



HOUSING AUTHORITY OF THE CITY OF FORT WORTH DBA FORT
WORTH HOUSING SOLUTIONS (FWHS)

REQUEST FOR QUALIFICATIONS (RFQ) NO. 2024-203

PROPERTY NEEDS ASSESSMENT SERVICES

Release Date: August 22, 2024

Due Date: September 27, 2024 at 5:00 pm Central Time



SCHEDULE OF EVENTS

REQUEST FOR QUALIFICATIONS

RFQ NO. 2024-203 PROPERTY NEEDS ASSESSMENT SERVICES

PRE-SUBMISSION VIRTUAL MEETING	
DATE & TIME:	September 5, 2024, at 2:00 p.m. Central
MEETING LINK:	Microsoft Teams meeting Need help? Join the meeting now Meeting ID: 220 418 186 04 Passcode: eXN3A4
JOIN BY PHONE:	Dial in by phone +1 872-222-5939,,748371930# United States, Chicago Find a local number Phone conference ID: 748 371 930#
RFQ QUESTIONS & CLARIFICATION DEADLINE	
DATE & TIME:	September 10, 2024, before or by 5:00 p.m. Central
SEND TO:	All questions for the RFQ must be submitted in writing through Bonfire at https://fwhs.bonfirehub.com
ELECTRONIC SUBMISSION (Late responses will not be accepted)	
DUE DATE& TIME:	September 27, 2024, at 5:00 p.m. Central
SUBMISSION UPLOAD LINK:	https://fwhs.bonfirehub.com
FWHS reserves the right to reject any or all RFQs. MBE/WBE firms are encouraged to submit.	

*** Fort Worth Housing Solutions reserves the right at its sole discretion to amend any or all of the dates associated with the schedule of events. ***

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I. INTRODUCTION

Housing Authority of the City of Fort Worth, Texas, dba Fort Worth Housing Solutions (FWHS) is pleased to issue this Request for Qualifications (RFQ) for **Property Needs Assessment Services**.

MBE/WBE firms are encouraged to submit submissions.

FWHS is seeking **sealed submissions** from interested and qualified companies who have experience with Property Needs Assessment (PNA) Services.

Following the evaluation of submittals, FWHS shall award a requirements contract with a firm-fixed fee not-to-exceed amount to one or more responsible Responders whose qualifications will be most advantageous to FWHS.

The resulting contract(s) awarded shall commence on the date specified in the executed contract issued by FWHS and shall be initially for a one (1) year term. FWHS will have the option to renew the contract for four (4) additional one (1) year terms.

FWHS is changing the face of affordable and attainable housing opportunities by providing mixed-income rental and homeownership possibilities that enable our clients to flourish in the community. FWHS accomplishes this by assisting our clients in elevating themselves to the next level of self-sufficiency and personal responsibility through life-changing programs. Through its real estate development program, FWHS also delivers stable investment opportunities for our development partners.

Learn more about Fort Worth Housing Solutions at <http://www.fwhs.org>.

Notice: Contact with members of the FWHS Board of Commissioners, officers, and/or employees other than the contact person shown in the RFQ, by any prospective Respondent, after the publication of the RFQ and prior to the execution of a contract with the successful Respondent(s) could result in disqualification of your submission. In fairness to all prospective Respondent(s) during the RFQ process. FWHS will not meet with anyone representing a potential provider of these services to discuss this RFQ outside the scheduled pre-submission meeting. An addendum will be issued to address all questions/concerns to ensure no Respondent has a competitive advantage over another. This does not exclude meetings required to conduct business not related to the RFQ, or possible personal presentations after written qualifications have been received and evaluated.

II. SCOPE OF SERVICES

Fort Worth Housing Solutions is soliciting submissions from qualified, licensed and experienced firms to conduct professional property needs assessment services for several properties, as identified in the Phases listed below. The objective is to contract with a firm (or firms) to evaluate each facility, establish standards and benchmarks for maintenance options, and provide recommendations to establish accurate budgets.

Each assessment will be a tool in future decision-making processes and annual budgeting.

