

## **Request for Proposal National Standards for the Physical Inspection of Real Estate (NSPIRE)**

The Housing Authority of the Village of Oak Park (hereinafter, "HA") is a public entity that was formed in 1946 to provide housing for returning veterans of World War II. Today, the Housing Authority of the Village of Oak Park provides federally subsidized housing and housing assistance to low-income families within the Village of Oak Park. The HA is headed by an executive director and is governed by a seven-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the HA's procurement policy.

Currently, the HA manages 198 units of public housing and administers a total of 487 Section 8 Housing Choice Vouchers, for a total of 675 potential units assisted. The HA currently has approximately 10 full-time employees. In keeping with its mandate to provide efficient and effective services, the HA is now soliciting proposals from qualified, licensed, and insured entities to provide National Standards for the Physical Inspection of Real Estate (NSPIRE) Inspections and Rent Reasonableness Determinations for its Housing Choice Voucher Program.

All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in their entirety.

### **RFP INFORMATION AT A GLANCE**

#### **HA CONTACT PERSON:**

LaTaunda Cobb, (708) 386-9322 Ext. 135, [lcobb@oakparkrc.com](mailto:lcobb@oakparkrc.com)

#### **HOW TO OBTAIN THE RFP DOCUMENTS ON OPHA'S WEBSITE:**

1. Access [www.oakparkha.org](http://www.oakparkha.org)
2. Click on "About OPHA" and locate "Notices – Announcements – RFPs – RFQs" option on the left side to access the procurement page.
3. Click on the RFP link for this solicitation.

If you have any problems in accessing the RFP on the website, please call LaTaunda Cobb (708) 386-9322 Ext. 135

#### **DEADLINE FOR QUESTIONS:**

Questions should be submitted in writing by 5:00 PM CST on Friday, January 03, 2025; addenda to the RFP will be issued as necessary.

#### **HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL:**

As instructed within Section 3.0 of the RFP document, submit Original + 2 copies of your "hard copy" proposal to the HA Procurement Department.

**REQUEST FOR PROPOSAL NSPIRE Inspections**

**PROPOSAL SUBMITTAL DEADLINE Friday, January 10, 2025, 5:00 PM CST**

Housing Authority of the Village of Oak Park  
21 South Blvd.  
Oak Park, IL 60302

The "hard copy" proposal must be received in-hand and time stamped by the HA no later than 5:00 pm on this date.

ANTICIPATED COMMENCEMENT OF WORK Goal is **Monday March 03, 2025.**

**1.0 HA'S RESERVATION OF RIGHTS:**

**1.1** The HA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.

**1.2** The HA intends to award one or more contracts to the responsible respondent(s) submitting the proposal(s) which is/are most advantageous to the HA based on compliance with this RFP and Addenda. The HA reserves the right to make a partial award, split award, or no award.

**1.3** The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).

**1.4** The HA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HA Procurement Officer (PO).

**1.5** The HA reserves the right to negotiate the fees proposed.

**1.6** The HA reserves the right to require the proposer to submit financial statements.

**1.7** The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

**1.8** The HA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

**1.9** The HA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

**1.10** The HA shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the internet site and downloading this document or otherwise obtaining this document, each

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prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document (or included by reference) and within the noted Internet site, and further agrees that he/she will inform the HA PO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the HA, but not the prospective proposer, of any responsibility pertaining to such issue.

**2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S):** The HA is seeking proposals from qualified and licensed entities to provide the detailed National Standards for the Physical Inspection of Real Estate (NSPIRE) Inspections and Rent Reasonableness Determinations services described below. Offerors must submit a proposal that includes all required NSPIRE inspections. The HA intends these specifications to set forth and convey to prospective offerors the general type, character, and quality of the NSPIRE inspection services desired.

### **2.1 General Requirements:**

**2.1.1 Statement of Need:** The HA is requesting proposals from prospective offerors to perform all NSPIRE inspections for approximately **550 Housing Choice Vouchers** (maybe less) which may include initial, annual, quality control, complaint, and rent increase request inspections under the HA's Housing Choice Voucher Program. These inspections are to be performed in accordance with National Standards for the Physical Inspection of Real Estate protocol and guidelines as outlined by the U.S. Department of Housing and Urban Development and the HA's Administrative Plan. Inspectors will conduct the NSPIRE inspection with a hand-held computer that will be provided by the HA and will provide a detailed report indicating the results of all inspections performed that day.

In addition, the Contractor will be required to prepare rent reasonableness certifications and reports for new and renewal rent. The HA will be responsible for providing the Contractor with comparable units by Oak Park 12 Census Tract Areas.

**2.1.1.1** The Contractor will perform annual, quality control, complaint, and rent increase request NSPIRE Inspections by completing each inspection using an Apple iPad tablet (or similar device that will be provided by the HA). The HA uses Yardi Inspections system to assist in the scheduling, monitoring and tracking and letter and reporting writing of the units that are under the HA's Housing Choice Voucher Program. The Yardi Inspections system utilizes the short version of the HUD Housing Choice Voucher Program NSPIRE Checklist. Also, the Contractor will perform initial NSPIRE Inspections, completing for each inspection the long version of the HUD Housing Choice Voucher Program NSPIRE checklist.

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**2.1.1.2** Inspectors must provide daily printed reports of any health and safety deficiencies that are life threatening (LT) by 4:00 p.m. on the date of inspection.

**2.1.1.3** The HA will provide a methodology for the electronic transmission of inspection results and correspondence between the HA and landlords and voucher holders. The Contractor may be asked to assist in the electronic transmission. For initial inspections, the Contractor must provide a methodology to transmission of inspection results and correspondence between the HA and landlords and voucher holders.

**2.1.1.4** The HA will provide a methodology to upload and download all inspection results to the agency's program management software, The Yardi Inspections Software Program, or, in the absence of the ability to directly upload and/or download, the Contractor must manually enter the data into the HA's system database.

**2.1.1.5** The HA will manage all inspection-related correspondence and communications. The HA will be responsible for creating and managing all inspection scheduling including notifications to tenants and landlords.

**2.1.1.6** Recommendation to abate will be provided by daily report to the HA from the Contractor. Only the HA will have the authority to place or remove abatements to landlord and/or tenant payments.

**2.1.1.7** All annual inspections must be completed no later than 12 months from the last completed annual inspection date for each unit (voucher holder).

**2.1.1.8** Contractor should have a website presence with a secure portal for communication between the OPHA and the landlords for the purpose of allowing landlords and the HA the opportunity to review all schedules for inspection, inspection results, and other correspondence and information. This item will be strongly considered in the scoring of all proposals.

**2.2 Ownership:** All deliveries and/or other products of the contract (including but not limited to all purchases, solicitation packages, reports, records, summaries, software documentation, and other matter and materials prepared or developed by the Contractor in performance of this contract) shall be the sole, absolute, and exclusive property of the HA, free from any claim or retention of rights thereto on the part of the Contractor, its agents, subcontractors, officers or employees.

**2.3 Acceptance:** Determination of acceptability of Contractor's work will be made by the HA. Work shall be completed in a responsible professional manner in accordance with the specifications, schedules, or performance/operating standards incorporated in the contract.

### **2.4 Special Terms and Conditions:**

#### **Minimum Requirements of Offeror:**

**2.4.1.1** The Contractor must be able to accept an assignment of work from the Contract Administrator within 30 days of commencement of the contract.

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**2.4.1.2** Each Inspector assigned by the Contractor to perform NSPIRE Inspections under this contract shall have at least one year experience performing National Standards for the Physical Inspection of Real Estate Inspections and be certified to perform NSPIRE inspections. Acceptable certifying organizations include the U.S. Department of Housing and Urban Development (HUD), the National Association of Housing and Redevelopment Officials (NAHRO), the National Center for Housing Management (NCHM), Nan McKay & Associates. NSPIRE Inspection certifications from other nationally recognized public housing industry trainers will be considered. Document the required experience and certification by attaching a certificate and resume for each Inspector proposed to service HA's contract to the "Statement of Offeror's Qualifications," Attachment J.

