

RFP S-INSP02012021

Section 8 HQS Inspection Services

ADDENDUM 2 – Q & A (posted 2/19/21)

- 1.) Please provide what your current contractor, Daystar Inspections of Waterbury, is charging for:

Initial Inspection - \$35.00

Annual Inspection - \$35.00

Re-inspection - \$25.00

No Show - \$15.00

Special Inspection - \$35.00

- 2.) How many Quality Control Inspections are required by the contractor monthly?

3 QC Inspections per month.

- 3.) Who sends the abatement letters to the landlord?

The Contractor.

- 4.) What software is WHA currently using?

The WHA currently uses a software called PHA-Web owned by Management Computer Services, Inc.

- 5.) Will the software company provide a “Bridge” to the contractor?

Yes.

- 6.) Please provide the yearly number of inspections for:

Approximately

Initial Inspections 2300

Re-inspections 720

Special Inspections 100

No Shows 300

- 7.) What percentage of the inspections are outside of the city limits of the City of Waterbury?

None.

- 8.) Are rent reasonableness surveys required for move-in inspections?

Yes.

- 9.) Section 2.6.1 of the solicitation states “Completing HUD form 52580-A” states that the contractor shall “defect level identified”. It is our understanding the HUD does not require a level of deviation for HQS inspections. Please explain.

Defect Level Identified – Inspector’s ability to determine a time frame to correct the violations (24 Hour Violation or 30 Day Violation) based on Life-Threatening, Health, Safety or Security or a Minor Repair.

10.) 2.5.6.1 “Notations of Unauthorized individuals residing in the unit”. Please explain the procedure to identify these unauthorized individuals.

The Contractor is given access to the PHA-Web system which contains household information such as number of authorized individuals, names, ages, etc.

Using that data, the inspector is expected to make note of anything that might signify an unauthorized individual in the unit, such as a name on the mailbox or number of beds inside a unit that does not match with our data.

11.) Does WHA utilize self-certifications for failed inspections?

As of right now due to Covid-19 we do utilize self-certifications, but that procedure may change in the future.

12.) Who is the current vendor providing inspections to the agency? Can you share their pricing schedule?

The current vendor is Daystar Inspections, LLC. Please see question #1 for pricing.

13.) Will the agency utilize any in-house inspectors or will everything be awarded to the contractor?

Everything will be handled by the Contractor.

14.) How many inspections per month should the new vendor expect?

180-250 Monthly

Currently, due to Covid-19, it may be significantly Less (50)

15.) What is the expected monthly inspection volume by inspection type:

Annual	185
Initial	10-15
Re-inspections	45-60
Emergencies & Specials	10-25

16.) What is the average monthly number of “no show/not at home” inspections?

25

17.) Is there a current backlog of inspections that the contractor will have to perform? If so, what types of inspections and what is the quantity?

N/A - Due to ongoing COVID-19 timelines.

18.) What is the current inspection software?

Please see question #4.

19.) Is successful vendor required to use Waterbury's software? If yes, is vendor responsible for any hardware, software and maintenance costs? If yes, please provide estimated annual costs.

Yes, the Contractor is required to use Waterbury's software. No, the Contractor is not responsible for any additional costs related to the use of this software.

20.) Can we use our own inspection management system?

Yes, the Contractor may use their own inspection management system as long as it is compatible with PHA-Web and would not cause the WHA to incur any additional costs. All inspection data must be entered into PHA-Web by the Contractor.

21.) Is the contractor required to input the inspection results in Waterbury's system of record?

Yes.

22.) How many staff, inspectors and support staff, are currently assigned to the inspection services listed in this RFP?

The Contractor utilizes 5 inspectors and 2 support staff. WHA staff has minimal involvement with inspection process.

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

None of the Contractor's staff are unionized.

24.) When does the existing Vendor contract expire?

The current contract expires on March 31, 2021.

25.) Please provide inspection pricing for the existing contract.

Please see question #1.

26.) Section 2.1.3 requires inspectors to be certified as an inspector by a HUD sanctioned training entity. If a contractor has their own HUD specific training program and trainers, is that acceptable?

Yes, as long as the training program is approved by HUD and results in a HUD HQS Inspector certification.

27.) In the Sample Contract Form, would WHA agree to modify clause 11.18 to make it mutual, i.e., "In no event shall either party be liable to the other for any indirect, incidental, consequential or exemplary damages."?

The Housing Authority of the City of Waterbury will not be modifying the contract to any degree.

28.) In the Sample Contract Form, would WHA agree to modify the clause to limit the Contractor's indemnification to gross negligence or intentional misconduct on the part of the Contractor? Our thinking is, if the Contractor is performing in accordance with industry standards, is should not be liable for that work.

The Housing Authority of the City of Waterbury will not be modifying the contract to any degree.