



Request for Proposals (RFP)

Nevada Rural Housing Authority (NRHA) is pleased to invite you to respond to a Request for Proposals for:

HOUSING QUALITY STANDARDS INSPECTION SERVICES FOR NRHA OWNED PROPERTIES UNDER THE HOUSING CHOICE VOUCHER RENTAL ASSISTANCE PROGRAM Proposals must be received no later than 5:00 p.m. on December 1, 2021.

Proposals will not be accepted after the date and time stated above. An incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the NRHA to award a contract, nor is NRHA liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. NRHA retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

Project Background and Description: NRHA administers rental assistance programs within the jurisdiction of rural Nevada. U.S. Department of Housing and Urban Development (HUD) regulations require a Housing Quality Standards (HQS) inspection of each assisted rental dwelling before initial occupancy and at least biennially thereafter if the dwelling unit is subsidized. NRHA seeks proposals to continue having a portion of its HQS inspections conducted by an independent contractor of properties owned/operated by NRHA.

A. Introduction/Purpose: NRHA is requesting proposals from firms or individuals to provide professional HQS inspections for NRHA owned properties. The selected contractor will perform initial, annual and special HQS Inspections on residential rental dwellings within the fifteen (15) rural counties in Nevada in connection with the following rental assistance programs administered by NRHA:

- The Housing Choice Voucher (HCV) Program;
- Project Based Voucher (PBV) Program;
- Such other rental assistance or affordable housing programs, now or in the future, that require HQS or similar inspections

NRHA is seeking inspection services, for a one-year term with an option to extend for two additional one-year terms (1 year term+ 1 optional year term+ 1 optional year term). Following are the key dates associated with this Request for Proposals: (Dates are subject to change)

- Posting/Emailing of RFP's November 1, 2021
- Deadline for submitting Proposals December 1, 2021
- Review of References December 8, 2021



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- Start date of the new contract January 1, 2022 Contract Timeframe: It is NRHA's intention to execute a contract and begin services on or about January 1, 2022.

B. Statement of Requirements: The selected contractor will be responsible to perform HQS inspections on residential rental dwellings in connection with the rental assistance programs administered by NRHA;

- Approximately 135 units annually
- Rent reasonableness and new lease inspections for NRHA interest complexes.

The selected contractor must be able to:

1. Perform these inspections using the Housing and Urban Development (HUD) prescribed form HUD-52580 as a means of recording status and deficiencies in the units inspected.
2. Perform full scope HQS inspections following HUD guidelines and approved addendums as listed in Chapter 8 of the administrative plan of NRHA.
3. Deliver fully executed HUD-52580 inspection forms to NRHA upon completion of the inspection.
4. Utilize only trained/certified HQS and/or UPCS inspectors as required to meet the scope of work defined in this proposal.³
5. Provide professional customer service and maintain confidentiality in compliance with program regulations.
6. Be available to answer questions about the specific inspection findings and cures from owners, families, and NRHA staff.
7. Provide proper documentation on failed inspections to designated NRHA staff on the same day.
8. Provide proper documentation on passed inspections to designated NRHA staff within (3) business days.

Initial inspections must be completed within 3 to 5 business days from the date when the contractor is notified the unit is ready. Annual Inspections must be completed within 12 months from the last inspection. Biennial inspections must be completed within 24 months from the last inspection. Special inspections may have a 24-hour to 30-day completion requirement according to Federal regulations depending on the nature of the item to be inspected. Items of egregious danger/fail or neglect should be photographed and shared with appropriate staff immediately.

C. Fee Proposal: The cost for services will be submitted on a per inspection basis, plus travel expenses if any, and by type of inspection performed (e.g. Initial, Annual, Special, No Show, and Re-inspection). Costs should be based on approximately 135 inspections annually. A cost should be provided for the initial contract term, and additional costs for two additional option years.

D. Qualifications: The following are the minimum Inspector Qualifications required:

1. All Inspectors must have:



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- a. All HQS inspectors are required to have Housing Quality Standards Certifications
 - b. Valid Driver's License
 - c. Use of an automobile during work hours
 - d. The ability to work effectively with NRHA staff
 - e. Ability to communicate professionally and courteously with landlords and assisted households
 - f. Wear an identification badge at all times while on the premises and visible before entering a dwelling/unit
 - g. Ability to take photos of deficiencies observed in/around units that are cause for concern to be relayed to NRHA staff. NRHA prefers, but it is not required, that at least one (1) inspector is fluent in both English and Spanish.
 - h. Inspections must adhere to local requirements for use of person protective equipment (PPE). All PPE will be provided by and at the expense of the proposer.
2. Proposers must disclose any debarment or other disqualification as a vendor for any federal, state or local entities. Proposer must describe the nature of the debarment/disqualification, including where and how to find further detailed information.

E. References: Proposing firms must also submit a list of no less than three (3) referenced agencies where inspections have been performed. Reference information must include:

1. Name agency
2. Contact person
3. Phone number (email optional)
4. Services rendered
5. Dates of contract

F. Acceptance Proposals: NRHA reserves the right to accept or reject any or all proposals, to take exception to these RFP requirements or to waive any informality and to exclude any proposals for further consideration for failure to fully comply with the requirements of this RFP.

G. Preparation Costs: All costs incurred in the preparation and presentation of a proposal shall be completely absorbed by the respondent. All supporting documentation submitted with proposals will become the property of NRHA. Any material submitted that is to be considered confidential should be clearly marked as such.

H. Selection Criteria: Proposals will be reviewed and ranked using the following selection criteria:

- Cost (5 points)
- References (5 points)



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- Qualifications of proposer (10 points):

- Understanding of HQS protocols and requirements including experience with biennial inspections;
- Capabilities to meet required inspection schedule including a contingency plan in the event of an absence on the part of the assigned inspector/s;
- Applicable certifications.

I. Assigned Personnel: NRHA reserves the right to request a change in the firm representative responsible for performing the work, if at NRHA's discretion, the assigned representative is not adequately meeting the needs of NRHA.

J. Contract Termination: NRHA reserves the right to terminate the contract for services if in the judgement of the Authority, the firm is not performing services satisfactorily under the terms agreed upon.

K. Method of Award: Award will be made to the best proposer based on cost, quality of the services offered, previous experience, quality of references, and rating during interviews.

Proposers must submit (1) signed original proposal and (2) copies of the proposal in an enclosed sealed envelope or package clearly marked: HQS Services for NRHA's Rental Assistance Program and submitted to:

Nevada Rural Housing Authority
Attn: Lena Frias
3695 Desatoya Drive
Carson City, NV 89701

No electronic or facsimile proposals will be accepted. Any late proposals will be returned unopened. Proposals received after the deadline will not be considered. NRHA is under no obligation to return proposals. Proposals must include:

- Fee Proposal
- Staff resumes for proposed inspectors including proof of certifications
- (3) Professional references
- Evidence of insurance - Contractors are required to maintain at all times during the performance of this contract the following insurance coverage:
 1. Commercial general liability, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations with combined limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
 2. Worker's Compensation insurance in accordance with Employer's liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.



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3. Business automobile liability insurance covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this contract, with a combined single limit of not less than \$1,000,000 per occurrence. Such coverage is required to name the Nevada Rural Housing Authority as co-insured, if contract is awarded.



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