Each assessment should:

- 1) Express opinions of the conditions and/or useful life of buildings and mechanical and electrical operating and maintenance systems
- 2) Analyze the building's capital needs and prepare the associated reports and other documents in accordance with Generally Accepted Engineering Principles, statutes, rules and regulations.
- 3) Make recommendations regarding upgrades, rehabilitation, repair, stabilization, and/or modernization of buildings, facilities, and systems as requested.
- 4) Predict likely repair and replacement costs over a 10-year period. The assessment should include every major component and every significant aspect of the property's physical condition. The final report should provide estimates of all repair and replacement costs.

At a minimum, the assessment should cover the components listed below. Firms may propose other components as appropriate.

Accessibility	Landscaping
Carpeting/Flooring	Paving
Drainage	Plumbing
Electrical	Regulatory Compliance
Elevators	Roofing
Energy	Security
Fire Safety	Structural
HVAC	Windows

The final assessment report should allow FWHS to better assess the portfolios' capital needs and facilitate effective short-term and long-term (10 years) capital planning to preserve existing FWHS Communities. The deliverables should classify, rank and prioritize information concerning deficient building and system conditions and corresponding correction recommendations by severity and anticipated lifecycle. The work should support the development of a long-term financial planning process that protects the value of the institution's facility assets. The financial plan shall include forecasts of the estimated capital investments required to address both cyclical renewal needs and non-cyclical repairs and restoration.

The properties will be ordered in three phases as listed below:

Phase 1

Property	Address	Zip Code
Hunter Plaza	605 West 1 st Street	76102
Prince Hall Apartments	4820 E Berry Street	76105
Sabine Place	1215 Terminal Road	76106
Silversage Point at Western Center	1800 Western Center Boulevard	76131
Stallion Pointe	9053 S. Race Street	76140
Carlyle Crossing	6300 Vega Drive	76133

Phase 2

Property	Address	Zip Code
Alton Park	5712 Azle Avenue	76106
Avondale	13101 Avondale Farms Drive	76052
Overton Park Townhomes	5501 Overton Ridge Boulevard	76132
Palladium Fort Worth	9520 Club Ridge Drive	76108
Standard at Boswell	8861 Old Decatur Road	76179
Villas of Eastwood	4700 E. Berry Street	76105

Phase 3

Property	Address	Zip Code
Campus Apartments	4633 Campus Dr.	76119
Hometowne at Matador Ranch	8500 Crowley Road	76134
Reserve at McAlister	432 Archbury Road	76028
Sedona Village	6101 Old Denton Rd	76131
Cambridge Court	8135 Calmont Avenue	76116
Candletree	7425 South Hulen Street	76133

The selected Respondent(s) chosen must have at least three (3) years of verifiable experience in providing this type of service. The selected Respondent(s) must be knowledgeable and reputable in the local building assessment and comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes. The selected Respondent(s) should demonstrate evidence of certifications, accreditation, permits or licenses necessary to perform the services required.

III.SUBMISSION PROCEDURES & REQUIREMENTS

Electronic Submission:

Respondent's submission must be uploaded in the FWHS e-Procurement portal (Bonfire), with all required documents (See **Exhibit A** – Document Checklist).

Respondents can register by using the following link: <https://fwhs.bonfirehub.com>

Respondent's qualifications submission must be uploaded in the Bonfire portal by the due date and time listed on Page 2, with all required documents. Emailed submissions will not be considered.

The Respondent must submit the following information, although FWHS reserves the right to request more information upon review of initial submissions. **Identify each section of the submission as the listed tab section:**

A. Information Required in the Submission

1. Letter of Interest, Executive Summary (Tab 1)

- a.** Include contact name and address: name, title, email, and telephone number to be contacted for clarification or additional information regarding submissions (Cover letter).
- b.** A brief statement summarizing the Respondent's company and relevant experience and qualifications.
- c.** Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational document and a corporate resolution, if applicable, signed by the Secretary of the Respondent and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto.

2. Professional Experience (Tab 2)

Provide qualifications and professional experience for the following same or similar services on a separate sheet:

3. Company Principals/Executives/Key Personnel (Tab 3)

Provide Project Manager's and proposed key staff's expertise and length of experience. Include resumes with building assessment and reporting experience, including qualifications, certifications or licenses that demonstrate ability to successfully perform the services required.

