Inspectors will issue batteries to clients in the case of failed smoke detectors. Once the clients install the batteries, inspector must re-test the smoke detectors to ensure they pass prior to leaving the unit.
- 11) Inspectors may be required to install outlet covers in case of cracked or missing covers which the Authority will provide.

Inspectors shall verify that additional rooms, which are approved based on a reasonable accommodation (RA) for the family, are being used according to the RA request. When Inspectors determine there are violations of the RA request, the Inspectors shall be required to take digital pictures of these rooms and attach the pictures to the inspection packets.

C. Timeline

This service is expected to be ongoing for the immediate future. The Authority expects the HQS inspections department to stabilize, but with the conversion of the majority of its portfolio from Public Housing program to the HCV program, the need for inspections has increased significantly.

D. Applicable Policies, Guidelines and Other Requirements

1. Insurance Requirements:

The Contractor shall maintain in full force and effect during the entire contract term Commercial and/or Comprehensive General Liability (including owned and not-owned automobile insurance) Insurance in the minimum limits set forth below and in a solvent company or companies that maintain a rating of "B+" or better and admitted to sell insurance in California through the Department of Insurance. This insurance must be under the usual terms employed by casualty companies in California, naming the Authority and its respective members, officers, agents and employees as additional insured. Such insurance shall protect such additional insured and indemnify them against direct or contingent loss or liability for bodily injury, death and/or property damage arising in any manner from the Contractor's

performance of this Agreement with the Authority, or the nature of the services provided, or any operations under or connected with this Agreement with the Authority, (Attachment A).

2. Security Badge ID Requirement:

All employees of the selected Development Team will be required to obtain and wear security badges while on Authority properties. The badges can be obtained from the Human Resources Department at 1815 Egbert Avenue, San Francisco, CA 94124. The Authority will charge a minimal one-time fee, not-to-exceed \$5.00 per badge. Badges must be obtained prior to commencing work on any Authority site.

3. Resident Hiring:

To the maximum extent possible, Contractor agrees to actively recruit, hire and train residents of public housing for position vacancies or other employment opportunities within its organization. In the event the Contractor is not able to meet this requirement through employment efforts, it will make a contribution to the Section 3 scholarship program which ranges between 3% - 10% of billable services contingent upon the value of the contract.

Employment, Training and Contracting Opportunities for Low-Income Persons (Section 3) Requirements:

Reference Exhibit C and also: <http://www.hud.gov/offices/fheo/section3>.

If applicable, the firm selected under this solicitation will be required to work with the local requirements regarding the provision of employment opportunities for local and low-income residents and small businesses during both the development and operation of this Development and meet the requirements of Resolution No. 4967 and Resolution No. 0018-15, (Attachment B)

4. Accessibility Requirements:

Federal accessibility requirements apply to all conversions. Specifically, Section 504 and ADA apply to substantial alterations and other alterations.

5. Prevailing Wages:

If applicable, the Davis-Bacon Act applies to all “initial repairs”, rehabilitation work or construction work.

6. Non-Debarment Self Certification:

Organizations that have been debarred from doing business with federal, state and local government agencies are prohibited from doing business with the Authority. A self-certification must be completed and submitted with quote, (Attachment C).

E. Submittal Contents

1. Solicitation, Offer and Award Sheet, (Attachment D).
2. Respondent's quote must be on the attached "Quote Sheet" (Attachment E).

F. Important Dates and Submittal Deadline

Pre-Bid Meeting – N/A

Quotes are due prior 2:00 PM, October 5, 2018 and must be delivered to:

San Francisco Housing Authority 1815 Egbert Avenue San Francisco, CA 94124 ATTN: Procurement/Contract Department

Or emailed to: procurement@sfha.org

G. Reservation of Rights

The Authority reserves the right at any time, in its sole discretion and for any reason, to do any or all of the following:

1. Waive or correct any immaterial defect or technical error in any response;
2. Reject any and all responses, including disqualifying any submittal on the basis of any real or apparent conflict of interest;
3. Request that certain or all respondents to this solicitation for quotes supplement or modify certain aspects of the information or responses submitted;
4. Reissue the solicitation;
5. Extend deadlines for accepting submissions or request amendments to submittals after the stated deadlines.

H. Protest Procedures

1. PROTEST OF AWARD: Any Contractor, person or responder (Protestor) who disputes the decision to award an Agreement or who has been adversely affected by a decision of intended or actual purchase award, may file a written notice of protest with the Authority.
2. FILING THE PROTEST: The Protestor must file his protest in writing within ten (10)

calendar days of the date of the letters of award of contract or the notification to unsuccessful responders.

