



# Housing Authority of the City of Pittsburgh

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**September 1, 2015**

## **Uniform Physical Conditions Standards (UPCS) RFP#250-21-15**

### **ADDENDUM NO.3**

This addendum issued September 1, 2015 becomes in its entirety a part of the Request for Proposals RFP#250-21-15 as is fully set forth herein:

**Item 1:** Q. Just to confirm, this RFP does not include HQS inspections and these questions do not need to be answered or addressed, correct?

A. Correct

**Item 2:** Q. As mentioned during the meeting, there seem to be quite a few references to HQS inspections questions, with some questions listed twice:

- a. Page 4- mailing notices
- b. Page 5 -paragraphs 3-11
- c. Page 6- paragraph H
- d. Page 18- paragraph 5-monthly written narrative
- e. Page 27- G-14, 15,18
- f. Page 28- H-7

A. This RFP is for UPCS inspections only. All referenced to HQS inspections are hereby deleted.

**Item 3:** Q. Is special consideration being given to companies that have previously worked on recent or past HACP jobs?

- a. Page 56- paragraph 3
- b. Page 58- paragraph 2
- c. Page 60- paragraph 1

A. No.

**Item 4:** Q. On Section 3 Participation: Are you accepting a Waiver for the Section 3 Plan, and if you are accepting the Section 3 waiver, what are the number of points awarded?

A. No, each bidder/proposer must include a Section 3 Opportunities Plan which indicates its commitment to meet HACP Section 3 requirements. If a bidder/proposer fails to submit a Section 3 Opportunities Plan and the related data along with the bid/proposal, such bid/proposal will be declared as "non-responsive". Also the number of point you may be awarded is up to 10pt.

As per page 11 of the RFP: **Any bid or proposal received from a contractor that does not contain a Section 3 Opportunities Plan or certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

**Item 5:** Q. Under Attachment K Fee Sheet: Please define "Other Inspections as needed".

A. Newly acquired properties, new construction ect.

**Item 6:** Q. Under Section V Evaluation Criteria: The listed criteria for "Experience of Offeror" and "Capacity" account for 40 points out of the maximum score of 100 points. Both these criteria seem to be very general, subjective and loosely stated.

A. Each responder should provide whatever information they find relevant regarding both categories.

**Item 7:** Q. Under Section V Evaluation Criteria: What more specific, objective criteria can be used to better evaluate and definitively & accurately rate the management and staff for each company? For example: Are all executive level personnel officially UPCS trained, tested and certified by HUD REAC on the current UPCS Protocol? If not, by what objective third party organization?

A. This is a question that the bidder should answer. Proposers should provide HACP with their qualifications.

**Item 8:** Q. Are all field level on-site inspectors officially trained, tested and certified by HUD REAC on the current UPCS Protocol? If not, by what objective third party organization?

A. This is a question that the bidder should answer. Proposers should provide HACP with their qualifications.

**Item 9:** Q. If you are using formerly certified (decertified) REAC/UPCS inspectors to work on HACP's portfolio, when did each of them conduct and successfully submit their last successful HUD REAC PASS inspection?

A. This is a question that the bidder should answer. Proposers should provide HACP with their qualifications.

**Item 10: Q.** How many field level on-site inspectors do you propose working on HACP's portfolio that have never been officially certified in the UPCS Protocol by HUD?

**A.** This is a question that the bidder should answer. Proposers should provide HACP with their qualifications.

**Item 11: Q.** May we receive a copy of the sign in sheet for the pre-bid conference?

**A.** A copy of the Pre-bid Sign-in sheet is available on our website for viewing and download.

**Item 12: Q.** From the information in the RFP it appears that UPCS inspections are scheduled and conducted in much the same way as HQS inspections. Is this assessment accurate?

**a.** Are UPCS units currently inspected as individual units or on a per AMP basis? Individual unit inspections is excessively expensive to the agency while also producing minimum useful results in terms of REAC Scores.

**A.** HACP does not provide the schedule. The bidder would propose the schedule.

**b.** Does the current system provide a usable simulated REAC score?

**A.** No, a score is not provided at this time.

**Item 13: Q.** If these services are currently contracted what are the current fees for UPCS inspections?

**A.** This is a "Right to Know Request." You can download this form from our website under Public Information and send the request to the Open Records Office, James Harris, General Counsel.

**Item 14: Q.** Is it permissible to hand deliver notifications to the UPCS PHA units or must they be mailed as with HQS inspections?

**A.** Bidder should follow the criteria listed in scope.

**Item 15: Q.** Typically UPCS reports are delivered on a per property basis to the Housing Authority in a digital format at the completion of the inspection at each property. Must these reports also be printed and mailed, increasing the cost of each inspection at least by the amount of printing and mailing?

**A.** Reports can be submitted electronically.

**Item 16: Q.** What constitutes a "passing" UPCS inspection on a per unit basis as described in Scope of Services item D-2? UPCS provides a unit points achieved and deducted. Passing for a property is 60%. Does HACP have a written HUD approved standard for UPCS fail items? If so may we get a copy?

