

**HOUSING AUTHORITY OF TRAVIS COUNTY
DEVELOPMENT OPPORTUNITY
EASTERN OAKS APARTMENTS
REQUEST FOR PROPOSALS
Solicitation No. HATC-01-2019**

**Release Date: March 7, 2019
Submission Date: April 17, 2019**

The Housing Authority of Travis County will receive qualification statements from interested firms to provide General Contractor services associated with the Housing Authority of Travis County's rehabilitation properties known as Eastern Oaks Apartments. This RFP contains specific requirements related to the City of Austin's Rental Housing Development Application (RHDA) and the Texas Department of Housing and Community Affairs (TDHCA) Multifamily Direct Loan Programs, and rehabilitation of units as it pertains to these program and funding source requirements related to it. A basic requirement of this RFPG is that ***General Contractor will show evidence of financial capability to obtain a Payment and Performance Bond and/ or Letter of Credit as may be required by interested parties. Respondents must demonstrate experience in providing General Contractor services for multifamily housing rehabilitation projects with "rolling" rehabilitation.*** An emphasis will be placed on relocation of tenants. Applicant must be familiar with TDHCA 2019 uniform multifamily rules {10 TAC Chapter 10} governing rehabilitation and demonstrate knowledge of threshold requirements for specifications, ADA requirements for rehabilitation, mandatory development amenities and amenity point requirements for common amenities.

Applicant will provide a list of properties which they have provided General Contractor services that covered rehabilitation and indicate how those properties provided the experience and knowledge necessary to be offered for this proposal. Experience will rank heavily.

Submittals must reach the Housing Authority of Travis County no later than Wednesday, April 17, 2019 at 12:00 PM. Late submissions will not be accepted and will be returned to the offeror unopened.

All submittals shall be evaluated and the most qualified ranked experienced and responsible firm will be invited to enter into discussions to refine the **Scope Of Work** and negotiate a fee for the services. If negotiations are successful a contract will be awarded to the responsible firm whose qualifications, price, and other factors are deemed most advantageous to the Housing Authority of Travis County. The Housing Authority of Travis County reserves the right to reject any and all submittals.

Evaluation Factors

The successful General Contractor will be responsible for, among other things, demolition of existing interior finishes, modifying existing floor plans as needed, install new components and meet all code compliance requirements as established by the City of Austin for rehabilitation of existing units.

1. Experience and Qualifications, Firm History. How long has the company been in business and are services comprehensive?	10 Points
2. Experience and Qualifications, Project Team. Does the proposed team have experience with rehabilitation projects with similar size, scope and complexity?	10 Points
3. Project Approach. Has the proposer affirmed each of the HATC's requirements for this project and demonstrates a clear understanding of the HATC's needs and clear direction in completing the scope of work? Has the proposer provided a project approach appropriate for the project considering the scope, budget, schedule, as well as site and resident considerations?	10 Points
4. Company Capacity. Did proposer provide sufficient information to demonstrate capacity to take on the project consistent with the proposed schedule?	10 Points
5. Program Knowledge. Does the proposer has first-hand knowledge of City of Austin building codes, City of Austin RHDA and TDHCA Multifamily Rules?	10 Points
6. Fee Proposal. Does proposer's fee proposal address the items requested? Is the fee proposal competitive with those of other respondents?	50 Points
Total Possible Points	100 Points

RFP for General Contractor Services

Housing Authority of Travis County (HATC) is currently accepting Requests For Proposals ("RFP") for General Contractor Services.

Submissions shall consist of one (1) USB/Flash Drive or Compact Disc (CD) and one (1) bound original RFP and six (6) bound copies of the RFP containing all materials as listed in RFP.

HATC reserves the right to reject any or all RFPs. MBE/WBE firms are encouraged to submit RFPs.