3. **CONTENT OF FORMAL WRITTEN NOTICE:** The formal written notice must be printed, typewritten, or otherwise duplicated in legible form. The content of the formal written notice of protest must contain:
 - A. The name and address of the Protestor filing the protest and an explanation of how their substantial interests have been affected by the Authority's notice of the intended or of actual selection of the Contractor;
 - B. A statement of how and when the Protestor filing the protest received notice of the bid solicitation or notice of intended or actual award;
 - C. A statement of all issues of disputed material facts. If there is none, the protest must so indicate;
 - D. A concise statement of the ultimate facts alleged that entitle the Protestor filing the protest to relief;
 - E. A demand for relief to which the Protestor deems themselves entitled; and
 - F. Any other information which the Protestor contends is material.
4. **RESPONSE TO PROTEST:** Upon receipt of a notice of protest that has been timely filed, the solicitation process or award process will be stopped until the protest is resolved. The Authority, if it deems necessary, may set forth in writing particular facts and circumstances which require continuance of the solicitation process on an emergency basis without the above mentioned delay in order to avoid immediate and serious danger to health, safety, or welfare. This written determination will specifically detail the facts underlying the Authority's decision and will constitute final action.
5. **RESOLUTION:** The Authority may request such other information pertaining to the matter as deemed appropriate. Within ten (10) days of the date of receipt of the requested information and all due diligence has been exercised, the Authority will notify the Protestor of its decision.

ATTACHMENT A

Insurance Requirements

Subject to approval by the Authority's Contract/Procurement Officer, Contractor must obtain and maintain, or caused to be maintained, the insurance and bonds as set forth below throughout the Compliance Term of this Agreement at no expense to the Authority:

1. Contractor

- A. To the extent Contractor or its subcontractors have "employees" as defined in the California Labor Code, workers' compensation with employer's liability limits not less than One Million Dollars (\$1,000,000) each accident;
- B. Commercial general liability insurance, with limits set forth below, combined single limit for bodily injury and property damage, including coverage for contractual liability; personal injury; fire damage legal liability; advertisers' liability; owners' and contractors' protective liability; broad form property damage; explosion, collapse and underground (XCU); products and completed operations, as follows:
 - i. not less than One Million Dollars (\$1,000,000) combined single limit per occurrence and Two Million Dollars (\$2,000,000) annual aggregate limit before the start of demolition/construction if the Site is unoccupied;
 - ii. not less than Five Million Dollars (\$5,000,000) combined single limit per occurrence and Ten Million Dollars (\$10,000,000) annual aggregate limit during demolition/construction and occupancy of the Site/ongoing operations of the Project;
- C. Business automobile liability insurance, with limits not less than One Million Dollars (\$1,000,000) each occurrence, combined single limit for bodily injury and property damage, including owned, hired and non-owned auto coverage, as applicable;
- D. Professional liability insurance for all architects employed in connection with the Project, with limits not less than Two Million Dollars (\$2,000,000) (or, in the case of any other professionals, \$1,000,000) each claim and Four Million Dollars (\$4,000,000) annual aggregate limit

for architects and Two Million (\$2,000,000) annual aggregate for any other professionals with respect to negligent acts, errors or omissions in connection with professional services to be provided in connection with the Project. Any deductible over Fifty Thousand Dollars (\$50,000) each claim must be reviewed by the Authority; and

- E. Crime policy or fidelity bond covering Contractor's officers and employees against dishonesty with respect to the Funds, in the amount of Seventy-Five Thousand Dollars (\$75,000) each loss, with any deductible not to exceed Five Thousand Dollars (\$5,000) each loss, including the BHC and Authority as additional obligee(s) or loss payee(s).
- F. Pollution Liability and/or Asbestos Pollution Liability: Pollution Liability and/or Asbestos Pollution Liability applicable to the work being performed, with a limit no less than \$1,000,000 per claim or occurrence and \$2,000,000 aggregate per policy period of one year, this coverage shall be endorsed to include Non-Owned Disposal Site coverage. This policy may be provided by the Contractor to maintain these minimum limits for no less than three (3) years beyond completion of the Project.