**A. D-2 of scope of services states:** "Complete all Uniform Physical Condition Standard (UPCS) inspections no later than 320 days from the last passing inspection date from the previous year, or according to the schedule provided by the Housing Authority of the City of Pittsburgh." Question does not coincide with scope. Proposer is expected to report on all deficiencies in each unit. There is no requirement for the inspector to pass or fail the unit or property.

**Item 17: Q.** Are UPCS inspections coordinated with the maintenance department to gain entry to the unit and possibly make emergency repairs during the inspection?

**A.** Inspections are coordinated with the Site Management team. Inspector will be provided key access. The inspector will not be accompanied by an HACP employee. Inspector is expected to report any emergency conditions to the Site Manager.

**Item 18: Q.** Must tenants be present to conduct UPCS Annual Inspections?

**A.** Tenants are not required to be present for the inspection.

**Item 19: Q.** The RFP, Section II Scope of Services, Item G-2 references a UPCS Procedures Manual. Is this an internal HACP document or does it reference some other document?

a. If some other document can you be more specific?

b. Is this simply the UPCS definitions?

c. Does this include the REAC Business rules amended by the Compilation Bulletin along with clarifications?

**A.** Section H-1 of the Scope of Services requested that the vendor develop an SOP for inspections. This SOP would include inspection criteria (as set forth by HUD), as well as procedures and protocol to be used by the inspector.

**Item 20: Q.** There is no mention of Life Threatening Health and Safety Report. This is normally standard procedure for all UPCS Inspections. How does the HACP handle these?

**A.** All emergency – Life Threatening/Health and Safety items should be reported to the Site Manager.

**Item 21: Q.** What are the most recent REAC scores on a per AMP basis?

**A.** This information is not required and will not be provided at this time.

**Item 22: Q.** We understand that HACP currently uses Emphasys Elite as the MIS. Does this system currently use the Inspection Module? Will contractor have remote access to this system for modification or must personnel use an in-house terminal?

**A.** Vendor will have access to Elite for purposes of entering work orders. Remote access will be provided by the IT department.

**Item 23: Q.** Will HACP consider co-location of office space in order to reduce overall inspection costs?

**A.** No

**Item 24: Q.** What is the current HUD performance rating for the HACP Public Housing Program? I.E. standard, high performer or troubled.

**A.** N/A

**Item 25: Q.** Section G-15 requires a quality control program that meets or exceeds requirements listed in 24 CFR 985.2, et seq. It is our understanding that current operation plans require QC inspections of 10% of all inspections. Is HACP amenable to a QC plan that exceeds minimum requirements but is less than current practice? This would considerably reduce costs.

**A.** Proposer should review the schedule included in RFP for information regarding QC inspection requirement (attachment K)

**Item 26: Q.** Can HACP provide a detailed property breakdown for all AMPS and LIHTC properties including:

- a. total number of units to be inspected,
- b. building number and building types,
- c. unit types and bedroom counts for each HACP property intended to be proposed under this RFP?

**A.** (a) Total number of units is included in attachment K.  
(b) Inspections will occur in all building types: single family, row house, duplex, 3 story walk up, and hi-rise buildings.  
(c) Unit sizes range from 1 to 5br. UPCS inspections will be provided for LIPH units only. LIHC properties are not included in this RFP.

**Item 27: Q.** Why such a short time frame for such a complex proposal? Only a week between Pre-submission conference and submission date. This leaves approximately 4 business days, assuming all questions are answered between 2p.m. and end of business Friday August 21, for proposers to consider answers to questions submitted. It gives the appearance of the RFP being a mere formality rather than an earnest attempt to seek the best value for HUD, the HACP and the taxpayers.

**A.** The time frame is standard time frame used in RFP solitations.

**Item 28: Q.** Item G – 9 indicates SEMAP requirements. This is an HCV requirement not a UPCS requirement. Please clarify.

**A.** SEMAP requirements do not apply to this RFP.

**Item 29: Q.** Inspection data will be transmitted on a daily basis to the system of record. Will this be sufficient back-up as data will then be maintained in two separate places?

**A.** N/A

**Item 30: Q.** Scope of Services parts A and B (RFP p. 4) indicates that "Offeror will be responsible for" Scheduling and Notifications. Content of Response Documents part D (RFP p. 9) requests a description of "the turnaround time for each request to be made by the Authority." What requests does the Authority anticipate making in this context that require a projected turnaround time?

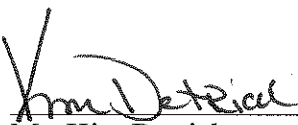
**A.** The time frame provided within the RFP is standard.

**Item 31: Q.** Content of Response Documents part B (RFP p. 8) item 4 requires bidders to provide information on the "most recent HACP job to include all change order information and the reason for each." Does HACP contemplate change orders to the UPCS Inspections regime implemented by the successful Offeror? What sort of change orders are contemplated by this project?

**A.** At this time, HACP does not anticipate any change orders for this procurement.

**Item 32:** The proposal due date is hereby revised to September 9, 2015. The time and location remain unchanged, at 2:00 PM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

**END OF ADDENDUM NO. 3**

  
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Mr. Kim Detrick  
Contracting Officer

9/11/15  
Date