All questions for the RFP must be submitted in writing, and e-mailed to Housing Authority of Travis County at Patrick.B.Howard@TravisCountyTx.Gov or faxed to (512) 854-1899 no later than, March 13, 2019 at 12 noon Central Standard Time (C.S.T.).

RFP DUE DATE/TIME: March 20, 2019 at 12 noon C.S.T. at:
 HATC Administrative Offices
 502 East Highland Mall Blvd
 Suite 106B
 Austin, TX 78752

SOLICITATION DOCUMENTS ARE AVAILABLE ON LINE AT WWW.HATCTX.COM

SOLICITATION DOCUMENTS ARE ALSO AVAILABLE FOR PICK-UP ON **MARCH 7, 2019** BETWEEN 8:00 AM AND 5:00 PM MONDAY THRU THURSDAY AT THE FOLLOWING LOCATION:

Housing Authority of Travis County
502 East Highland Mall Blvd
Suite 106B
Austin, TX 78752
(512) 854-8245

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Exhibit A – HUD Forms

- a) Instructions to Offerors Non-Construction (HUD-5369-B)
- b) Certifications and Representations of Offerors - Non Construction (HUD 5369-C)
- c) General Conditions for Non-Construction Contracts (HUD-5370-C)

Exhibit B – Eastern Oaks Drawings and Schematics

I. INTRODUCTION

Housing Authority of Travis County (HATC) is pleased to issue this Request for Proposals (“RFP”) to identify general contractor (“Contractor”) to successfully rehabilitate develop 4.986 acre, 30-unit duplex—style units HATC-owned property known as Eastern Oaks Apartments. The Contractor will accomplish the community’s vision for a comprehensive and sustainable revitalization of all 30 units with new, modern amenities.

HATC is seeking Request For Proposals (“RFP”) from interested and qualified construction professionals to revitalize the development site and units in accordance with the scope of services noted in this RFP. RFPs should detail the Contractor’s experience with similar projects with strong preference given to construction industry professionals that have demonstrated successful public-private partnerships to plan, design, finance, develop, and construct high quality affordable housing sites. HATC’ goal is to work with a reputable and well-established construction partner with a proven record of revitalizing an entire neighborhood. The Site targeted under this RFP is comprised of 30 units on 4.986 acres located in Southeast Austin, on Nuckols Crossing, minutes north of Interstate 71. HATC anticipates relocating all affordable housing residents prior to revitalization of the units.

HATC develops, owns and operates quality affordable and accessible housing that provides assistance to citizens of Travis County utilizing primarily federal programs. Currently, HATC owns **154 affordable housing units** (105 of which are subsidized through the US Department of Urban Development’s Section 8 Project Based Rental Assistance Program), and administers **583 Housing Choice Vouchers**.

II. REQUEST FOR PROPOSALS (RFP) SUBMISSION PROCEDURES

A. Submission Procedure

RFPs must be submitted no later than **12 noon C.S.T., Wednesday, March 20, 2019**.

Any RFPs received after the specified date and time will not be considered. RFPs must be in the specified office of HATC on or before the above specified date and time. If you choose to mail your RFPs, it must arrive by the specified date and time, regardless of the postmark date.

Respondents must submit one (1) USB/Flash Drive or Compact Disc (CD) and one (1) bound original and six (6) bound copies (a total of 7) of the complete submission package. The submission package must be received by Housing Authority of Travis County no later than **12 noon Local Time, Wednesday, March 20, 2019** at the following location:

Housing Authority of Travis County
Attn: Patrick Howard
502 East Highland Mall Blvd
Suite 106B
Austin, TX 78752

B. Request for Information

Respondents desiring any explanation or further information regarding the solicitation must submit an e-mail request no later than **12 Noon Local Time, Wednesday, March 13, 2019**. The request must be submitted in writing to CEO/Executive Director, Patrick Howard at the above mailing address or submitted through email to Patrick.B.Howard@traviscountyTx.gov. Any clarification and or information will be furnished promptly as a written addendum to the RFP and posted on the HATC website at www.HATCTX.com.