**2.4.1.3** The Contractor must maintain Errors and Omissions insurance coverage with a limit of not less than \$300,000 per occurrence throughout the contract term. Document the required E&O insurance coverage by attaching a copy of the current insurance certificate to the "Statement of Offeror's Qualifications," Attachment J.

**2.4.1.4** Inspections must be performed between 8:30 a.m. and 5:00 p.m. Monday through Friday excluding HA holidays.

**2.4.1.5** Inspectors must be professional, courteous, and experienced when working with residents, landlords and HA staff.

### **2.5 Miscellaneous:**

**2.5.1** It is not the intent of these specifications to describe the means or methods to be selected by the Contractor or all of the minor items of workmanship and materials that may be required. However, the Contractor shall furnish, though not specified or shown, all materials and apparatus which is customary for work of this type (including digital photos, if necessary).

**2.5.2** Should any discrepancy in the quantity or specifications be discovered that might hinder the execution of work as specified, Contractor shall report it at once to the HA in writing.

**2.5.3** The HA will not provide any HA staff to assist the contractor in performing their scheduled work.

**3.0 PROPOSAL FORMAT:** An original proposal and two (2) copies must be submitted and include the following components:

1. Letter of interest
2. Demonstration of the firm's understanding of the scope of work and experience with conducting National Standards for the Physical Inspection of Real Estate Inspections.
3. Evidence of the firm's capacity to perform the work.
4. Profiles of the firm's principals, staff, and facilities.
5. Summary of the scope of services that the firm can provide.

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**3.1 Tabbed Proposal Submittal:** The HA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Bid” basis (“Best Value” in that the HA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the HA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the following noted sequence. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the HA has published herein or has issued by addendum.

**3.1.1 (Tab #1) Proposal Form:** This form is attached hereto as Attachment A to this RFP document. This 2-page form must be fully completed, executed where provided thereon, and submitted under this tab as a part of the proposal submittal.

**3.1.2 (Tab #2) Form HUD-5369-C (8/93), *Certifications and Representations of Offerors, Non-Construction Contract*:** This form is attached hereto as Attachment H to this RFP document. This 2-page form must be fully completed, executed where provided thereon, and submitted under this tab as a part of the proposal submittal.

**3.1.3 (Tab #3) Proposed Services:** As more fully detailed within Section 2.0, *Scope of Work/Technical Specifications*, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:

**3.1.3.1** As detailed within Section 4.1, Evaluation Factor No. 2, herein, the proposing firm’s Financial Soundness and Stability.

**3.1.3.2** As detailed within Section 4.1, Evaluation Factor No. 3, herein, the proposer’s Demonstrated Professional and Technical Competence as verified by reference checks or other means.

**3.1.3.3** As detailed within Section 4.1, Evaluation Factor No. 4, herein, the proposer’s Demonstrated Experience with projects similar in size and type, particularly public housing.

**3.1.3.4** As detailed within Section 4.1, Evaluation Factor No. 5, herein, the proposer’s Detailed Plan and Methodology (including staffing of key positions, method of assigning work, and procedures for maintaining level of service, etc.).

**3.1.3.5** Evidence that the proposer is qualified under the State of Illinois licensing requirements. (Attachment I)

**3.1.3.6** If appropriate, how staff are retained, screened, trained, and monitored.

**3.1.3.7** The proposer’s quality control program.

**3.1.3.8** An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written, fax, internet, etc.).

**3.1.3.9** A complete description of the products and services the firm provides.

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**3.1.4 (Tab #4) STATEMENT OF OFFEROR'S QUALIFICATIONS:** This form is attached hereto as Attachment J to this RFP document. The proposing entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services. Such information shall include the proposer's qualifications to provide the services, a description of their background, and current organization of the firm.

