
REQUEST FOR PROPOSALS

INSPECTION SERVICES

Due: August 17th, 2023 by 11:00 AM

Housing Authority of the City of Hackensack
65 First Street
Hackensack, New Jersey 07601
201 342-4280

REQUEST FOR PROPOSALS

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for Inspection Services for its RAD converted Section 8 Project Based Units. All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development. The services will be undertaken with funds allocated under the Public Housing Program.

The services that are requested will be as follows:

- 1) Conduct an inspection of all 500 Project Based Voucher (PBV) units in accordance with the Section 8 Housing Quality Standards (HQS) at 6 locations within the City of Hackensack.
- 2) Conduct new move-in inspections as directed by the Housing Authority;
- 3) Re-inspect all units that fail the initial HQS inspection within 30 day of the initial failure;
- 4) Notify the Housing Authority of all failed units in order that the owner can take corrective measures and request a re-inspection.
- 5) Submit completed HQS inspection forms to the Housing Authority within 7 days after the actual inspection.
- 6) Perform other inspection services as requested by the Housing Authority

Qualifications:

- 1) Must have at least three (3) years experience performing HQS inspection services at other PHAs.
- 2) Must be approvable by the United States Department of Housing and Urban Development to provide these services.

Proposal Submission:

All persons interested in submitting a proposal for the inspection services should submit a proposal based upon a per unit price. The following items should be included in the proposal:

- 1) Proposal Submission Sheet;
- 2) Listing of similar work that the firm has previously completed;
- 3) Listing of references;
- 4) New Jersey Business Registration Form
- 5) Certificate of Insurance

Term

The term of the contract shall be two (2) years.

Proposals should be delivered to the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey by 11:00 A.M. on or before August 17th, 2023. All quotes for inspection services should be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal. The fee schedule should contain pricing for per unit inspections.

This solicitation for proposals is being made in accordance with the New Jersey Local Unit Pay to Play law (NJSA 19:44A 20.4

et seq.) as a "fair and open" process. All proposals will be publicly opened on the date and time specified in the RFP.

ANTHONY FEORENZO
Executive Director

Hackensack Housing Authority

65 First Street

Hackensack, New Jersey

07601

Inspection Services
RAD Converted Units

PROPOSAL SUBMISSION SHEET

1) Name/Address of Firm:

2) Telephone Number:

3) Contact Person:

4) Amount of Fee (per unit):

2023-24

Initial Inspections: \$ _____
Annual Inspections: \$ _____
No-Show: \$ _____

2024-25

Initial Inspections: \$ _____
Annual Inspections: \$ _____
No-Show: \$ _____

5) Hour Rate (for additional Services):

6) Amount of any expected reimbursables:

Date:

Signature:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Type of Services: Inspection Services

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points).
- 2) Familiarity with the Inspection systems and HUD rules and regulations (20 Points).
- 3) Capability and capacity to accomplish work within the required time period (20 Points).
- 4) Specialized experience of key personnel in Housing Authority Programs (20 Points).
- 5) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (10 Points).
- 6) Price (10 Points).

Total Point Score:

Narrative Review of Proposal:

Legal Advertisement

REQUEST FOR PROPOSALS

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for the following services:

"Inspection Services"

It is the Housing Authority's desire to retain duly qualified, competent and contractor to provide annual inspections of its units at all six (6) sites. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies. The vendor must have experience in performing HUD Housing Quality Standards (HQS) inspections.

All persons interested in submitting a proposal for inspection services should contact the Housing Authority of the City of Hackensack in order to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before August 17th, 2023 by 11:00 AM.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

ANTHONY FEORENZO

Executive Director

AGREEMENT FOR INSPECTION SERVICES

THIS AGREEMENT made on _____ 2023, by and between _____, New Jersey (the "Contractor") and the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey (the "Authority").

WITNESSETH, that the contractor and the Authority for the consideration stated herein agrees to provide HQS inspections for the Hackensack Housing Authority.

ARTICLE 1. - Statement of Work

The contractor shall furnish all materials and other items as specified in the attached Request for Proposals relating to inspection services.

ARTICLE 2. - Term

ARTICLE 3. - Contract Price

The contractor shall be entitled to \$_____ per initial inspection, \$_____ per re-inspection & \$_____ form no-shows.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first written above.

ANTHONY FEORENZO-HHA Executive Director

Date:

Date:

