



**HOUSING INSPECTION SERVICES**  
City of Oxnard Affordable Housing and Rehabilitation Division  
Oxnard, California 93030

**DATE:** November 3, 2016

**SOLICITATION TYPE:** Request for Proposal

**DESCRIPTION:** Provide Housing Inspection Services for the City of Oxnard Affordable Housing & Rehabilitation Division.

**PROPOSALS DUE:** On or before December 15, 2016 at 5:00 p.m.

**REQUEST RFP PACKAGE/  
INFORMATION:** Brenda Lopez, Housing Programs Manager  
Via e-mail at: [brenda.lopez@oxnard.org](mailto:brenda.lopez@oxnard.org)

**PROPOSAL DELIVERY  
LOCATION:** Affordable Housing & Rehabilitation Division  
435 South D Street  
Oxnard, California 93030  
Attn: Brenda Lopez, Housing Programs Manager

Proposals will be held in confidence and not released in any manner until after contract award.

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### CLAUSES/FORMS

Instructions to Offerors – Non-Construction	HUD-5369-B
General Conditions for Non-Construction Contracts	HUD-5370-C
Certifications and Representations of Offerors	HUD 5369-C <b>(to be returned with proposal)</b>
Request for Taxpayer Identification Number and Certification	Form W-9 <b>(to be returned with proposal)</b>

### SAMPLE DOCUMENTS:

Agreement for Consulting Services	Attachment 1
Sample Insurance Document	Attachment 2

**REQUEST FOR PROPOSAL (RFP)  
PROVIDE HOUSING INSPECTION SERVICES**

**I. BACKGROUND**

The City of Oxnard Affordable Housing and Rehabilitation Division (AHRD) is dedicated to providing quality housing for the low income Oxnard residents by providing first-time homebuyer programs and home repair programs with HOME, CDBG, and CalHome funds.

**II. SCOPE OF SERVICES**

Selected proposer shall furnish all labor, materials, and equipment necessary to conduct the inspections as authorized by the (AHRD).

All inspections shall be conducted using U.S. Department of Housing and Urban Development (HUD) Public Housing Assessment Systems (PHAS), (HUD) Housing Quality Standards (HQS) as found in the Code of Federal Regulations (CFR) and Real Estate Assessment Center (REAC) Protocol. Note: HQS inspections will be replaced with (UPCS) inspections at a future date.

All properties assisted are subject to the provisions of the Lead Based Paint Poisoning Prevention Act, the Residential Lead-based Paint Hazard Reduction Act of 1992, and Title 24, Part 35. Lead Based paint and asbestos inspection must be conducted pursuant to 24 CFR 35.930(c).

**Rehabilitation Inspection Services**

Selected proposer will conduct HQS and lead-based paint inspections for rehabilitation projects at locations throughout the City of Oxnard. AHRD shall email selected proposer all necessary forms needed for all inspections.

The following will be required for each project:

*Initial Inspections*

At the initial inspection, the property will be evaluated by selected proposer to determine the extent of rehabilitation work needed to bring the property up to Federal Housing Quality Standards (HQS) and eliminate code violations in accordance with 24 CFR 982.401. Performance of the inspection includes the actual inspection, a written HQS report, and providing the results to the AHRD office within the specified time. A written scope of work is required based on the failed items in the HQS report, including photos and detailed specifications of the recommended repairs, the method and quality of materials to be used, and any special requirements. The report must also be accompanied by a cost estimate that will be reviewed by the AHRD for reasonability. (Regulatory basis: 24 CFR 92.205, 24 CFR 92.251, CFR 92.505(a), 24 CFR part 8, and 24 CFR 85.36. Life-threatening deficiencies must be communicated to AHRD.

#### *Job Walk-Through Meeting*

Selected proposer will schedule a job walk through meeting with contractors interested in submitting a bid for the rehabilitation work needed. The AHRD will be responsible for sending out the invitation to bid. The selected proposer will distribute write-up packages (supplied by the AHRD) to the contractors, explain the scope of work, and answer questions.

#### *Pre-Construction Meeting*

The AHRD shall schedule a pre-construction meeting with the selected proposer, the AHRD selected contractor, and homeowner to discuss: start of construction, progress payments procedures, and answer related questions.

#### *Payment/Progress Inspections*

Selected proposer will conduct progress inspections to verify work is completed as indicated on contractor's requests for payment. AHRD will determine when progress inspections need to be completed.

#### *Final Inspection*

Selected proposer will conduct a final inspection, in the presence of the owner and contractor, to verify that all work specified in the scope of work report has been properly completed in accordance with rehabilitation standards and applicable codes (24 CFR 92.251, 24 CFR 5.703).

The AHRD makes no representation regarding the number of rehabilitation projects or inspections during the contract year. An estimated 5-10 rehabilitation projects are completed annually.

#### **Homebuyer Inspections**

Selected proposer will conduct inspections to ensure the property meets Federal Housing Quality Standards (HQS) in accordance with 24 CFR 982.401. Inspections will be conducted at locations throughout the City of Oxnard. Performance of an inspection includes the actual inspection, written report, and providing the results to the AHRD office within the specified time. Responsive applicants will be available to the AHRD by telephone and e-mail to answer questions. An estimated 15 homebuyer inspections are completed annually.

#### **Inspection Notifications**

The AHRD shall be responsible to coordinate the inspections between selected proposer, homeowners, contractors, or agents.

### **III. SUBMISSION REQUIREMENTS**

Standard proposal formats are acceptable provided the following information is included: the proposal subject, the proposing firm's name, address, phone, email

address, and contact person, federal identification number of the firm and **all** required forms as listed below. Proposals shall be prepared in printed form. No oral, email or facsimile submittals will be accepted.

Proposer must provide: **one (1) original**, clearly marked “**ORIGINAL**” and **four (4) copies, clearly marked “COPY”** of the required submission. The following identification shall be clearly marked on the outside of the sealed envelope: “**Request for Housing Inspection Services**”.

The following forms **MUST** be completed and submitted with the proposal documents. Failure to complete and submit **ALL** of the forms **MAY** render the proposal non-responsive and subject to disqualification.

- Cost Proposal Form
- Certifications and Representations of Offerors (HUD 5369-C enclosed)
- W-9 Request for Taxpayer Identification Number and Certification (enclosed)
- Copy of REAC certification
- Copy of EPA certification
- Resumes of staff
- List of three (3) references. References should show company name, contact person, address, phone, email address, type of work performed and dates of service (length of contract).

#### **IV. PROPOSAL EVALUATION CRITERIA**

The AHRD intends to make total proposal award based on cost, demonstrated understanding, proposed approach, qualifications, and experience.

#### **V. AWARD OF CONTRACT**

The AHRD intends to make proposal award to the offeror whose proposal is most advantageous to department based on cost and technical evaluation. The AHRD is therefore not bound to accept a proposal on the basis of lowest quoted price alone.

**Award without discussion:** In the event the quality of the initial proposals received is such that no purpose is served by conducting negotiations, award may be made without discussion.

#### **VI. RESERVATION OF RIGHTS**

The AHRD, in its sole discretion, reserves the right to amend, modify, extend the deadline or cancel this RFP; to reject any or all Proposals received in response to the RFP; to decide whether a Proposal does or does not substantially comply with the requirements of this RFP; to waive any minor informality or irregularity of any Proposal; and obtain references regarding any Proposer’s past performance. Neither issuance of this RFP; nor evaluation of any or all Proposals obligates the AHRD to award a contract from this solicitation.

## **VII. QUESTIONS OR REQUESTS FOR CLARIFICATION**

All questions and/or requests for clarification regarding this solicitation must be submitted **in writing** to the Contact Person identified in this RFP. All requests must be received no later than ten (10) days before the submittal deadline. The AHRD will consider all timely-received questions and requests; if reasonable and appropriate, amend this RFP or issue an addendum to clarify this RFP.

## **VIII. CHANGES TO THIS SOLICITATION DOCUMENT**

Any change or clarification to the Scope of Work, procurement process or to the terms and conditions of the contract terms which are contained in this RFP will be issued in the form of a written Amendment or Addendum to this RFP. Proposers are responsible for making themselves aware of, obtaining and incorporating any changes made in any issued Amendment or Addendum into their final Proposal.