**3.1.5 (Tab #5) Client Information:** The proposer shall submit a listing of three (3) or more former or current clients (other than the HA), including Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:

**3.1.5.1** The client's name;

**3.1.5.2** The client's contact name;

**3.1.5.3** The client's telephone number;

**3.1.5.4** A brief description and scope of the service(s) and the dates the services were provided;

**3.1.6 (Tab #6) Required Certifications:** The proposer must submit under this tab all other certifications and forms which are attached to the RFP and required by the HA and/or HUD (See Section 3.5). The proposer may submit its own Equal Opportunity Employment and Affirmative Action policies and goals and any history of employing minorities, women, and low-income individuals, especially in professional positions. If the proposer does not have such written policies, the forms attached may be executed showing compliance to the HA's minimum standards.

**3.1.7 (Tab #7) Other Information (Optional Item):** The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the HA in its evaluation.

**3.1.8** If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place thereunder a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any tabs.

**3.1.9 Binding Method:** It is preferable and recommended that the proposer bind the submittal in such a manner that the HA can, if needed, remove the binding (i.e. comb-type, etc.) or remove the pages from the cover (i.e. 3-ring binder, etc.) to make copies and then return the proposal submittal to its original condition.

**3.2 Fixed Fee Schedule:** The proposed fees shall be entered on the Fixed Fee Schedule (Attachment B) and submitted in a separate sealed envelope submitted with the proposal. The Fixed Fee Schedule will allow the proposer to multiply the cost per inspection by the average number of inspections anticipated in each year to reach a Total Annual Amount for each category of inspection, the sum of which becomes the Total Base Proposal proposed to complete the work. This will be used as a NOT TO EXCEED AMOUNT for the contract. Compensation will be given only for the actual work performed. Do not submit, enter, or refer to any fees or costs within the tabbed "hard copy" proposal submitted; any proposer that does so will be rejected without further consideration. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the Contractor will incur to provide the noted services, including but not

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limited to: employee wages and benefits, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, clerical support, etc.

**3.2.1 Entry of Unit Costs:** Each proposer must enter on the Fixed Fee Schedule (Attachment B) the proposed fee per inspection. The Contractor is to provide all necessary and requested inspections for all vouchers, and pricing is to be given as a Per Inspection Fee, taking all potential inspections and costs into consideration. The proposer shall calculate the listed quantity (Average Per Year) multiplied by the proposed Per Inspection Fee entered to arrive at a Total Annual Amount per inspection type. The ensuing sum of all Total Annual Amounts will be the Total Base Proposal for the proposed work for a **one-year contract**.

**3.2.2 Additional Related Work That May Be Required:** Please note that if the HA decides that it will/must retain the Contractor to perform any additional related work, the HA will determine if that work may be added as an amendment to this contract or must be solicited separately. To amend the contract, an equitable adjustment will be made in the cost of the contract to include such additional work.

**3.2.2.1** If the Contractor believes that a change in or addition to work is beyond the general scope of the agreement, it must notify the HA in writing within 10 days of being notified to begin such work. The final administrative authority in settling such disputes shall rest with the HA.

**3.3 Proposal Submission:** All proposals must be submitted and time-stamped received in the OPHA's Main Office by no later than the submittal deadline stated herein (or within any ensuing addendum). *A total of 1 original signature copy (marked "ORIGINAL") and 2 exact copies (each of the 3 proposal submittals shall have a cover and extending tabs) of the proposal, along with the Fixed Fee Schedule in a separate sealed envelope, shall be placed unfolded in a sealed package and addressed to:*

Housing Authority of the Village of Oak Park  
Attention: RFP for Inspections **RFP# 2024 – 1**  
21 South Blvd.  
Oak Park, IL 60302

***The package exterior must clearly denote the above noted RFP number and name, the date and time proposals are due, and the proposer's name and return address.*** Proposals submitted after the published deadline will not be accepted.

**3.3.1 Submission Conditions:** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations, or requirements are entered on any of the documents that are submitted to the HA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the HA decides that any such entry has not changed the intent of the proposal that the HA intended to receive, the HA may accept the



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proposal and the proposal shall be considered by the HA as if those additional marks, notations or requirements were not entered on such. By registering as a recipient of the RFP documents, each prospective proposer is thereby agreeing to confirm all notices that the HA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addenda pertaining to this RFP.

