

# **BROCKTON HOUSING AUTHORITY**

## **Request for Proposals for Inspectional Services for the Federal Section 8 Program**

The BROCKTON HOUSING AUTHORITY (BHA) is requesting proposals from qualified proposers for the inspection of privately owned apartments where the rent is subsidized by the BHA through HUD's various rental assistance programs to determine compliance with HUD Housing Quality Standards (HQS), Article II of the State Sanitary Code, and HUD mandatory minimum Dwelling Standards, where applicable.

Proposer will inspect only apartment units as requested by the Authority from time to time and will render a written report as to the conditions and/or defects noted, and the repairs necessary.

Proposer will be responsible for scheduling appointments with landlords and/or tenants, providing landlords with written notice of scheduled appointment, inspecting units to ascertain compliance, informing landlords in writing as to required repairs, re-inspection of units to ascertain proper repairs have been completed, all discussions and conversations with landlords, tenants, and Leased Housing Administrator, maintaining confidentiality of records regarding program participants, conducting rent reasonableness when required based on Section Eight Management Assessment Program (SEMAP).

Proposal packages may be picked up from Ms. Margaret Pauline, Leased Housing Administrator, 1090 Main Street, Brockton, MA 02301. All responses must be received at the Leased Housing Department, Brockton Housing Authority, 1090 Main Street, Brockton, MA 02301 no later than 4:00 p.m. on June 15, 2017. Late responses will not be considered. Any questions regarding this solicitation should be directed to Margaret Pauline, Leased Housing Administrator, telephone: 508-427-9044.