



REQUEST FOR PROPOSALS (RFP)

Physical Needs Assessment & RAD Capital Needs Assessment

RFP Issued: March 10, 2025

SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY

530 East P inner ST.

Suffolk, Virginia, 23434

(757) 539-2100; FAX (757) 539-5184

To Whom It May Concern:

Suffolk Redevelopment Housing Authority (SRHA) manages three (3) public housing properties consisting of 260 public housing units and hereby requests proposals from qualified firms to perform a Physical Needs Assessment or a RAD Capital Needs Assessment on the respective properties.

The services requested are organized into two (2) lots based on the services requested. Bidders must submit a proposal for both lots. Through this RFP, SRHA may select more than one (1) bidder to enter into a contract.

The contract term is for three years, with the option to renew for 2 one-year term.

Issue Date	Monday, March 10, 2025
Pre-Proposal Meeting	N/A
Questions from Contractors Due	Monday, March 17, 2025 NLT 4:30 pm eastern
Responses from SRHA to be Posted By	Thursday, March 20, 2025
Proposals Due	Friday, March 28, 2025, no later than 4:30pm eastern Proposals must be submitted electronically to srha@suffolkrha.org The subject line must state: RFP No. 2025-1 – Physical / Capital Needs Assessment Proposal <i>Please refer to the enclosed instructions for the proposal packet format.</i>
Anticipated Award Announcement	April 2025

Sincerely,
Suffolk Redevelopment and Housing Authority

RFP: Physical Needs Assessment and RAD Physical Condition Assessment

SRHA RFP No. 2025-1

- 1. Introduction and Overview:** Suffolk Redevelopment and Housing Authority (SRHA) is a Redevelopment and Housing agency created under the laws of the Commonwealth of Virginia in 1971. Our mission is to provide affordable housing and to help people become self-sufficient.

Initially SRHA operated Cypress Manor built in 1976 and opened its doors in 1978. Parker Village opened in 1981. RAD was completed on these two developments converting them to 206 units of Project-Based Voucher (PBV). In addition, SRHA has the following public housing developments: Hoffler Apartments which opened in 1984; Colander Bishop Meadows which opened in 1986; Chorey Park Apartments which opened in 1987.

SRHA receives funding from the U.S. Department of Housing and Urban Development (HUD) for the operation and modernization of low-income public housing owned by the Housing Authority. HUD require PHAs to undertake a Physical Needs Assessment (PNA) and an Energy Audit (EA) once every 5 years. Other than the potential demolition of 22 units at Hoffler Apartments, SRHA has not determined a repositioning strategy for its public housing properties.

- 2. Scope of Work:** SHRA seeks proposals to complete the following two (2) lots of work organized by the services requested. Lot 1 is associated with Hoffler Apartments (VA025-5) and Lot 2 is associated with the two (2) remaining public housing properties and are described below.

Bidders must submit a proposal for both lots. Through this RFP, SRHA may select more than one (1) bidder to enter into a contract.

Lot 1: Physical Needs Assessment for Hoffler Apartments (VA025-5)

SRHA is requesting that a Physical Needs Assessment be performed on all of Hoffler Apartments and that the PNA addresses the following two items:

- The 22 units that SRHA believes may be a potential candidates for a Section 18 demolition application under the physical obsolescence criteria.
- The physical condition of the remaining 58 units that comprise Hoffler Apartments.

Hoffler Apartments is a family development constructed in 1985 and has a total of 80 units - 1, 2, 3 and 4 bedroom row / townhouse style units.

Property	Constructed	1-BR	2-BR	3-BR	4-BR	Total
Hoffler Apts	1985	20	10	40	10	80

Location: 2210 E. Washington Street, Suffolk, Virginia 23434

REAC Physical Inspection Score: 47 of 100 points (2023)

Timeframe: SRHA anticipates awarding Lot 1 in April 2025.

See **Exhibit 1** for site map of Hoffler Apartments and the 22 units that are a potential candidate for Section 18 demolition application under physical obsolescence.

