



## ADDENDUM NUMBER ONE

April 8, 2026

RFP #26-914-04

HOUSING QUALITY STANDARD (HQS) INSPECTION SERVICES

Please see attached:

**\*\*\*The Proposal Submittal Deadline for this RFP has been extended to Wednesday, April 15th at 3:00 p.m. CST.\*\*\***

**\*\*\*This Addendum also contains a CORRECTED FEE PROPOSAL SHEET. This replaces Attachment H in the original Request for Proposals. Please submit this corrected sheet in accordance with the instructions provided in Section 3.2.1 of the RFP.\*\*\***

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 3:00 p.m. CST on April 15, 2026. All other terms and conditions shall remain as stated in the original Request for Proposals or clarified by this Addendum. All addenda must be acknowledged.

**END OF ADDENDUM NUMBER ONE**

**Addendum No. 1**  
**Housing Quality Standard (HQS) Inspection Services**  
**RFP No. 26-914-04**  
**Answers to Questions Received:**

1. We are currently reviewing the referenced RFP for inspection services and request clarification on the scope and expectations for the following inspection types:

**a. To clarify, for the public housing program, HANO will only require “Special Inspection – Pre-NSPIRE preparation” for units that HANO manages. The other types of inspections will be handled in-house.**

- Public Housing Vacancy Inspection
- Public Housing Preventative Maintenance Inspection
- Public Housing Specialty Inspection
- Public Housing Health and Safety Inspection
- Public Housing Quality Control Inspection

2. Specifically, please confirm:

- The purpose and timing of each inspection type;

**The purpose of the Pre-NSPIRE inspection is to assess the conditions of public housing units and sites in preparation for upcoming HUD NSPIRE inspections and to determine which repairs and improvements should be made to the units and the site to cure all noted deficiencies and to maximize the NSPIRE scores. The Pre-NSPIRE inspections would be conducted at least 28 days in advance of the scheduled HUD NSPIRE inspection.**

- The standards to be used (e.g., HUD NSPIRE, local code, or HANO internal protocols);

**HUD NSPIRE**

- The required deliverables, including reporting format, photographs, and deficiency classifications;

**Deliverables include a completed HUD NSPIRE Inspection Checklist for each unit inspected, noting all deficiencies and deficiency classifications per unit. Inspection checklists should include photos of each deficiency and any notes for how to correct the deficiency by unit and for site conditions.**

- Whether any inspection types require licensed professionals or specialized certifications (other than HQS/NSPIRE certification).

**Only NSPIRE certification will be required.**

- Purpose and Timing. Below is for HCV

**Initial Inspection**

**Purpose: Conducted after a Request for Tenancy Approval (RFTA) is submitted to ensure the unit meets HUD Housing Quality Standards (HQS) or NSPIRE-V requirements before the family can move in.**

**Timing: Owner must be contacted within 48 hours, and the inspection must be completed within 5–7 business days.**

**Annual Inspection**

**Purpose: Conducted to ensure the unit continues to meet HUD housing quality standards and remains safe and habitable for the assisted family.**

**Timing: Conducted before the inspection due date, with at least 30 days' notice provided to the tenant and landlord.**

**Re-Inspection**

**Purpose: Conducted to verify that deficiencies identified during a failed inspection have been corrected.**

**Timing: Re-inspections must be completed within five (5) business days of receiving notification that repairs are complete.**

**Special Inspection**

**Purpose: Conducted at the request of HANO due to tenant complaints, landlord requests, or suspected health and safety issues.**

**Timing: Scheduled as directed by HANO based on the urgency of the issue.**

**Abatement Cure Inspection**

**Purpose: Conducted when a unit has been placed under Housing Assistance Payment (HAP) abatement to verify that all required repairs have been completed before payments are reinstated.**

**Timing: Scheduled after the owner notifies HANO that the deficiencies have been corrected.**

**Quality Control Inspection**

**Purpose: Conducted to verify the accuracy and quality of inspections previously completed and to ensure compliance with HUD inspection standards.**

**Timing: Performed periodically as part of HANO's quality assurance and monitoring process.**

- The standards to be used (e.g., HUD NSPIRE, local code, or HANO internal protocols).

**For HCV it is HQS standards.**

- The required deliverables, including reporting format, photographs, and deficiency classifications; and

**QC inspection report identifying any discrepancies or inspection errors.**

- Whether any inspection types require licensed professionals or specialized certifications (other than HQS/NSPIRE certification).

**No.**

3. The RFP states in the Inspection Timelines, for re-inspections following a fail or no show, is 5 days. Can HANO please clarify what activity is required in 5 days? Is the vendor required to complete the reinspection within 5 days, or schedule and mail notice of reinspection within 5 days?