C. Evaluation Process

A selection committee composed of HATC staff will review RFPs in accordance with this RFP and will propose to the HATC Board of Commissioners the firm most advantageous and supportive of the agency's needs. The firm must demonstrate it will create a successful, proactive and strategic business relationship with HATC. The selection committee and/or the Board of Commissioners may at its discretion request interviews with respondents to discuss specific aspects and clarifications of their RFP. The Board of Commissioners will make the final decision with regards to the selection process.

RFPs should be submitted initially on the most favorable terms which the Contractor can propose. HATC anticipates the need for an Exclusive Negotiation Period of 60 days to finalize the terms of an Agreement. Once a Contractor has been selected, HATC and Contractor will enter into said period, ("Exclusive Negotiation Period") to finalize the terms of a Development Agreement.

D. Anticipated Schedule of Events

The anticipated schedule for the RFP and contract approval is as follows:

Event	Date
RFP available for distribution	March 6, 2019
Deadline for receipt of written questions	March 13, 2019
Response to written questions	March 15, 2019
RFP Due Date	April 17, 2019
Estimated Contract Award Date	To be determined

Housing Authority of Travis County reserves the right at its sole discretion to amend any or all of the dates associated with the anticipated schedule of events.

III. SCOPE OF SERVICES

A. Scope of Services

HATC seeks an experienced Developer with the skills, resources and commitment needed to successfully rehabilitate 30 duplex-style units and associated site work in accordance with applicable federal, state and city requirements, and City of Austin design guidelines, to include the City of Austin's Rental Housing Development Assistance (RHDA) Program, the Texas Department of Housing and Community Affairs' (TDHCA) Multifamily Direct Loan Program, and including Davis-Bacon Procedures. Paramount will be the Contractor's experience with similar projects and successful public-private partnerships. The Contractor should be able to assemble a team that can revitalize and rehabilitate the existing site into a first-class affordable housing development.

Development Plan Implementation: The General Contractor shall provide the appropriate guarantees and effectively implement the approved master plan in a timely and cost effective manner; coordinate related partnerships agreeable to all parties; ensure for the highest quality construction management and workmanship; and maintain effective communication among the development team, HATC, and other applicable partners.

IV. SUBMISSION CONTENT REQUIREMENT

Submission shall be submitted in the order listed below. Failure to comply with these submission requirements may be cause for rejection of the submission

A. Letter of Interest

The letter of interest (not to exceed two pages) should:

1. Introduce the development team, specifying roles and responsibilities of team members and identifying the authorized representative (with contact address, telephone number and e-mail address included) who will serve as the primary contact throughout the selection process. Include information for a contact alternate in the event that the authorized representative is absent or unavailable.

B. Statement of Qualifications

Include a brief description of the qualifications of each member entity of the development team, to include the following:

1. Organization of development team: A description of the development team's organization should include:
 - a. An organizational chart that shows all legal entities on the respondent team, illustrating the roles and responsibilities of all team members and identifying key staff in each role or responsibility. Attach a contact list with address, telephone and e-mail information for all entities indicated on the organizational chart.

2. Development Experience and Capabilities: Provide a description of no more than five (5) projects of similar scope and size for all members of the team focusing on implementation of complex revitalization or redevelopment projects in challenging urban settings.
 - a. For each real estate project described, include:
 - i. Project name and location.
 - ii. Name, address, and telephone number for the project owner, owner's project manager and/or owner's contact person on the project.
 - iii. Description of the project, including type of development and uses.
 - iv. Role and listing of services provided by the Contractor and its team or partners for the development.
 - v. Project start and completion dates.
 - vi. Developer investment and overall development budget.

C. Key Personnel

1. Provide identification, role and experience of personnel proposed for the Project.
2. Provide a listing of the present workload and capacity of each firm on the development team.
3. Provide a listing of the percentage of time each key member of the development team will commit to the Project.