4. Operations Submission (TAB 4)

Demonstrate project understanding and project approach to address challenges unique to this project.

5. Financial Statement (TAB 5)

Include a copy of financial statements for the last three (3) fiscal years. If required, this information may be confidential, as long as this documentation is clearly marked confidential.

Each Respondent must complete the applicable forms as provided in Exhibit B. All forms must bear a signature. For forms that do not apply to your form, write “N/A” sign and date.

B. Evaluation Process

A selection committee composed of FWHS staff will review submittals in accordance with this RFQ and recommend the firm(s) most advantageous and supportive of the agency’s needs. The selection committee may at its discretion request interviews with Respondents to discuss specific aspects and clarifications of their submission(s).

IV. EVALUATION/SELECTION CRITERIA

The RFQ responses will be evaluated and rated on, but may not be limited to, the following criteria:

CRITERIA	POINTS
Qualifications: Project Manager’s and proposed key staff’s assessment expertise and length of experience. Resumes that indicate extensive and comprehensive building assessment and reporting experience in multi-family projects, including team member qualifications and certifications or licenses. Demonstrated evidence of certifications, accreditation, permits or licenses necessary to successfully perform the services requested.	25
Relevant Project Experience: Demonstrated length of verifiable experience in assessment of physical needs and condition of multifamily projects of equal similar in scope and size.	20
Project Understanding: Demonstrated project understanding, including how the team plans to address challenges unique to this project.	25
Project Approach: Development of a project-specific approach to managing and delivering this project.	20
Financial Ability: Financial strength and overall ability to provide the services, as evidenced by the financial statements and/or balance sheets.	5
M/WBE Utilization: Efforts to utilize M/WBE’s in the Project	5
Total Initial Points	100
Interview and Presentation, if requested by FWHS	10
Total Overall Possible Points	110

Interviews, if desired by FWHS, will be used to identify the top Respondent(s).

V. GENERAL CONDITIONS OF THE RFQ

A. Indemnity

Respondent will indemnify, protect, defend and hold harmless FWHS, and FWHS's affiliated entities, respective officers, directors, employees and agents (collectively, "Indemnitees") for, from and against all liabilities, claims, losses, liens, causes of action, judgements and expenses, including attorney fees, and any nature, kind or description of any person or entity directly or indirectly arising out of, caused by or in connection with (in whole or in part) (a) the performance of the Agreement, or (b) any act, error or omission of Respondent (or anyone directly or indirectly employed, controlled, or contracted by them) in carrying out the terms and provisions of this Agreement, or breaching same (collectively, "Liabilities"), even if such Liabilities are caused by the concurrent negligence (whether active or passive) of any Indemnitee. This indemnification is not limited to damages, compensation or benefits payable under insurance policies, workers' compensation acts, disability benefit acts or other employees' benefits acts.

B. Mistakes in Submissions

If a mistake in a submission is suspected or alleged, the submission may be corrected or withdrawn during any negotiations that are held. If negotiations are not held, or if best and final offers have been received, the Respondent may be permitted to correct a mistake in the submission and the intended correct offer may be considered based on the conditions that follow:

1. The mistake and the intended correct offer are clearly evident on the face of the submission.
2. The Respondent submits written evidence which clearly and convincingly demonstrates both the existing offer, and such correction would not be contrary to the fair and equal treatment of other Respondents.

Mistakes after award must not be corrected unless the Procurement Manager makes a written determination that it would be disadvantageous to FWHS not to allow the mistake to be corrected. The approval or disapproval of requests of this nature must be in writing by the Procurement Manager.

