



ADDENDUM NUMBER ONE

August 24, 2018

**RFP #18-914-33
HOUSING QUALITY STANDARDS (HQS) INSPECTIONS SERVICES**

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS.

ITEM #1 PROPOSAL DUE DATE

DELETE: Tuesday, September 4, 2018 at 2:00 p.m. from the RFP.

INSERT: Tuesday, September 11, 2018 at 2:00 p.m. into the RFP.

ITEM #2 WRITTEN QUESTIONS RECEIVED

Q1: Who is currently providing HANO's inspections?

A1: Currently, HANO performs Inspections in-house.

Q2: Please provide the current contractors pricing for the initial year of the contract and each option years including:

**Annual Inspections
Initial Inspections
Annual Re-inspections
Initial Re-inspections
Emergency Re-inspections
Complaint Inspections
Abate/Cure Re-inspections
No Shows**

A2: Inspections are performed by HANO employees. Refer to A1 of this Addendum.

Q3: In the Fee Proposal Form, Special Inspections are not listed. The SOL lists this as a required inspection. Please explain.

A3: Special Inspections are considered the "Complaint Inspections" as noted in the RFP under the Scope of Services.

Refer to Item #3 – Revised Fee Proposal Form, of this Addendum.

Q4: Is rent reasonableness included in this solicitation? If so, please detail the requirements.

A4: No. Rent reasonableness is not included in this solicitation.

Q5: When does HANO anticipate making this award?

A5: HANO will request its Board of Commissioners to approve a contract award upon conclusion of the Procurement Proposal Evaluation Process.

Q6: During the past 12 months, how many biannual inspections were completed by HANO?

A6: None. HANO plans to begin the biennial inspection process with the new inspection vendor, during the next fiscal year (FY).

Q7: Can the contractor deliver inspections reports and notification letters to HANO electronically?

A7: Yes, the contractor may deliver inspection reports and notifications via electronic resources.

Q8: What are the Rent Reasonableness requirements for this contract?

A8: None. Refer to A4 of this Addendum.

Q9: How many monthly Quality Control inspections is the contractor required to complete?

A9: According to the current allocation, the required Quality Control inspections the contractor is required to complete for HANO is 107.

Q10: Are Customer Satisfaction Survey cards to be given for every inspection type?

A10: Yes, Customer Satisfaction cards are to be given for every inspection type.

Q11: Are there option years for this contract? If so, how many?

A11: The contract period shall be for a period of two (2) years with an option to renew for two (2) additional one (1) year periods.

Refer to the Supplemental Conditions, Contract Term/Period, in the RFP.



Q12: There is a requirement for a “certified leak assess”. Please explain what this means.

A12: A risk assessment is an on-site investigation to determine the presence, type, severity, and location of lead-based paint hazards (including lead hazards in paint, dust, and soil) and provides suggested ways to control them.

Q13: The solicitation referenced a Fidelity Bond is required. Is this a requirement? A Fidelity bond is very difficult for a small business to obtain.

A13: Yes. The awarded contractor must provide a Fidelity Bond prior to execution of a contract.

Refer to the Supplement Conditions, Insurance, in the RFP.

Q14: Are the inspections conducted by internal staff?

A14: Yes. Refer to A1 and A2 of this Addendum.

Q15: Will the entire solicitation be awarded to one vendor?

A15: Yes, one contractor will be awarded a contract pursuant to this solicitation.

Q16: Is the Biennial inspection process currently in place or will the two-year waiting period begin with the new vendor?

A16: HANO plans to begin the biennial inspection process with the new inspection vendor, during the next fiscal year (FY).

Q17: Will a digital copy of the inspection record be considered sufficient.

A17: Refer to A7 of this Addendum.

Q18: How many Quality Control inspections are required - HUD standards, or agency standards?

A18: Refer to A9 of this Addendum.

Q19: Are Inconclusive -No One Home inspections exempt from billing?

A19: Yes. “Units inspected that receive an “inconclusive rating”, shall not be billed to HANO.”

Refer to the Scope of Services and the Supplemental Conditions, Contract Provisions, in the RFP.

Q20: Must digital photos be printed to meet the 8" x 6" required size, or will a scalable digital image suffice?

A20: Yes, a scalable digital image would be sufficient for photos.

ITEM #3 - REVISED FEE PROPOSAL FORM

INSERT: Revised Fee Proposal Form – August 24, 2018, as attached

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Department of Procurement and Contracts by 2:00 p.m., local time on Tuesday, September 11, 2018. All terms and conditions shall remain as stated in the original Request for Proposals. **All addenda must be acknowledged.**

END OF ADDENDUM NUMBER ONE



ITEM #3 REVISED FEE PROPOSAL FORM – AUGUST 24, 2018

**HOUSING AUTHORITY OF NEW ORLEANS
REQUEST FOR PROPOSALS
FOR
HOUSING QUALITY STANDARDS (HQS) INSPECTIONS SERVICES
RFP #18-914-23**

REVISED - FEE PROPOSAL FORM

Fees should include each cost element (labor, materials, equipment, travel, overhead, profit, administration fees, etc.) associated with the provision of all services requested. Also provide and attach to the completed Fee Proposal Form, a detailed cost breakdown and narrative explaining each cost element.

Contractors shall provide a unit price for each type of inspection service, and a monthly cost to access and maintain website as outlined below:

DESCRIPTION OF SERVICE	ESTIMATED QUANTITY/YEAR	UNIT PRICE
Initial Inspection	7,500	\$ /EA
Initial Reinspection	4,500	\$ /EA
Annual Inspection	18,750	\$ /EA
Annual Reinspection	11,250	\$ /EA
Biennial Inspection	4,500	\$ /EA
Emergency Reinspection	1,125	\$ /EA
Abate/Cure Reinspection	4,500	\$ /EA
Quality Control Inspection	110	\$ /EA
Special Inspections/Complaint Inspections	2500	\$ /EA
No Shows	4,763	\$ /EA
Access and Maintenance of company website	12	\$ /MONTH

Company Name _____

Authorized Signatory Name/Title (Printed)

By: _____
(Signature)

Date