

# Request for Proposal

## UPCS Annual Inspection Services

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### Scope of Services Performed

Provide the Housing Authority of \_\_\_\_\_ Annual Inspections utilizing the HUD required UPCS protocol for \_\_\_\_\_ units and \_\_\_\_\_ of developments.

### Inspection Service

1. All items interior and exterior required to be inspected under a completed UPCS annual inspection.
2. Inspections will address all UPCS Inspections Areas, including (1) site, (2) exteriors, (3) systems,(4) common areas, (5) unit interiors, and (6) health and safety.
3. The actual number of units inspected will be based upon the total number of units at a property and will include all units whether occupied or vacant.
4. Inspections will be performed with the full cooperation of agency personnel, of all physical certifications required under PHAS, including: boilers, elevators, fire alarms, sprinkler systems, and lead based paint. Existence of these certifications must be verified. Lead based paint disclosure forms can be verified by utilizing a random sampling from resident files for each development.

### Inspection Standard

UPCS 100% Physical Annual Inspections of all properties consistent with PHAS.

### Reports

Please provide samples of reports to be provided. The following reports must be included:

1. Health and Safety Reports which include all exigent Health and Safety defects as defined by REAC which must be submitted to the agency on a daily basis.
2. Scoring Report which includes an estimated score for each development as well as an overall score for the agency.
3. Recommended Correction Report which includes recommendations for corrections to conform to UPCS and a cost estimate on all deficiencies.
4. Detailed Deficiency report which includes all level 1, 2 and 3 deficiencies for each units, common area, site building systems and exterior for each location with comments.
5. Unit Deficiency Review Report which includes all level 1, 2 and 3 deficiencies on a single sheet for each resident file.

6. Any additional required documentation for the inspections to be completed and submitted to the agency in a mutually agreed upon format.

### **Inspector Requirements**

All inspectors must be qualified to perform multifamily development inspections. Resumes should be included detailing staff experience. All inspectors must have a thorough understanding of UPCS requirements. Inspectors will be required to wear an identification badge at all times and must be willing to work with agency staff.

### **Scheduling and Notification**

Inspections must start no later than \_\_\_\_\_ and be completed no later than \_\_\_\_\_.

The Housing Authority will notify all residents of the date of the required inspection to ensure completion and minimize disturbance to the residents. Notification will be provided no less than 72 hours prior to the inspection date. The property manager will accompany the inspector on all inspections and provide a master key for any unit which is vacant or the resident is not at home.

### **Cost Proposal**

Fees should be submitted on a per unit basis and a total cost for the housing authority by development.

Please provide an option for a second and third year.

### **Submission Requirements**

Contractor must provide the requested proposal by \_\_\_\_\_ to:

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_

Please provide \_\_\_\_\_ copies along with proof of liability insurance.

Please provide \_\_\_\_\_ references from HA's with similar requirements including the name of the HA, contact person with phone number or email address.

*Please direct all questions concerning this Request for Proposal to \_\_\_\_\_  
at \_\_\_\_\_.*