Lot 2: Capital Needs Assessment for Colander Bishop Apartments (VA025-4) and Chorey Park Apartments (VA025-6)

Through this RFP, SRHA also seeks to have a Capital Needs Assessment performed on its other two public housing properties: 1) Colander Bishop Apartments, and 2) Chorey Park Apartments. However, the work under Lot 2 is to be performed after SRHA issues a Notice to Proceed (NTP).

Colander Bishop Apartments is a family development constructed in 1986 and has a total of 80 units with a row / townhouse structure type. Chorey Park Apartments is an elderly (elevator) development built in 1987 consisting of 100 units. The bedroom mix for both properties are shown in the table below.

Property	Constructed	1-BR	2-BR	3-BR	Total
Colander Bishop Apartments	1986	15	50	10	80
Chorey Park Apartments	1987	95	5	0	100

Location:

Colander Bishop Apartments	925 Brook Avenue, Suffolk, VA 23434
Chorey Park Apartments	804 W. Constance Rd, Suffolk, VA 23434

REAC / NSPIRE Physical Inspection Score:

Colander Bishop Apartments	59 of 100 points (2024)
Chorey Park Apartments	94 of 100 points (2024)

Timeframe: SRHA anticipates awarding Lot 2 at a later date, during the contract period once a repositioning strategy has been determined.

See **Exhibit 2** for site map of Colander Bishop Apartments and Chorey Park Apartments.

2.1 Services Shall Include. The following services will be performed by the Consultant in executing the Scope of Work.

- Meet with SRHA staff and review existing property documentation with knowledgeable SRHA staff including building plans, prior assessments, maintenance records, and Real Estate Assessment Center (REAC) scores to understand if repairs / replacements have occurred.
- Review HUD PNA & CNA requirements, forms, and data. Review planned schedule for completing the various components of the PNA & CNA.
- The Contractor shall conduct and document site inspections of enough dwelling units to be able to formulate an accurate estimate of repair, replacement, and major maintenance needs, and all office, community space, and common areas.
- The Contractor shall complete each required draft for the PNA or CNA in accordance with HUD requirements.
- Submit each draft PNA & CNA to SRHA for review and comment.
- Revise draft PNA & CNAs as necessary to obtain SRHA approval.
- Revise submitted PNA & CNA as necessary to gain HUD and SRHA approval.

- h. Submit two bound hard copies and a thumb-drive, electronic copy of each final PNA & CNA to the SRHA.
- i. Provide electronic copies of work items and projected timing of immediate and future work items for the SRHA to use in future capital improvement budgeting.
- j. Complete HUD's CNA e-Tool in the most current version.
- k. Provide any updates to the CNA e-Tool as needed.
- l. The Consultant will provide all required data and information to the future selected consultants to allow the implementation of the recommended improvements.
- m. Delivery to SRHA in excel worksheets and upload into HUD systems.

2.2 Deliverable Timeframes / Milestones.

- a. Provide a draft narrative report and corresponding PNA or CNA, as appropriate within sixty (60) business days from the Notice to Proceed (NTP). **Completion of all PNA and CNA items shall be in accordance with HUD's program guidelines.**
- b. Provide Final PNA or CNA Report within ten (10) business days from receipt of comments from SRHA.
- c. For Capital Needs Assessment, complete HUD CNA e-Tool and update e-Tool and narrative as needed.

2.3 SRHA Responsibilities. SRHA staff will assist the Contractor with scheduling the PNA and CNAs and will provide keys for access to the buildings and apartments. SRHA staff will also assist the Contractor by generating notices and delivering the notices to the residents. If the Contractor loses a key that has been issued to the company, the company will be obligated to pay the cost of having all impacted locks rekeyed.

3. Contract Term: The term of the contract is for three (3) years, with the option to renew for 2 one-year term.

4. Qualifications: The Contractor must:

- a. Have an acceptable record of performance with HUD and not under suspension or debarment b HUD, or involved as a defendant in criminal or civil action with HUD.
- b. Have at least 4 years of experience performing physical property inspections in accordance with HUD's guidelines for Section 18 PNAs and RAD Capital Needs Assessment, including evaluations of building systems, health, and safety conditions, and physical and structural conditions, and in providing cost estimates for maintaining, rehabilitating, or improving deficiencies.
- c. Have the designation of Leadership in energy and Environmental Design Accredited Professional (LEED AP), in either the United States Green Building Council's LEED New Construction and Major Renovation or the LEED Existing Building Maintenance and Operations examination tracks, or an equivalent designation.
- d. Have completed 10-hours of education in the last calendar year in the areas of Green Building, Sustainability, Energy Efficiency, or Indoor Air Quality.