2. Property Insurance

Contractor must maintain, or cause its contractors and property managers, as appropriate for each, to maintain, insurance and bonds as follows:

- A. During the course of any construction, builders' risk insurance, special form coverage, excluding earthquake and flood, for one hundred percent (100%) of the replacement value of all completed improvements and Authority property in the care, custody and control of Contractor or its contractor, including coverage in transit and storage off-site, with a deductible not to exceed Ten Thousand Dollars (\$10,000) each loss, including the Authority and all subcontractors as loss payees;
- B. Property insurance, special form coverage, excluding earthquake and flood, but including vandalism and malicious mischief, for one hundred percent (100%) of the replacement value of all furnishings, fixtures, equipment, improvements, alterations and property of every kind located on or appurtenant to the Site, including coverage for loss of rental income due to an insured peril for twelve (12) months, with a deductible not to exceed Ten Thousand Dollars (\$10,000) each loss, including the Authority as a named insured;
- C. Boiler and machinery insurance, comprehensive form, in the amount of replacement value of all insurable objects, with any deductible not to

exceed Ten Thousand Dollars (\$10,000) each loss, including the Authority as a named insured; and

- D. During the project, performance and payment bonds of contractors, each in the amount of one hundred percent (100%) of contract amounts, naming the Contractor as obligees, or other completion security approved by the Authority in its sole discretion.

3. Commercial Space

Contractor must require that all subcontractor liability insurance policies include Contractor and the Authority as additional insureds, as their respective interests may appear. Throughout the term of any lease of Commercial Space in the Project, Contractor must require commercial tenants to maintain insurance as follows:

- A. To the extent the tenant has "employees" as defined in the California Labor Code, workers' compensation insurance with employer's liability limits not less than One Million Dollars (\$1,000,000) each accident;
- B. Commercial general liability insurance, with limits not less than One Million Dollars (\$1,000,000) each occurrence, combined single limit for bodily injury and property damage, including coverage for contractual liability; personal injury; advertisers' liability; including coverage for loss of income due to an insured peril for twelve (12) months; owners' and contractors' protective; broadform property damage; explosion, collapse and underground (XCU); products and completed operations coverage;
- C. Business automobile liability insurance, with limits not less than One Million Dollars (\$1,000,000) each occurrence, combined single limit for bodily injury and property damage, including owned, hired and non-owned auto coverage, as applicable;
- D. With respect to any tenant who has (or is required by Law to have) a liquor license and who is selling or distributing alcoholic beverages and/or food products on the leased premises, to maintain liquor and/or food products liability coverage with limits not less than One Million Dollars (\$1,000,000), as appropriate;
- E. Special form coverage insurance, including vandalism and malicious mischief, in the amount of 100% of the full replacement cost thereof, covering all furnishings, fixtures, equipment, leasehold

improvements, alterations and property of every kind of the tenant and of persons claiming through the tenant; and

- F. Full coverage plate glass insurance covering any plate glass on the commercial space.

4. General Requirements.

- A. General and automobile liability policies of Contractor must include the Authority, including their commissioners, board of directors, officers, agents and employees, as an additional insured by endorsement acceptable to the Authority.
- B. All policies required by this Agreement must be endorsed to provide no less than thirty (30) days' written notice to the Authority before cancellation or intended non-renewal is effective mailed to the following address:

San Francisco Housing Authority
1815 Egbert Avenue
San Francisco, CA 94124
Attention: Procurement/Contract Department

- C. With respect to any property insurance, Contractor hereby waives all rights of subrogation against the Authority to the extent of any loss covered by Contractor's insurance, except to the extent subrogation would affect the scope or validity of insurance.
- D. Approval of Contractor's insurance or of Contractor's subcontractors, consultants or the Authority will not relieve or decrease the liability of Contractor or Contractor's subcontractors under this Agreement.
- E. Any and all insurance policies called for herein must contain a clause providing that the Authority and its officers, agents and employees will not be liable for any required premium.
- F. The Authority reserves the right to require an increase in insurance coverage in the event the Authority determines that conditions show cause for an increase, unless Contractor demonstrates to the Authority's satisfaction that the increased coverage is commercially unreasonable and unavailable to Contractor.
- G. All liability policies must provide that the insurance is primary to any other insurance available to the additional insureds with respect to claims arising out

of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought and that an act of omission of one of the named insureds that would void or otherwise reduce coverage will not void or reduce coverage as to any other insured, but the inclusion of more than one insured will not operate to increase the insurer's limit of liability.

- H. Any policy in a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs are included in the general annual aggregate limit must be in amounts that are double the occurrence or claims limits specified above.
- I. All claims based on acts, omissions, injury or damage occurring or arising in whole or in part during the policy period must be covered. If any required insurance is provided under a claims-made policy, coverage must be maintained continuously for a period ending no less than three (3) years after recordation of a notice of completion for builder's risk or the Compliance Term for general liability and property insurance.
- J. Contractor must provide the Authority with copies of endorsements for each required insurance policy and make each policy available for inspection and copying promptly upon request.