**The vendor is required to complete the re-inspection within five (5) business days after the failed inspection or notice of correction. The five-day requirement refers to the completion of the re-inspection, not simply scheduling it.**

4. What is the anticipated volume of inspections to be assigned to the selected vendor?

**Approx. 30,000 inspections. However, as a reminder, HANO does not guarantee any minimum or maximum amount of work as a result of any Contract that may arise from this RFP.**

5. Would HANO allow the selected vendor to utilize HANO's software system to manage inspections, or does HANO require that the vendor utilize their own software? If the vendor may use HANO's system, what software is HANO currently utilizing?

**The contractor must maintain an inspection management system capable of electronic reporting, digital photographs, scheduling, and inspection tracking. The system must allow HANO staff access to inspection records. Vendors may use their own inspection management software provided it meets these requirements and integrates with HANO's system Emphasys.**

6. How many HCV units does HANO currently have leased? Are they on an annual or biennial inspection schedule?

**18,050. They are on an annual inspection schedule.**

7. How many PH units does HANO currently have?

**HANO currently manages 466 total public housing units across fourteen (14) AMPs (properties).**

8. What is the total number of HCV inspections completed in 2025, inclusive of all inspection types?

**The total number of HCV inspections completed in 2025 is 45,285.**

9. What is the total number of PH inspections completed in 2025?

**Of the 466 public housing units that HANO manages, 93 total public housing units in four (4) AMPs received NSPIRE inspections in 2025.**

10. Has the agency already implemented NSPIRE-V? If not, what is the agency's goal date for the implementation of NSPIRE-V?

**HQS for HCV until 2027.**

11. How many properties have been identified?

**This question is unclear as written. HANO will assume the requestor is asking how many properties are currently housing HCV recipients and will require inspections. HANO currently has 18,050 units leased in the HCV Program.**

12. The Appendix A Scope of Work Specifications form under minimum inspection capacity states: "Inspectors must complete an average of 10–15 inspections per inspector per day, depending on inspection type." Based on our previous experience in New Orleans, traffic can create significant delays. Could you please clarify which type(s) of inspections this requirement refers to?

**The requirement that inspectors complete an average of 10–15 inspections per inspector per day generally applies to standard inspections such as annual inspections and re-inspections. Special inspections and more complex inspections may require additional time depending on scope and travel considerations.**

13. Will inspections that are geographically clustered be scheduled together to minimize travel time?

**The vendor will be responsible for scheduling inspections, which will allow them to tailor the schedule to meet operational needs and maximize efficiency. HANO will work with the contractor to coordinate inspection scheduling where feasible to improve efficiency and minimize travel time.**

14. Is the selected respondent required to use their own software; or is it possible to utilize Hano's system?

**The contractor must maintain an inspection management system capable of electronic reporting, digital photographs, scheduling, and inspection tracking. The system must allow HANO staff access to inspection records. Vendors may use their own inspection management software provided it meets these requirements and integrates with HANO's system Emphasys.**

15. Appendix C, Profile of Firm Form, requests that we identify the firm's principals/partners and submit a brief resume. Please confirm that each partner needs to include a resume.

**Yes, each partner needs to include their resume.**

**\*\*\*Continued on next Page\*\*\***

**REQUEST FOR PROPOSALS (RFP) No. 26-914-04: Housing Inspection Services (HQS)  
Inspection Services**

**HOUSING AUTHORITY OF NEW ORLEANS  
REQUEST FOR PROPOSALS  
FOR  
Housing Inspection Services (HQS) Inspection Services  
NO. 26-914-04**

**CORRECTED FEE PROPOSAL SHEET**

Please complete the worksheet by entering responder's firm-fixed fee. The Respondent understands all rates hereby include all related expenses, including, without limitation, travel and fuel cost/reimbursement, all general and administrative overhead, employee wages and benefits, taxes, licensing, insurance, materials, supplies, tools, equipment, document copying, design, and profit. No other mark-ups or surcharges will be allowed at these rates. The Respondent shall provide their fees to provide HQS Inspection services on a per unit basis.

The Respondent understands all the requirements of the work set out in the "Scope of Services" in this RFP and agrees to perform the work for the following amount:

<u>Housing Choice Voucher Inspections</u>	<u>Fee Per Unit</u>
Initial Inspections	\$ _____ /EA
Annual Inspection	\$ _____ /EA
Re-Inspection	\$ _____ /EA
Special Inspection	\$ _____ /EA
Abatement Cure Inspections	\$ _____ /EA
Quality Control Inspections	\$ _____ /EA

<u>Public Housing Inspections</u>	<u>Fee Per Unit</u>
Special Inspection - Pre-NSPIRE preparation	\$ _____ /EA

**\*HANO does not guarantee any minimum or maximum amount of work as a result of any Contract that may arise from this RFP.**

NOTE: Reimbursable rates for travel and lodging (if approved in writing by HANO) shall be in accordance with the current U.S. General Services Administration (GSA) Schedule of Rates, if required and approved by HANO. Refer to [www.gsa.gov](http://www.gsa.gov).

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Offeror's Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Offeror's Name (Print)