5. Proposal Evaluation and Selection: SRHA intends to retain the firm(s) pursuant to a “Best Value” basis, not a “Low Bid” basis (“Best Value,” in that SRHA will consider factors other than just cost in making the award).

Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements). Proposals will then be evaluated by an Evaluation Panel made up of no more than five (5) staff and representatives of the SRHA. No proposer will be informed at any time as to the identity of any evaluation committee member. If a proposer becomes aware of the identity of such person(s), they shall not attempt to contact or discuss anything regarding this RFP with such person. Failure to abide by this requirement may cause the proposer to be eliminated from consideration for award. Evaluations will be based on the required criteria listed here:

No.	Maximum Point Value	Factor Description
1	25 points	Project Team, Approach, Team Organization and Management <ul style="list-style-type: none"> Thoroughness and clarity of narrative description of proposed Project team, team organization, and management of personnel, including review of work products; and Thoroughness and clarity of narrative description of the approach to the work, including sample of units to be inspected and scheduled with major milestones and completion dates
2	20 points	Previous Related Experience (refer to 3. Qualifications) <ul style="list-style-type: none"> Relevant experience of the firm in performing PNA and CNA assessments Relevant experience of team members that will be performing PNA and /or CNA assessments and their years of experience; and Quality of sample PNA or CNA provided;
3	20 points	Business References Quality of business references provided
4	20 points	Quality of response to the RFP and professional and technical competence of the proposed firm and team
5	15 points	Proposed Fee (must complete the Fee Proposal template)
	100 points	Total Points Available (other than preference points)
Section 3 Bonus: The proposer can meet HUD Section 3 regulations. Please refer to the supplier diversity section for more information regarding HUD Section 3.		
	5 points	The proposer is a HUD Section 3 business concern or can comply with HUD Section 3 regulations
	0 points	The Proposer is not a HUD Section 3 business concern or cannot comply with HUD Section 3 regulations
	105 points	Total Points Available (with Section 3 bonus)

- 6. Proposal Format:** Respondents must submit one (1) digital copy of the complete proposal in the order provided below. All materials will become the property of SRHA. Additionally, respondents will be responsible for all costs incurred in preparing a response to this RFP.

All proposals must be received by 4:30 p.m. Eastern time on March 28, 2025. Submittals should be made to srha@suffolkrha.org with **RFP No. 2025-1: Physical / Capital Needs Assessment Proposal** in the subject line.

The above-stated deadline is firm as to date and time. The SRHA will treat any submission received after that deadline as ineligible for consideration. The SRHA may elect to deem a submission non-responsive if it fails to comply with the specific requirements of this solicitation.

Proposers must submit the following for the submission to be considered complete with each section separated with a cover page. Note: Please adhere to the maximum page limit shown below.

6.1 Letter of Interest. (Maximum Page Limit: 3 pages)

- a. A letter on company letterhead signed by a company representative authorized to submit this proposal and make commitments on the company's behalf.
- b. Statement that the quoted fee is valid at least 90 days from the proposal due date.
- c. Include a contact name, title, address, email, and telephone number to be contacted for clarification or additional information regarding proposals.

6.2 Project Team, Approach, Team Organization, and Management. (Maximum Page Limit: 15 pages)

- a. The Proposer should provide a description of the proposed Project team, team members qualifications, how the team will be organized/managed, and how work products will be reviewed.
- b. The Proposer should describe how they plan to undertake the Scope of Services for the lot(s) for which they are interested in submitting a price proposal. The plan for the work should include information on the percentage of units and areas to be inspected for each property and the rationale for this approach.
- c. For Lot 1 (Hoffler Apartments), the work plan should discuss the 22 units that are candidates for demolition, how many of these units would be inspected versus the remaining 58 units at Hoffler Apartments, and the rationale for this approach.

