



**Notice of Addendum
RFP 19-53R3, Housing Quality Standards
Management Services (HQS)**

Addendum No. 2

Date: **March 3, 2020**

Notice are provided for clarification and/or change

Bid Submittal Date: **Extended to March 17, 2020 @ 4 P.M.**

The bid/proposal will be mailed or delivered in time to be received no later than the specified opening date and time. Late submissions shall not be accepted

Receipt of addendums are to be acknowledged in the returned proposal package on the **BIDDERS CHECK LIST FOR BID/PROPOSAL SUBMISSION**

Closing Date: March 17, 2020 @ 4:00 P.M.

1. Question: Are you allowing self-certification of non-life-threatening deficiencies?

Answer: In most cases yes

2. Question: Approximately what percentage of your reinspection's self-certified in the last year?

Answer: Approximately 30%

3. Question: What software is currently being utilized? Are you using software with a field solution for inspectors (e.g. iPads, tablets, etc.)?

**Answer: Scott Accounting & Computer Service, Inc. (SACS) Software
There is no field solution at this time being used.**

4. Question: On page 7, the project overview describes "a need for immediate temporary inspection management services for approximately 150 PBV and NSP inspections" while the scope of work on page 17 provides a larger number. Could you clarify:

Answer: We have some PBV's and NSP behind schedule we want caught up, the full inventory inspected annually.

5. Question: How many inspections you would like us to complete annually?

Answer: All of them.

6. Question: Are you fully utilizing your inspections software? (i.e. scheduling, generating notices, and entering inspection results fully within the system without manual workarounds)

Answer: No

7. Question: Are notices generated through the software with all variable fields automatically populated? (e.g. date, time, fail items, addresses, etc.)

Answer: Yes

8. Question: Do you require pass notices be sent?

Answer: Yes

9. Question: Can notices be created individually and/or in a batch?

Answer: Yes

10. Question: Are generated notices automatically stored to a document management system?

Answer: Yes

11. Question: Can annual scheduling be completed in bulk or one record at a time?

Answer: In Bulk

12. Question: At what rates are the various inspections:

Answer: Annual 100%, Initial 100%, Re-inspection 40%, and Special inspection less than 20%

13. Question: Does HACFM complete inspections annually or biennially?

Answer: Annually

14. Question: Are the inspections currently on up-to-date based on anniversary date or are there some behind schedule?

Answer: They are mostly up to date

15. Question: What is the estimated current not home/no access percentage rate?

Answer: Less than 20%

16. Question: How many of the HCV units are in Lee County and how many are in the each of the various surrounding counties?

Answer: 90% in Lee County



17. Question: Does the Housing Authority have any exceptions (additional requirements) to the Housing Quality Standards?

Answer: No

18. Question: We use SACs for other contracts. Will the Contractor be given remote access to schedule inspections, perform and upload the inspections, pull completed checklists, access owner & tenant e-mail addresses, etc. from the system?

Answer: If possible, yes

19. Question: In regard to the SACs software, will the Housing Authority be providing the software licenses for the inspectors, and cover hardware, software, and maintenance costs?

Answer: No

20. Question: How many inspector software licenses does the Housing Authority currently have in SACs?

Answer: Two

21. Question: Does the Housing Authority currently have a web-based portal for inspection information. If so, is this something that the Contractor will be able to update through SACs/remote access?

Answer: Yes

22. Does the Housing Authority have a list of MBE/Section 3 Businesses?

Answer: MBE/WBE can be located on the State of Florida Office of Supplier Diversity (OSD) or any other MBE/WBE as long as they are certified and within the State of FL (provide certification if not located on State of FL OSD. Section 3 is currently located on our website.

https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/certified_vendor_directory

<http://www.hacfm.org/web/page.asp?urh=Section3>

23. Question: If the Contractor is a WBE, are we still required to do a MBE Utilization Plan?

Answer: Our plan includes both WBE and MBE.

24. Question: Does the RFP require the use of a MBE for work on the contract?

Answer: No but preferable under our Section 3 program



25. Question: Page 3 states that the Housing Authority is in need of inspection management services for 2,733 total Contract Based and Project Based Vouchers(PBV) Neighborhood Stabilization Program (NSP) inspections.

Page 7 states that there is a need for immediate temporary management services for approximately 150 PBV and NSP inspections. What is the total number of units that will need inspection through this RFP?

Answer: We have some PBV's and NSP behind schedule we want caught up, the full inventory inspected annually.

26. Question: In Attachment A, Number 4, it states that all requested inspections are to be completed within 60 days of notice to proceed. Is this for all 2,733 of the HCV units or just the 150 PBV and NSP inspections?

Answer: 150

27. Question: Does the RFP cover just 60 days (temporary assignment), or is it for an ongoing period of time? If for an ongoing period of time, what is the amount of time covered by the RFP?

Answer: Ongoing – See page 4 Contract Term

28. Question: Is there currently a backlog of inspections?

Answer: Minor backlog

29. Question: How many inspectors does the Housing Authority currently have assigned for the HQS Inspections?

Answer: All of them

30. Question: Will the Housing Authority continue to use in-house inspectors, or will all of the inspections be completed by the Contractor?

Answer: No, the contractor.

31. Question: Is the Housing Authority on an annual or biennial inspection schedule?

Answer: Annual

32. Question: Does the Housing Authority use owner self-certification for repairs? If so, how many each year?

Answer: Rarely no more than 30%

33. Question: What is the No Show rate for the HQS inspections?

Answer: Half of full rate

The Housing Authority of the City of Fort Myers
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34. Question: What is the budget for the HQS Inspections?

Answer: Depends on best rate provided

End of Addendum No. 2