D. References

For the primary member of the development team, provide three (3) corporate references, including two (2) recent local client references.

E. Insurance

The respondent must submit evidence that they can fulfill the Insurance Requirements under the contract terms of this RFP. Prior to contract terms of the RFP. Prior to contract award, The Respondent will be required to submit its Insurance Certificate. The selected respondent may, if applicable to submission, be required to maintain General Liability, Workers Compensation, Automobile Liability, Professional Liability, and other forms of insurance, with firms authorized to do business in the State of Texas, during the duration of performance of activities pursuant to the RFP. The selected respondent may also, depending on the nature of qualifications submitted, be required to indemnify HATC against claims and obligations due actions and activities of the respondent and not arising from negligence or misconduct of HATC and its employees. Terms of required insurance and indemnification will be included in any final agreement between HATC and the respondent.

F. Program Knowledge

The respondent will describe their experience and familiarity with the City of Austin's Rental Housing Development Application (RHDA) Program, in addition to the Texas Department of Housing and Community Affairs' Multifamily Direct Loan Program, to include project examples.

G. Fee Proposal

The respondent shall provide a fee proposal addressing all the items/deliverables contained within the RFP, and specifically outlined in the **Scope of Work** and **Exhibit B**.

EVALUATION/SELECTION CRITERIA

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

CORRESPONDING TAB / CONTENTS	ASSOCIATED POINTS
(B) Experience and Qualifications, Firm History. How long has the company been in business and are services comprehensive?	10 Points
(B) Experience and Qualifications, Project Team. Does the proposed team have experience with rehabilitation projects with similar size, scope and complexity?	10 Points
(B) Project Approach. Has the proposer affirmed each of the HATC's requirements for this project and demonstrates a clear understanding of the HATC's needs and clear direction in completing the scope of work? Has the proposer provided a project approach appropriate for the project considering the scope, budget, schedule, as well as site and resident considerations?	10 Points
(C) Company Capacity. Did proposer provide sufficient information to demonstrate capacity to take on the project consistent with the proposed schedule?	10 Points
(F) Program Knowledge. Does the proposer has first-hand knowledge of City of Austin building codes, City of Austin RHDA and TDHCA Multifamily Rules?	10 Points
(G) Fee Proposal. Does proposer's fee proposal address the items requested? Is the fee proposal competitive with those of other respondents?	50 Points
Total Possible Points	100 Points

Interviews, if desired by HATC, will be used to identify the top ranking agency(s).

V. GENERAL CONDITIONS OF THE RFP

A. General Conditions

1. LATE SUBMISSIONS WILL NOT BE ACCEPTED OR CONSIDERED.
2. HATC reserves the right to accept or reject any and all RFPs submitted, either in whole or in whole or in part, with or without cause; to waive any informalities of any RFPs; to extend, amend or cancel this RFP at any time; and, to make the award in the best interest of HATC.

3. HATC reserves the right to request additional information, if needed, from prospective contractors.
4. In the event that it becomes necessary for HATC to revise any part of this RFP, revisions will be provided in the form of an Addendum to all prospective contractors who picked up or were delivered the initial RFP, providing a name, address, telephone number, fax number, and e-mail address have been provided to HATC. HATC may issue and require Respondents to acknowledge addendums to the RFP. Submissions must conform to any addenda that may be issued to this RFP.
5. Submissions that are incomplete or not in conformance with the submission requirements may be eliminated from further consideration. Respondents should note carefully the submission requirements.
6. All RFPs submitted in response to this RFP 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 shall provide a presentation, if requested to do so by HATC.
8. Respondents may modify or withdraw a submission prior to Submission Deadline by an authorized representative of that organization. All submissions will become the property of HATC after the Submission 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 into.
10. The Respondent affirms that its RFP 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 RFP's document and does hereby agree to be bound thereby.
12. HATC retains the right to negotiate with the selected firm. This RFP may culminate in multiple negotiated agreements between HATC and the selected Contractor. Nothing in this RFP, any statements made by HATC or its employees shall constitute an agreement or contract of any kind.
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 HATC and respondent.
14. Respondent must meet HATC's insurance and indemnification requirements set forth herein in the attached sample contract.
15. The respondent will not offer any gratuity, favor, or anything of monetary value to any officials or employee of HATC for the purpose of influencing consideration of a response to this RFP.