**3.3.2 Submission Responsibilities:** It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the HA, including the RFP document, the documents listed within the following Section 3.5, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all the conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the OPHA to exclude any of the HA requirements contained within the documents may cause that proposer to not be considered for award.

### **3.4 Proposer's Responsibilities:**

**3.4.1 Contact With the HA:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the HA PO or Purchasing Agent only. Proposers must not make inquiry or communicate with any other HA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be the cause for the HA to not consider a proposal received from any offeror who may have not abided by this directive.

**3.4.2 Addenda:** All questions and requests for information must be addressed in writing to the HA PO by **5:00 p.m. CDT on Friday January 03, 2025**. The HA PO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals of record that have obtained the RFP Documents). During the RFP solicitation process, the HA PO will NOT conduct any *ex parte* (a substantive conversation - "substantive" meaning, when decisions pertaining to the RFP are made - between the HA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the HA PO or Purchasing Agent - it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the HA PO or Purchasing Agent may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the HA PO may more fairly respond to all prospective proposers in writing by addendum.

**3.4.3 Notification of No Proposal:** Potential offerors who receive this RFP and do not wish to submit a proposal are requested to reply with a letter or e-mail stating such on or before the date and time set forth for the receipt of proposals.

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**3.5 Recap of Attachments:** It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby included by reference as a part of this RFP:

**3.5.1 (Attachment A)** Proposal Form

**3.5.2 (Attachment B)** Fixed Fee Schedule

**3.5.3 (Attachment C)** Form HUD-5369-B (8/93), *Instructions to Offerors, Non-Construction*

**3.5.4 (Attachment D)** *HA Instructions to Proposers for Service Contracts*

**3.5.5 (Attachment E)** Contract Form. (This contract is being given as a sample only - the HA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the HA feels are in its best interests to do so.)

**3.5.6 (Attachment F)** Form HUD-5370-C (01/2014), *General Conditions for Non-Construction Contracts, Section I*

**3.5.7 (Attachment G)** Mandatory Clauses

**3.5.8 (Attachment H)** Form HUD-5369-C (07/1996), *Certifications and Representations of Offerors, Non-Construction Contract*

**3.5.9 (Attachment I)** Statement of License Certificate

**3.5.10 (Attachment J)** Statement of Offeror's Qualifications

**3.5.11 (Attachment K)** *NPIRE HCV/PBV Inspection Checklist Form, Housing Choice Voucher Program*

**3.5.12 (Attachment L)** Additional Forms/Certifications Required to be Submitted:

- 1) Noncollusion Affidavit of Prime Offeror
- 2) Certification Regarding Debarment & Suspension
- 3) Corporate or Partnership Certificate
- 4) Equal Employment Opportunity Form
- 5) Affirmative Action Plan
- 6) Section 3 Clause Signature Form
- 7) Certification for a Drug-Free Workplace (HUD-50070)
- 8) Certification of Payments to Influence Federal Transactions (HUD-50071)

## **4.0 PROPOSAL EVALUATION:**

**4.1 Evaluation Factors:** The following factors will be utilized by the evaluation committee appointed by the HA to evaluate each proposal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal. The application and interpretation of these criteria are solely within the discretion of OPHA. The listed criteria will be used in the evaluation of the following: written submissions of the firm's qualifications, references from previous clients, and the responses of the firms during final selection interviews.

**1 (25 points Max) Objective** The **PROPOSED COST** of services. (To Be Negotiated)

**2 (15 points Max) Subjective** The proposer's **FINANCIAL SOUNDNESS** and stability of the firm.

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**3 (20 points Max) Subjective (Technical)** The proposer's **PROFESSIONAL AND TECHNICAL COMPETENCE** – All proposals shall include information on crew size, licenses, experience, and equipment, and three (3) or more references other than OPHA for previous similar type contracts to include address, telephone number, and contact person.

**4 (20 points Max) Subjective (Technical)** The proposer's **EXPERIENCE** with projects similar in size and type, particularly public housing.

**5 (20 points Max) Subjective (Technical)** The proposer's **DETAILED PLAN AND METHODOLOGY** to perform inspection services and provide required reports for this project, including a web presence as discussed in the Scope of Work, Section 2.1.1.8.