6.3 Previous Related Experience. (Maximum Page Limit: 5 pages, excluding sample report and profile/qualifications of each proposed staff)

- a. Describe the firm's experience in performing PNA / CNA assessments.
- b. Provide a list of public housing authorities of similar size to SRHA that your firm has provided PNA/CNA assessments for in the past 5 years.
- c. Provide a sample of a PNA (preferred) or CNA report that your firm has completed for other PHAs that have been accepted by HUD.
- d. Provide profiles and qualifications of staff who will be assigned to this project, including sub-consultants if any. The profile/qualification for each proposed staff member should be a maximum of one page.

6.4 Business References. Complete the References section of the **Vendor Application** packet.

- a. Provide references for three (3) clients where a PNA or CNA assessment was performed in the last 5 years.
- b. Each reference should include the following information:
 1. Company name, address, contact name, telephone number, and email address.
 2. Estimated contract value
 3. Brief description of the work performed

6.5 Proposed Fee.

- a. Provide the proposed fees for Lot 1 and Lot 2 using the **Fee Proposal template**.
- b. The proposer is encouraged to propose a realistic fee for each Pricing Item, as SRHA will not negotiate any fees after the deadline. SRHA reserves the right to not award to any proposer that proposes an unreasonable fee(s).

6.6 Attachments – SRHA and HUD Required Forms.

- a. Vendor Application packet
- b. Fee Proposal
- c. Non-Collusive Affidavit
- d. Form HUD 5369-B. Instructions to Offerors – Non-Construction
- e. Form HUD 5370-C. General Conditions for Non-Construction
- f. Section 3 Business Concern Affidavit and Certification (Optional)
- g. W/MBE and Section 3 Subcontractor Certification Form (Attachment F). This form must be fully completed and submitted under this section as part of the proposal submittal.

6.6 Submission Responsibilities. It is the proposer's responsibility to be aware of and to abide by all dates, times, terms, conditions, requirements, and specifications outlined in the RFP documents, including this RFP document, the attachments listed on page 3, and any addenda. By submitting a proposal, the proposer agrees to comply with all conditions and requirements set forth in those documents. Written notice from the proposer not authorized in writing by SRHA to exclude any of the requirements contained in the RFP documents may cause the proposer not to be considered for award.

6.7 No Deposit/No Retainer. SRHA will not pay any deposits or retainer fees. SRHA will only pay the successful proposer(s) for actual work performed.

6.8 Price Escalation. Regarding the ensuing contract, no escalation of the proposed costs shall be allowed at any time during the awarded contract except for any legitimate change orders that the SRHA may approve.

OTHER RELEVANT INFORMATION

- 7. Potential Best and Finals Negotiations.** SRHA reserves the right to conduct a best and finals process, including conducting oral interviews with proposers deemed to be in the competitive range. A proposer must receive a total calculated average of at least 70 points to be considered in the competitive range. Any proposer not in the competitive range will be notified in writing by SRHA.

7.1 Ties. In the case of a tie in points awarded, the award(s) shall be decided by drawing lots or other random means of selection.

7.2 Notice of Results of Evaluation. All proposers will receive a Notice of Results of Evaluation if an award is completed. Such notice shall inform all proposers of:

- a. Which proposer received the award;
- b. Where each proposer is placed in the process as a result of the evaluation of the proposals received (both rank and points); and
- c. Each proposer's right to a debriefing.

7.3 Restrictions. All people having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation in the SRHA evaluation committee. Similarly, all people who have an ownership interest in and/or contract with a proposer entity will be excluded from participation in the SRHA evaluation committee.

- 8. Contract Award:** By submitting a proposal, the proposer agrees to abide by all terms and conditions regarding this RFP, including the contract clauses already attached as Attachment H and H-1, Sample Contracts. The following provisions are considered mandatory conditions of any contract award made by SRHA pursuant to this RFP:

8.1 Contract Form. SRHA will not execute a contract on the firm's form—contracts will only be executed on SRHA forms (please see Sample Contract), and by submitting a proposal, the firm agrees to do so (please note that SRHA reserves the right to amend these forms as SRHA deems necessary). However, SRHA will, during the RFP process (prior to the posted question deadline), consider any contract clauses that the proposer wishes to include and submit in writing a request for SRHA to do so. Accordingly, SRHA will not conduct any negotiations regarding the contract clauses already published after the submittal deadline.