C. Conflicts of Interest

The Respondent warrants that to the best of his/her knowledge and belief and except as otherwise disclosed, he/she does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this contract and the Respondent's organizational, financial, contractual, or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage; or

2. The Respondent's objective in performing the contract work may be impaired. In the event the Respondent has an organizational conflict of interest as defined herein, the Respondent must disclose such conflict of interest fully in the submission.
3. The Respondent agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she must make an immediate and full disclosure in writing to the President which must include a description of the action which the Respondent has taken or intends to take to eliminate or neutralize the conflict. FWHS may, however, terminate the contract if it is in its best interest.
4. In the event the Respondent was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the President, FWHS may terminate the contract for default.
5. This clause's provisions must be included in all subcontracts and consulting agreements where the work to be performed is similar to the service provided by the Respondent. The Respondent must include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.
6. No member of the FWHS Board must be allowed to share any or part of this contract or to derive any benefit to arise from it. This provision must be construed to extend to this contract if made with a corporation for its general benefit.
7. Any FWHS official or employee who exercises or has exercised any functions or responsibilities with respect to any FWHS contract/procurement activities, or who is in a position to participate in the decision-making process or gain inside information with regards to any FWHS contract/procurement activities, obtain a financial or economic interest or benefit from the contract/procurement, or have an interest in any contract or subcontract, or agreement with respect thereto or the proceeds there under, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure with the FWHS or for one year after such individual leaves FWHS.
8. FWHS reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

D. Safeguards of Information: Unless approved in writing by FWHS, the Respondent may not sell or give to any individual or organization any information, reports, or other materials given to, prepared, or assembled by the Respondent under the final contract.

E. Acceptance of RFQ and Contract Terms

Respondent's submission of a submission in response to the RFQ must constitute acceptance by the Respondent of the terms and conditions of this RFQ. In the event that the Respondent's submission is accepted for contract award, the Respondent agrees to enter into a negotiated contract with FWHS at a later time and date.

Term: This contract will be a firm-fixed price contract for one (1) year, with four (4) one-year renewal options, based on need, performance, and funding availability. Mutual written consent will be required between both parties for renewals. The contract will not bind or purport to bind FWHS

for any contractual commitment over the original period. The agreement may be canceled by either party for any reason with 60 days' written notice. All cost increases must be approved by FWHS.

F. Contract Award

Subject to the rights reserved in this RFQ, FWHS will award the contract by written notice to the awarded Respondent(s) (the “Contractor”). The award of the contract is subject to the approval of the FWHS Board and/or the FWHS President, and it must be conditioned on the successful negotiation of revisions, if any, to the RFQ, recommended as part of the evaluation of submissions.

A contract must be awarded in accordance with the terms and conditions of this RFQ to the Respondent(s) whose submission is most advantageous to the FWHS considering price, qualifications, technical and other factors as specified in this RFQ, FWHS reserves the right to negotiate and award any element of this RFQ, to reject any or all submissions or to waive any minor irregularities or technicalities in RFQ received as in the best interest of FWHS.

G. Insurance Requirements

If a Respondent(s) receives an award and unless otherwise waived in the contract, the Respondent will be required to provide an original COI (Certificates of Insurance) confirming the following minimum requirements to FWHS once notified. **A current COI will be required for the duration of the contract term, including extensions. FWHS must be named as an additional insured and as the certificate holder.**

Professional Liability	Required Limit
FWHS and its affiliates must be named as an Additional Insured and be a Certificate Holder. Vendors who render observational services such as appraisers, inspectors, attorney’s engineer’s consultants.	\$1,000,000
Business Automobile Liability	Required Limits
This is required for any vendor that will be using their vehicle to do work on FWHS properties.	\$500,000 combined Single limit, per occurrence
Workers Compensation and Employer’s Liability	Required Limits
Workers’ Compensation coverage is Statutory and has no pre-set limits. Employer’s Liability limit is \$500,000. Workers’ Compensation is required for any vendor made up of more than two persons. A Waiver of Subrogation in favor of FWHS must be included in the Workers’ Compensation policy. FWHS must be a Certificate Holder.	Statutory \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at FWHS properties. FWHS must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate

Liability insurance may be arranged by general and auto liability policies for the full limits required, or by a combination of underlying liability policies for lesser limits with remaining limits provided by an excess or umbrella policy. **All policies hereunder must be provided by carriers with an A.M. Best's rating of at least B+.**

H. No Warranty

Respondents must examine the RFQ, scope of services, and instructions for the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has investigated the extent and character of the services requested. No warranty or representation is made or implied as the information contained in this RFQ.