**100 points Total Points**

**4.2 Evaluation Method:**

**4.2.1 Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

**4.2.2 Evaluation Packet:** An evaluation packet will be prepared for each evaluator including the following documents:

**4.2.2.1** Instructions to Evaluators;

**4.2.2.2** Proposal Tabulation Form;

**4.2.2.3** Copy of all pertinent RFP documents.

**4.2.3 Evaluation Committee:** The HA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.4 of this document, the HA PO or Purchasing Agent are the only persons at the HA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may cause such proposer(s) to be eliminated from consideration for award.

**4.2.4 Evaluation:** The HA PO will evaluate and award points pertaining to Evaluation Factor No. 1. The appointed evaluation committee, independent of the HA PO or any other person at the HA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors Nos. 2, 3, 4, and 5. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the HA PO.

**4.2.5 Determination of Top-Ranked Proposer:** The points awarded by the evaluation committee shall be combined with the points awarded by the HA PO to determine the final rankings, which shall be forwarded by the HA PO to the HA Executive Director (ED) for approval.

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**4.2.6 Award Recommendation:** As detailed within the following Section 5.1.1, if the ensuing contract award is \$100,000 or greater, the final rankings will be forwarded to the HA Board of Commissioners (BOC) at their next regularly scheduled meeting for approval. The HA BOC will then make its determination as to whether or not to follow the evaluation committee's recommendation. Contract price negotiations may, at the HA's option, be conducted prior to and/or after the BOC approval.

**4.2.7 Notice of Results of Evaluation:** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

**4.2.7.1** Which proposer received the award;

**4.2.7.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;

**4.2.7.3** Each proposer's right to a debriefing and to protest.

**4.2.8 Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the HA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HA evaluation committee.

**4.2.9 Minimum Evaluation Results:** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 100 total possible points detailed within Section 4.1 herein).

## **5.0 CONTRACT AWARD:**

**5.1 Contract Award Procedure:** If a contract (or contracts) is awarded pursuant to this RFP, the following detailed procedures will be followed:

**5.1.1** It is anticipated that upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the HA PO. The HA PO will formulate and forward to the HA ED for approval a written award recommendation. The HA ED will review the recommendation and, if in agreement, take the award recommendation to the HA BOC at a scheduled board meeting for approval (typically only for contracts with a total value equal to or greater than \$100,000). If so, the HA BOC will then make its determination of whether or not to follow the committee's recommendation. If the recommendation is followed and the top-rated proposer is approved for award, all proposers will, as detailed within Section 4.2.7 above, receive a Notice of Results of Evaluation. Contract price negotiations may, at the HA's option, be conducted prior to and/or after the Board approval. After review and contract award, evaluation documents shall be open for public inspection.

**5.2 Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the HA pursuant to this RFP:

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**5.2.1 Contract Form:** See Sample Contract, Attachment E, and *General Conditions for Non-Construction Contracts, Section I (HUD-5370-C)*, Attachment F. By submitting a proposal, the successful proposer thereby agrees to abide by all terms and conditions listed within the contract form and general conditions. (Please note that the HA reserves the right to amend this form as the HA deems necessary.) However, the HA will consider any contract clauses that the proposer wishes to include therein, but the failure of the HA to include such clauses does not give the successful proposer the right to refuse to execute the HA's contract form. It is the responsibility of each prospective proposer to notify the HA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The HA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the HA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

**5.2.2 Assignment of Personnel:** The HA shall retain the right to demand and receive a change in personnel assigned to the work if the HA believes that such change is in the best interest of the HA and the completion of the contracted work.

**5.2.3 Unauthorized Subcontracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including but not limited to, selling or transferring the contract) without the prior written consent of the HA PO. Any purported assignment of interest or delegation of duty, without the prior written consent of the HA PO shall be void and may result in the cancellation of the contract with the HA or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract, as determined by the HA PO.

