



**CITY OF HOUSTON**  
**HOUSING AND COMMUNITY**  
**DEVELOPMENT DEPARTMENT**  
Q24054  
**NOTICE OF REQUEST FOR QUALIFICATION**

**HOUSING AND**  
**COMMUNITY**  
**DEVELOPMENT**  
**PURCHASING DIVISION**  
601 SAWYER  
Houston, Texas 77007

**GENERAL INSTRUCTIONS, TERMS & CONDITIONS**

The City of Houston's Housing and Community Development Department (HCDD) is seeking qualifications from qualified Architectural and Engineering firms to perform one or more of the following services for new construction or rehabilitation of multifamily, single-family and commercial properties within the City limits: perform and prepare a property condition assessment (PCA), final plan review, cost reasonableness report, accessibility review, and monthly construction inspections. This request for qualifications (RFQ) is in connection with the Neighborhood Stabilization Program (NSP), the HOME Investment Partnerships Program (HOME), the Community Development Block Grant Program (CDBG) including the Disaster Recovery Program (DIDR), or any other use deemed necessary by the City of Houston.

Prospective proposers needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Derrick McClendon at [derrick.mcclendon@houstontx.gov](mailto:derrick.mcclendon@houstontx.gov). The deadline for submitting questions is **Friday, August 29, 2014 at 3:00 p.m. CST. No questions will be accepted after deadline.** All questions will be answered via letter of clarification to this RFQ and posted on the HCDD website and e-mailed to all who registered to receive this RFQ, <http://www.houstontx.gov/housing/rfp.html>.

Please review the Scope of Work/Services below. If you believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of the RFQ, please submit your response to Derrick McClendon, Division Manager, via method listed below by **Friday, September 11, 2014 at 3:00 p.m. CST. No proposals will be accepted after deadline.**

Mail/or Deliver: City of Houston  
Housing and Community Development  
Suite 400  
601 Sawyer  
Houston, Texas 77007

**SCOPE OF WORK/SERVICES**

HCDD anticipates selecting up to six (6) firms, based upon their qualifications, to be known as the "Qualified Bidders List". These firms will be asked to provide bids and perform the necessary scope of work/services, upon receipt of property specifications on selected properties, as requested, for a period of three years with two one year extension options.

1. Conduct one or more of the services listed below (A, B, C, D, and E) for multifamily properties related to the NSP, HOME, CDBG, DIDR programs, and other City of Houston programs.
  2. Provide all necessary labor, equipment and supplies to complete the report.
  3. Must submit current Insurance Certificate and Drug Policy forms.
- A. The **Property Condition Assessment** firm will visit the property and perform the following tasks:
- i. Evaluate the current condition of the property;
  - ii. Inspect a representative sample of interior units, no less than 15% of the total units;



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- iii. Provide a complete listing of all damaged property that requires repair and/or replacement, with estimated costs;
- iv. Provide an evaluation of the extended useful life of the upgraded property, as proposed;
- v. Estimate rehabilitation expenses as well as ongoing capital needs;
- vi. Submit a written report to the City, covering the aforementioned items, including pictures.

The PCA must conform to American Society for Testing and Materials (ASTM - <http://www.astm.org/>) "E2018-08 Standard Guidelines for Property Condition Assessments." The report must be prepared according to the Texas Administrative Code, Title 10, Part 1, Chapter 1, Subchapter B, Rule §1.36, Property Condition Assessment Guidelines (see attached).

**B. Plan and Cost Review** firm will inspect the property, review the project budget, review the permitted "construction issue" set of plans and the specifications and perform the following tasks:

- i. Comment on design adequacy of the architectural, structural, civil, HVAC, electrical, plumbing, landscaping and any other applicable drawings;
- ii. Confirm that the proposed specifications and/or detailed scope of work (on a unit by unit basis) meet the City of Houston's Minimum Property Standards found at <http://www.houstontx.gov/housing/pdf/minpropstand-q24046.pdf>.
- iii. Submit a written report to the City covering the aforementioned items.
- iv. Review the site, including dimensions and area, if a survey is available;
- v. Review all parking facilities and site amenities;
- vi. Review all building components and finishes, including but not limited to structural and roofing systems, the exterior envelope and interior finishes;
- vii. Review all systems, including but not limited to mechanical systems, HVAC, plumbing, electrical, life safety and sprinkler systems;
- viii. Review the proposed scope of work and budget, then compare both to their respective counterparts in other similar new construction, demolition, or rehabilitation projects;
- ix. Review published cost data, historical database of properties (Marshall & Swift or comparable database) with scopes of work similar to the proposed project;
- x. Certify that the work and costs are reasonable and typical in the current marketplace;
- xi. If the work is not consistent and/or costs are not reasonable, the firm will render an opinion of the work that needs to be included in the scope and the estimated costs to complete the scope of work;