I. Expense of RFQ Submission

All expenses incurred in the preparation and submission of the RFQ to FWHS in response to this RFQ must be borne by the Respondent.

J. General Conditions

1. LATE RESPONSES WILL NOT BE ACCEPTED OR CONSIDERED.
2. FWHS reserves the right to accept or reject any and all submissions submitted, either in whole or in whole or in part, with or without cause; to waive any informalities of any submission; to extend, amend or cancel this RFQ at any time; and, to make the award in the best interest of FWHS.
3. FWHS reserves the right to request additional information, if needed, from prospective Respondents.
4. In the event that it becomes necessary for FWHS to revise any part of this RFQ, revisions will be provided in the form of an Addendum to all prospective Respondents. FWHS may issue and does require Respondents to acknowledge addendum/addenda to the RFQ. Submissions must conform to any addenda that may be issued to this RFQ.
5. Submissions that are incomplete or not in conformance with the submission requirements may be eliminated from further consideration. Respondents must carefully note the submission requirements.
6. **Under Texas Government Code Chapter 552 (Public Information)**, all submissions submitted in response to this RFQ will be considered public information and may be made available to the general public (including news media) unless Confidential and/or Proprietary information is submitted under separate cover and is clearly designated as such.
7. The Respondent must provide an oral presentation regarding the submission submitted, if requested to do so by FWHS.
8. Respondents may modify or withdraw a submission prior to the RFQ due date, by an authorized representative of that organization. All submissions will become the property of FWHS after the RFQ Deadline.

9. The Respondent affirms that he/she is of lawful age and that no other person, firm, partnership, or corporation has any interest in this submittal or in the contract proposed to be entered.
10. The Respondent affirms that its submission is made without any understanding, agreement or connection with any other person, firm, partnership, or corporation making a submittal for the same purpose, and is in all respects fair and without collusion or fraud.
11. The Respondent has carefully read the provisions, terms, and conditions of the RFQ document and does hereby agree to be bound thereby.
12. FWHS reserves the right to make multiple awards from this RFQ and retains the right to negotiate with the awarded firm(s).
13. Additional services and/or service adjustments may be added or deleted during the life of any contract awarded hereunder as mutually agreed upon in writing between FWHS and Respondent.
14. Respondents must meet FWHS' insurance requirements as requested in the RFQ.
15. The Respondent will not offer any gratuity, favor, or anything of monetary value to any officials or employee of FWHS for the purpose of influencing consideration of a response to this RFQ.
16. FWHS reserves the right to disqualify any submission(s) that may present a conflict of interest between FWHS, its employees or Board members, Respondent(s), or parties identified in the submission.
17. Submissions may NOT be withdrawn for one-hundred twenty (120) days from the RFQ due date.
18. The proposed fee is inclusive of all necessary costs to provide the proposed services, including but not limited to employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; vehicle fuel, etc. Each fee proposed must be fully "burdened" with profit and overhead costs.

VI. EXHIBIT A – DOCUMENTS CHECKLIST

Required Documents Checklist

All documents, including this Checklist, must be completed in full and submitted in the requested order, or response may be considered as a non-responsive submittal.

Exhibit A

Documents Checklist

Initial if Included

1. Qualifications Document Checklist
2. Acknowledge of Receipt of Addendum/Addenda, if applicable
3. HUD Forms
4. Business References
5. Non-Collusive Affidavit
6. Conflict Of Interest Questionnaire
7. Profile of Firm
8. M/WBE Guidelines
9. Equal Employment Opportunity
10. Insurance Certificate Proof
11. W-9

I understand that failure to submit all these items may cause my submittal to be considered non-responsive.

Name

Title

Company

VII. EXHIBIT B – HUD FORMS

1. Instructions to Offerors Non-Construction (HUD-5369-B)
2. Certifications and Representations of Offerors - Non-Construction (HUD 5369-C)
3. General Conditions for Non-Construction Contracts (HUD-5370-C)

VIII. EXHIBIT C – FWHS FORMS

1. Business References
2. Non-Collusive Affidavit
3. Conflict of Interest Questionnaire
4. Profile of Firm
5. M/WBE Participation
6. Equal Employment Opportunity
7. Sample Certificate of Insurance
8. W-9