**5.3 Contract Period:** The HA intends to award one or more contracts, each for an initial period of one (1) year. Upon completion of the initial contract period, the HA may elect, at its sole discretion, to renew each contract for one or two (2) additional years at a time for up to four additional years, for a potential total term of five (5) years.

**5.4 Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

**5.4.1** An original certificate evidencing the proposer's current workers compensation insurance carrier and coverage amount.

**5.4.2** An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Oak Park Housing Authority as an additional insured under-said policy (minimum of \$1,000,000 each occurrence);

**5.4.3** An original certificate showing the proposer's automobile insurance coverage on owned or non-owned vehicles in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance

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coverage with limits of no less than \$50,000/\$100,000 and medical payment of \$5,000.

**5.4.4** An original certificate showing the proposer's Errors and Omissions insurance coverage with a limit of not less than \$300,000 per occurrence throughout the contract term.

**5.4.5** If any such insurance is due to expire during the Contract period, the contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the HA. All certificates of insurance, as evidence of coverage, shall state that no coverage may be canceled or non-renewed by the insurance company until at least **thirty (30) days** prior written notice has been given to the HA. All Certificates of Insurance must **list Oak Park Housing Authority as "Additional Insured," list the sites/work (including contract/purchase order number), and be originals.**

**5.4.6** A copy of the proposer's business license allowing that entity to provide such services within the Village of Oak Park and/or County of Cook, Illinois;

**5.4.7** A copy of the proposer's license issued by the state where the proposer is located and by the State of Illinois licensing authority allowing the proposer to provide the services detailed herein.

**5.5 Right to Negotiate Final Services/Fees:** The OPHA may not necessarily proceed with an award based on the initial proposals received and reserves the right to discuss contents of such proposals to obtain additional information and to negotiate changes in the proposal. The OPHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the OPHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the OPHA evaluation committee has chosen a top-rated proposer. If such negotiations are not, in the opinion of the OPHA, successfully concluded within 5 business days, the OPHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The OPHA prefers to make only one award. However, because of the complexity of the HA's needs, the OPHA reserves the right to negotiate with and make an award to more than one proposer (separate contracts) based on any logical separation that results in the best value to OPHA, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top rated first, then next-rated following until a successful negotiation is reached). Contract award(s) will be made on the basis of the most advantageous proposal(s) to OPHA as determined by evaluating proposals in accordance with the Evaluation Process. OPHA reserves the right to determine whether a differential between offers represents any actual significant difference in technical merit. If it is determined that there is not a significant difference in technical merit, OPHA reserves the right to make an award solely on price.

**5.6 Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state and Federal laws.

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## PROPOSAL FORM

### PROFESSIONAL SERVICES TO PROVIDE HOUSING QUALITY STANDARD INSPECTIONS

Respondents to the HA Request for Proposals (RFP) for Professional Services to Provide National Standards for the Physical Inspection of Real Estate (NSPIRE) Inspections, must complete and submit this Proposal Form. An original and two (2) copies of this form and all attachments must be provided with the contractor's proposal.

Offerors must provide all certifications as requested in the RFP behind the specified tab. If more room is needed for a response to any request, please attach a sheet directly behind the pertinent page of the form and identify your response.

Any additional information that the Offeror deems necessary to submit other than that requested in the RFP should be enclosed in the Offeror's proposal behind Tab #7.

Offerors not using this form to respond will not be considered during the evaluation process.

The OPHA reserves the right to request oral information or additional written documentation to supplement any or all written proposals.

An official authorized to sign and negotiate on behalf of the firm submitting this proposal must sign this form below. Proposals must be valid for a period of at least 60 days.

In submitting this proposal, it is understood that the right is reserved by the HA to reject any and all proposals or to waive any informality in the proposals. If written notice of the acceptance of this proposal is delivered to the undersigned within 60 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required insurance certifications no later than ten (10) days after the "Notice of Award or Intent to Award.

**The penalty for making false statements in any offer is prescribed in 18 U.S.C. 1001.**

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(Proposer)

---

(Street Address)

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(City/State/Zip)

---

(Telephone/FAX)

---

(E-Mail Address)

---

(State License No.)

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(Federal I.D. and/or SSN)