**C. The Handicap Accessibility Specialist** firm will review the plans and specifications and perform the following tasks:

- i. Certify the plans comply with the American with Disability Act (ADA), Section 504 of the Rehabilitation Act and/or the Uniform Federal Accessibility Standards (UFAS) – depending on funding sources- and the Fair Housing Act (FHA);



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- ii. Inspect the property at completion of one of each unit type and at 100% completion to ensure the property complies with the applicable requirements and work is accomplished according to the approved plans and specifications;
- iii. Submit a written report to the City, covering the aforementioned items, including pictures.

D. The **Construction Inspection** firm will perform the following tasks on a monthly basis:

- i. Provide written comments on job progress based on the construction schedule;
- ii. Notify the City of any delays in the construction progress;
- iii. Review the requests for payment from the General Contractor AIA G702/G703, determine if amounts therein stated have been earned, and make recommendations for payment or withholding monies, and evaluate if the balance to complete represents, on a percentage of completion basis, the cost to complete the project;
- iv. Provide a detailed description of the location and security of materials stored on site and document the amount of materials requested in any request for advance;
- v. Provide backup on all change orders;
- vi. Remark on the quality of work in place and whether construction is progressing in accordance with the approved plans and specifications, including the ADA component;
- vii. Discuss any construction issues and comment on adequacy of construction funds;
- viii. Submit a written report to the City, covering the aforementioned items, including pictures.

**RFQ SUBMITTAL REQUIREMENTS**

**Three (3) hardcopies, including one (1) printed original (clearly marked "Original") signed in BLUE ink by an individual(s) legally authorized to bind the firm and one (1) copy (clearly marked "Copy") shall be submitted in a 3-ring binder, tabbed in sections. In addition, one (1) electronic copy on disc or flash/jump drive, (bookmarked to identify each section) is also required for submittal.**

- Provide resumes of principals and key personnel/proposed staff
- Provide licenses/designations/certifications, as applicable
- Provide client references for which proposer has performed similar services to those referenced in RFQ
- Provide a brief overview of firm(s) experience, services offered
- Provide a list of properties/projects where work was performed, to include a brief description of each
- Provide samples of one or more of the following reports utilized by firm (as applicable): PCA, final plan review, cost reasonableness report, accessibility review, and monthly construction inspection reports, for LARGE multifamily properties (100 or more units).



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**Additionally, the documents listed below must be provided with the proposal:**

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
All Applicable Licenses/Certifications as Required in Scope of Work/Specifications
Insurance Certificate

\* *All forms can be downloaded from the following link: <http://www.houstontx.gov/housing/rfp.html>. Offeror will be able to click and print each required document from this site.*

**Qualification Evaluation Criteria:**

In evaluating the submitted qualifications, HCDD will consider the following criteria:

<b>EVALUATION CRITERIA</b>	<b>Possible Points</b>
<b>1.0 Experience, Abilities and Qualifications.</b> Evidence of the firm's ability to perform the work, as indicated by profiles of the principals, licenses, staff's professional and technical competence, and experience in performing similar types of services, as evidenced by the sample reports provided in the submittal.	55
<b>2.0 Prior Federal Experience.</b> Knowledge of the City of Houston guidelines and HUD regulations including NSP, HOME, and CDBG.	20
<b>3.0 Conformance to Requirements.</b> Offeror's compliance with all requirements contained in this RFQ. Quality and feasibility of submittal, which includes all required documentation (i.e. insurance certificate).	10
<b>4.0 Readiness to Proceed.</b> The selected firms must be adequately staffed and ready to begin work immediately after a contract execution and issuance of a notice to proceed by the City.	10
<b>5.0 M/WSBE Participation.</b> Minority Owned Businesses will be determined based on the documentation provided under the "licenses/designations/certifications" section of each submittal.	05
<b>TOTAL POINTS</b>	<b>100</b>

**Evaluation Criteria and Weights: Proposals will be evaluated based on the scoring criteria stated below. Proposals must score 70 points or above to be approved as a qualified firm for this program.**

