

**SECTION 3**  
**GENERATING EMPLOYMENT and CONTRACTING**  
**OPPORTUNITIES**

**DATE:** July 22, 2011  
**CDT, July 29, 2011**

**Proposals DUE BY: 5:00 PM**

**TO:** Section 3 Providers of Management Services

**PROJECT:** Linda Vista Apartments Rehabilitation  
5050 De Soto Street  
Houston, TX 77091

**FROM:** **556 Linda Vista, LP** □ c/o Richard Gelbart □  
President of BNC Real Estate □ 990 Highland Dr. Suite 203 □  
Solana Beach, CA 92075 □ (858) 481-3000 Fax: (858) 481-3373  
fax □ rgelbart@gmail.com

**SUMMARY OF WORK:** 556 Linda Vista, LP (Owner) is seeking a Project Manager to provide the below listed scope of services for a Renovation Project consisting of Thirty-five Buildings (488 Units) of the Thirty-nine Apartment Buildings (556 Units) and a Separate Common Area Structure over a 14 month construction period.

Project Manager Scope of Services:

- Following execution of an agreement between 556 Linda Vista, LP and Project Manager, Owner to provide plans, specifications, shop drawings, allowance calculations, subcontracts, inspection reports and findings, Property Condition Assessment, Cost Reasonableness and Plan Review Report, and any other information necessary for the Project Manager to have a full understanding of the project.
- Project Manager is to confirm receipt of the itemized deliverables from the Owner and represent that the deliverables have provided him/her with a full understanding of the project scope and budget. Any recommendations, deficiencies, or concerns stemming from the review of provided information should be noted and addressed.
- Attend weekly construction coordination and progress meetings
- Weekly site visit to review and monitor project performance
- Independent cost-to-complete projection to be submitted monthly
- Report of job performance to be submitted monthly
- Pay application review
- Risk assessment to be submitted monthly outlining any issues that have arisen that could affect project schedule, budget, or completion.
- Review change order requests and participate in negotiations
- Review construction schedule and make recommendations as necessary
- Foster coordination between all entities

- Other duties as required to assure successful completion
- Monitor and expedite compliance with all City, TDHCA, and HUD requirements (including HCDD's Minimum Property Standards) as further detailed in the Loan Agreement between the City and the Owner.

***Please provide your PROPOSAL and QUALIFICATIONS via e-mail to Richard Gelbart at [rgelbart@gmail.com](mailto:rgelbart@gmail.com) by 9:00 AM CDT July 27, 2011.***

*This project is funded through a federal grant and we encourage all qualified Section 3 firms to respond to this E-Bid for employment and Contracting Opportunities.*

***If you or your company are not certified with the City of Houston as a Section 3 and would like to become certified, the guidelines and application(s) are available at the following City of Houston website and an original should be submitted to the City of Houston for processing:***

***<http://www.houstontx.gov/housing/sec3.html>***

***556 Linda Vista, LP is committed to “ensuring that employment and economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible and consistent with existing federal, state and local laws and regulations, be directed to low-and very low income persons”.***