16. HATC reserves the right to disqualify any submission that may present a conflict of interest between Housing Authority of Travis County, its employees or Board members, Respondent, or parties identified in the submission.

B. Acceptance of RFP and Contract Terms

Respondent's submission of a RFP in response to the RFP shall constitute acceptance by the Respondent of the terms and conditions of this RFP. In the event that the Respondent's RFP is accepted for contract award, the Respondent agrees to enter into a contract with HATC for General Contractor services.

C. Contract Award

Subject to the rights reserved in this RFP, HATC will award the contract by written notice to the selected Respondent (the "Contractor"). The award of the contract is subject to the approval of the HATC Board of Commissioners and/or the HATC President, and it shall be conditioned on the successful negotiation of revisions, if any, to the RFP, recommended as part of the evaluation of RFPs.

A contract shall be awarded in accordance with the terms and conditions of this RFP to the Respondent whose RFP is most advantageous to the HATC considering price, technical and other factors as specified in this RFP, HATC reserves the right to negotiate and award any element of this RFP, to reject any or all RFPs or to waive any minor irregularities or technicalities in RFPs received as in the best interest of HATC.

D. No Warranty

Respondents are required to examine the RFP, scope of services, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation as to be fully informed as to the extent and character of the services requested. No warranty or representation is made or implied as the information contained in this RFP.

E. Expense of RFP Submission

All expenses incurred in the preparation and submission of the RFPs to HATC in response to this RFP shall be borne by the Respondents.

F. Indemnification

TO THE EXTENT PERMITTED BY LAW, CONTRACTOR AGREES TO DEFEND, INDEMINIFY AND HOLD HATC, ITS COMMISSIONERS, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS ATTORNEYS, CONSULTANTS, AND VOLUTEERS HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, JUDGMENTS, FINES, PENALTIES, COSTS, LOSSES AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEY'S FEES, "DAMAGES" FOR PERSONAL INJURY (INCLUDING DEATH), PROPERTY DAMAGE, INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY, FAILURE TO COMPLY WITH GOVERNMENTAL LAWS OR REGULATIONS, OR OTHER HARM FOR WHICH RECOVERY OF DAMAGES IS SOUGHT, SUFFERED BY ANY PERSON OR PERSONS THAT MAY ARISE OUT OF OR BE OCCASIONED BY CONTRACTOR'S BREACH OF ANY OF THE TERMS OR PROVISIONS OF THIS CONTRACT, REGARDLESS OF WHETHER OR NOT IT IS CAUSED IN PART BY THE NEGLIGENCE OR CONDUCT OF HATC OR OTHER PARTY INDEMNIFIED HEREUNDER. SUCH OBLIGATION SHALL NOT BE CONSTRUED TO NEGATE, ABRIDGE, OR OTHERWISE REDUCE ANY OTHER RIGHT OR OBLIGATION

OF INDEMINTY WHICH WOULD OTHERWISE EXIST AS TO ANY PARTY OR PERSON DESCRIBED IN THIS SECTION. THE PROVISIONS OF THIS PARAGRAPH ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTURAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY.

EXHIBIT A

HUD FORMS

[Instructions to Offerors Non-Construction \(HUD-5369-B\)](#)

[Certifications and Representations of Offerors – Non-Construction \(HUD 5369-C\)](#)

[General Conditions for Non-Construction Contracts \(HUD-5370-C\)](#)

EXHIBIT B

EASTERN OAKS DRAWINGS AND SCHEMATICS