**1.0 Experience, Abilities and Qualifications:**



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- A. Number of Years in Business (0-15 Points): “How many years have you been engaged in the business?”
- 0 Points: If the submitting firm was recently formed - less than 6 months from the due date of this RFQ.
  - 3 Points: If the submitting firm was formed more than 6 months but less than 2 years from the due date of this RFQ.
  - 6 Points: If the submitting firm was formed more than 2 years but less than 5 years from the due date of this RFQ.
  - 9 Points: If the submitting firm was formed more than 5 years but less than 7 years from the due date of this RFQ.
  - 12 Points: If the submitting firm was formed more than 7 years but less than 10 years from the due date of this RFQ.
  - 15 Points: If the submitting firm was formed more than 10 years from the due date of this RFQ.
- B. Letters of Reference (0-10 Points): Letters of Reference will be scored based on the documentation provided in the “client references” section of the submittal. Client references/letters for which proposer has performed similar services to those referenced in this RFQ.
- 0 Points: If the submitting firm fails to provide letters of reference dated no later than 90 days prior to the due date of this proposal.
  - 5 Points: If the submitting firm provides 3 letters of references dated no later than 90 days prior to the due date of this proposal.
  - 10 Points: If the submitting firm provides more than 3 letters of references dated no later than 90 days prior to the due date of this proposal.
- C. Experience/Performance History (0-20 Points): Information concerning firm’s experience should be provided under the “overview of experience” and “sample reports” section of the submittal.
- 0 Points: If in the past two years, the submitting firm has completed reports on 0 projects.
  - 5 Points: If in the past two years, the submitting firm has completed reports on at least 5 projects and sample reports demonstrate the firm’s ability to complete the work required under this RFQ.
  - 10 Points: If in the past two years, the submitting firm has completed reports on at least 10 projects and sample reports demonstrate the firm’s ability to complete the work required under this RFQ.
  - 15 Points: If in the past two years, the submitting firm has completed reports on at least 15 projects and sample reports demonstrate the firm’s ability to complete the work required under this RFQ.
  - 20 Points: If in the past two years, the submitting firm has completed reports on at least 20 projects and sample reports demonstrate the firm’s ability to complete the work required under this RFQ.
- D. Proof of licenses/designations/certifications (0-10 Points): Proof will be scored based on the documentation provided under the “licenses/designations/certifications” section of each submittal.



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- a. 0 Points: If no documentation related to proof of licenses/designations/certifications is provided.
- b. 5 Points: If at least one of the principals have a professional designation in the Architectural or Engineering field.
- c. 10 Points: If two or more principals and/or staff have a professional designation in the Architectural or Engineering field.

**2.0 Prior Federal Experience (0-10 Points):** Information and Identification of HUD or other federally funded housing projects should be listed under the "list of properties/projects" section of the RFQ.

- a. 0 Points: If in the past two years, the submitting firm has completed reports on 0 HUD or other federally funded projects.
- b. 2 Points: If in the past two years the submitting firm has completed reports on 1 HUD or other federally funded projects.
- c. 4 Points: If in the past two years the submitting firm has completed reports on 2 HUD or other federally funded projects.
- d. 6 Points: If in the past two years the submitting firm has completed reports on 3 HUD or other federally funded projects.
- e. 8 Points: If in the past two years the submitting firm has completed reports on 4 HUD or other federally funded projects.
- f. 10 Points: If in the past two years the submitting firm has completed reports on 5 HUD or other federally funded projects.

**3.0 Conformance to Requirements (0-15 Points):** The score for Organization of submittal will be based on the provisions stated under the "Submittal Requirements" section of this RFQ.

- a. 0 Points: If submittal fails to meet any of the provisions stated in the Submittal Requirements.
- b. 10 Points: If submittal meets the majority of provisions stated in the Submittal Requirements.
- c. 15 Points: If submittal meets all provisions stated in the Submittal Requirements.

**4.0 Readiness to Proceed (0-10 Points):** The selected firms must be adequately staffed and ready to begin work immediately, based on the "resumes" and "organizational chart" sections of each submittal.

- a. 0 Points: If firm does not have more than 3 professionals to complete the reports.
- b. 5 Points: If firm has between 3-5 professionals to complete the reports.
- c. 10 Points: If firm has more than 5 professionals to complete the reports.

**5.0 Minority Business Enterprise/Small Business Enterprise (0-5 Points):** Minority Owned Businesses will be determined based on the documentation provided under the "licenses/designations/certifications" section of each submittal.

- a. 0 Points: If no proof of Minority Owned Business or Small Business documentation is provided.
- b. 5 Points: If proof that firm is a Minority Owned Business or Small Business is provided.



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Neal Rackleff, HCDD Director or his designee

\_\_\_\_\_  
Date