

# **VIRGIN ISLANDS HOUSING AUTHORITY ADDENDUM #1**

***RFP #2023-004 UPCS Inspection Services***

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**ISSUE DATE: March 29, 2023**

## **NOTICE TO ALL RESPONDENTS**

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for the Proposal package and be considered in preparing your proposal response. The above-numbered RFP is amended as set forth below. Respondents must acknowledge receipt of this addendum in their proposal solicitation. To ensure that all firms are given an equal opportunity to submit a competitive response, the following are responses to questions and requests for clarification concerning this solicitation.

### **Question/Request #1:**

Is it intended to have a certified REAC inspector visit each property and perform a 100% pre-inspection of all property areas and 100% of the units?

#### **Answer:**

That is correct.

### **Question/Request #2:**

I can see that you would like reports, scoring estimates, and repair estimates. I just want to be clear that you are not looking for inspectors to do the actual REAC inspection but rather assistance in preparing your properties for the actual inspection. I assume you also want to be able to use the awarded firm to help with appeals AFTER the actual REAC inspection.

#### **Answer:**

That is correct.

### **Question/Request #3:**

Any assistance you can provide would be appreciated. Again, my company provides over 2500 REAC inspections each year and separately provides pre-REAC assistance throughout the country. In fact, since HUD does not allow currently certified REAC inspectors to "Shadow" actual REAC inspectors during REAC UPCS inspections, I have former inspectors that are very talented, and that can provide that service.

#### **Answer:**

For clarification, the reference to "shadowing" is for our VIHA staff to shadow your pre-inspection team while the inspectors perform the pre-inspection.

### **Question/Request #4:**

Please make clear the expectations of each inspection regarding unit count. Will we be required to inspect:

#### **Answer:**

- All units? Yes, that is correct, except for those that are vacant.
- Selected units? No
- Randomly selected units (by property/VIHA personnel? No
- Randomly selected units (by the inspector)? No

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-The same sample size as determined by the current REAC protocol (based on property unit count)? No  
-a percentage of all units? No

**Question/Request #5:**

Can you explain what “appeals process” you are referring to?

**Answer:**

We are referring to the Database Adjustment process allowed by REAC to appeal any deficiency points deducted from a REAC Inspection.

**Question/Request #6:**

Can you describe what is meant by the selected firm providing “PHAS Management Operations Certificate”?

Can you please describe or provide an example of the following that is requested for the selected firm to supply:

- Housekeeping report?
- Property profile reports?
- Corrective action reports?

**Answer:**

The PHAS Management Operations Certificate, Housekeeping report, Property Profile reports and Corrective Actions reports will no longer be required for submission as a part of this contract.

**Question/Request #7:**

Can you please discuss what is meant by “REAC shadowing services”? The current RFP seems to be requesting “pre-REAC inspections” to be done by a certified REAC inspector. Pre-REAC inspections typically do not include shadowing by another REAC inspector.

**Answer:**

For clarification, the reference to “shadowing” is for our VIHA staff to shadow your pre-inspection team while the inspectors are performing the pre-inspection.

**Question/Request #8:**

Are you requesting shadowing of the pre-REAC inspection and/or are you asking for shadowing services to Be provided when the actual REAC inspection is performed (when ordered by REAC itself)?

**Answer:**

For clarification, the reference to ‘shadowing’ is for our VIHA staff.

**Question/Request #9:**

Please discuss “The selected firm will assist VIHA with the compiling, writing, and submission of appeal documents.” Does this occur after the actual REAC inspection is performed, as needed?

**Answer:**

Yes, that is correct.

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**Question/Request #10:**

Are the subcontractors that are listed on the subcontractor data form within the initial application expected to remain on the project thru duration, or will we have the flexibility to adjust our pool of inspectors as the project and business dictates?

**Answer:**

You will have the flexibility to adjust your pool of inspectors as the project and business dictates.

**Question/Request #11:**

What are the payment terms, and can you provide the detail of these terms?

**Answer:**

Payment shall be made to the Contractor within thirty (30) days of receipt of an approved invoice as long as Contractor is in compliance with the terms of this Agreement.

**Question/Request #12:**

Certified REAC inspectors are not allowed to shadow REAC inspections, will we be allotted the opportunity to train VIHA personnel, or do we need to supply non-certified subcontractors for shadowing?

**Answer:**

The reference to Shadowing is part of the contract scope for work, but is intended for VIHA personnel to accompany (shadow) your inspection team to assist in training VIHA's personnel how to perform a REAC inspection.

**Question/Request #13:**

Under Exhibit C not all AMPs are listed, are the unlisted AMPs a part of the contract and if so, will they be identified later?

**Answer:**

The unlisted AMPs will not be a part of the contract. These AMPs are either in the processed of being demolished or under a RAD Program.

**Question/Request #14:**

Regarding mandatory submittals, business licenses are not required in our jurisdiction for our scope of work, we have operated for 27 years with our Articles of Incorporation, will that be sufficient?

**Answer:**

As required by VI Law, you will have to apply for and obtain a Virgin Islands Business license online at <https://dlca.vi.gov/>. Your Articles of Incorporation will be one of the documents required to be submitted to the V.I. Department of Licensing and Consumer Affairs.

**Question/Request #14:**

Will you be providing a list of interested vendors?

**Answer:**

No