ATTACHMENT B

Section 3 Requirements

The Authority requires contractors to comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), as amended, and its accompanying regulations in 24 CFR 135 (hereinafter called Section 3).

Related Documents:

1. 24 CFR 135.
2. Appendix to 24 CFR Part 135, Examples of Efforts to Offer Training and Employment Opportunities to Section 3 Residents.
3. General Conditions of the Contract for Construction, HUD-5370 (4/2002), Clause 40.
4. General Contract Conditions, Non-Construction, HUD-5370-C (5/92), Clause 19.

BOARD OF COMMISSIONERS RESOLUTIONS NO. 4967 AND NO. 0018-15

- A. Board of Commissioners Resolution No. 4967 adopted February 22, 2001, increases the Section 3 requirements contained in 24 CFR Part 135 to require that residents of Authority public housing constitute a minimum of twenty-five percent (25%) of the total workforce (calculated by person-hours).
- B. Covered Contracts: Construction contracts over \$25,000 and non-construction contracts over \$50,000.
- C. Compliance: The contractor's good faith efforts will be evaluated by the Authority Contracting Officer using Appendix to 24 CFR Part 135, Examples of Efforts to Offer Training and Employment Opportunities to Section 3 Residents. Non-compliance can result in penalties of \$45.00 per hour for shortfalls in hours worked by residents, breach of contract, or termination, as described in Resolution No. 4967.
- D. Related Documents:
 1. Authority Commission Resolution No. 4967 adopted February 22, 2001.
 2. Appendix to 24 CFR Part 135, Examples of Efforts to Offer Training and Employment Opportunities to Section 3 Residents.

Documents referenced herein are on file at the Authority's Contract and Procurement Department, 1815 Egbert Avenue, (415-715-3123). Copies will be furnished upon request. The documents are also available at the Authority's web site, www.sfha.org.

ATTACHMENT C

Certification of Non-Debarment (Submit with response to Solicitation)

This is to certify that _____
(Firm's Name)
involved with this work, is not debarred, suspended, or otherwise prohibited from
contracting by any Federal, State, or Local Agency.

(Signature)

(Title)

(Date)

ATTACHMENT D

Solicitation, Offer, and Award (Submit with response to Solicitation)

Contract Number	Solicitation Number	Type of Solicitation	Date Issued	PR #
	18-440-QTE-0029	QTE	XX/XX/2018	

Issued by:	Address Offer to (if other than issuing office)		
San Francisco Housing Authority	Procurement/Contracts Department 1815 Egbert Avenue San Francisco, CA 94124		
Point of Contact:	E-mail address:		
Solomon Gebala	procurement@sfha.org		
	Telephone number: 415-715-3123		
In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item delivered at the designated points (s), within the time specified in the schedule.			
Discounts offered for Prompt Payment:	10 Calendar days: _____%	20 Calendar days: _____%	

Acknowledgement of Amendments:	Amendment No.	Date	Amendment No.	Date
<i>The offeror acknowledges receipt of amendments to the Solicitation for offerors and related documents numbered and dated</i>				

The offeror understands that by signing below, the bid is bound once this has been accepted, awarded, and signed by the SFHA.

NAME, ADDRESS AND EMAIL OF OFFEROR (Type or Print)	NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)	FEDERAL ID NUMBER
TELEPHONE NUMBER	SIGNATURE	OFFER DATE:

AWARD (to be completed by SFHA)		
AWARD AMOUNT: _____		
SFHA Legal Department (Print Name)	Approved to form by Legal: (Signature)	Date:
Contracting Officer	Signature	Award Date:

ATTACHMENT E

Quote Sheet

(Submit with response to Solicitation)

Solicitation #18-440-QTE-0024 (HQS Inspector Services)

In conformance with the terms and conditions of this solicitation, the undersigned, having familiarized him/her self with the requirements for this project, hereby proposes/offers, and agrees, if this offer is accepted within 120 calendar days from the date of offer, to do all things necessary to fully perform and satisfy all terms, conditions, and requirements for the project at the price indicated below.

Proposed Number of Staff Available for Assignment: _____

Hourly Rate: _____ or **Flat Rate/Inspection:** _____

Other Costs: _____

PROJECT TOTAL COST: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

(President, Vice President, Partnership, Partner or other Officer must sign and evidence of authority must be submitted.)

False Statements in Bids: Firms must provide full, accurate, and complete information as required by this solicitation and its attachments. The penalty for making false statements is prescribed in 18 U.S.C. 1001.