8.2 Mandatory HUD Forms. Please note that SRHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within any of the HUD forms included as a part of this RFP.

8.3 Assignment of Personnel. SRHA shall retain the right to demand and receive a change in personnel assigned to the work if SRHA believes that such change is in the best interest of SRHA and the completion of the contracted work.

8.4 Unauthorized Sub-contracting Prohibited. The firm shall not assign any right nor delegate

any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of SRHA. Any purported assignment of interest or delegation of duty without the prior written consent of SRHA shall be void and may result in the cancellation of the contract or may result in the full or partial forfeiture of funds paid to the firm as a result of the proposed contract; either as determined by SRHA.

9. Licensing and Insurance Requirements. Prior to award (but not as a part of the proposal submission), the successful proposer will be required to provide:

9.1 Workers Compensation Insurance. An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier. Insurance coverage shall include Statutory Workers' Compensation and Employers Liability with policy limits of \$500,000 per incident.

9.2 General Liability Insurance. An original certificate evidencing General Liability coverage, naming SRHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of SRHA as an additional insured (minimum of \$1,500,000 for each occurrence, the general aggregate minimum limit of \$1,500,000, together with damage to premises and fire damage of \$50,000 and medical expenses of any one person of \$5,000.). The \$1,500,000 policy limits may be a combination of underlying and excess liability (follows form) policies;

9.3 Professional Liability Insurance. An original certificate showing the successful proposer's professional liability and/or "errors and omissions" coverage (minimum of \$2,000,000 for each occurrence, the general aggregate minimum limit of \$2,000,000); and

9.4 Automobile Insurance. An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.

9.5 City/County/State Business License. If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Minneapolis, Hennepin County, and/or the State of Minnesota.

10. Contract Service Standards. All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

11. Equal Employment Opportunity and Supplier Diversity. Both the successful proposer and SRHA have certain responsibilities regarding the hiring and retention of personnel and subcontractors pursuant to HUD regulations. **2 CFR § 200.321** states:

(a) The Non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

12. Prompt Return of Contract Documents. SRHA shall be notified within 10 workdays of receiving any and all documents required to complete the contract, including the contract signatures of the successful proposers.

13. SRHA's Reservation of Rights: SRHA reserves the right to:

13.1 Right to Reject, Waive, or Terminate the RFP. Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by SRHA to be in its best interests.

13.2 Right to Not Award. Not award a contract pursuant to this RFP.

13.3 Right to Terminate. Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the firm(s).

13.4 Right to Determine Time and Location. Determine the days, hours and locations that the successful proposer shall provide the services called for in this RFP.

13.5 Right to Retain Proposals. Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of SRHA Contracting Officer (CO).

13.6 Right to Reject Any Proposal. Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals

and/or proposals offering alternate or non-requested services.

13.7 No Obligation to Compensate. Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

13.8 Right to Prohibit. At any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any detailed requirements. By submitting the proposal, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the Buyer in writing within 5 days of the discovery of any item listed or of any item that SRHA issues that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve SRHA, but not the prospective proposer, of any responsibility pertaining to such issue.

13.9 Right to Reject – Obtaining Competitive Solicitation Documents. Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the SRHA website (www.srha.suffolkrha.org) Any other group such as a proposal depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the SRHA website to obtain the documents. SRHA will reject without consideration any response submitted from a firm that has not obtained the documents

Fee Proposal

Instructions:

1. Contractors must submit a bid for both Lot 1 and lot 2. SRHA may select more than one (1) bidder to enter into a contract.
2. The firm's fixed price provided in the table below shall be all inclusive, i.e., including travel and reimbursable expenses.

Lot #	Lot Name	# of Units To Be Inspected	Firm Fixed Price (\$)	Comments / Notes
1	PNA for Hoffler Apartments a. 22 units that are potential candidates for a Section 18 demolition application (physical obsolescence) b. Remaining 58 units that comprise Hoffler Apartments	a. _____ b. _____		
2	Capital Needs Assessment for: a. Colander Bishop Apartments b. Chorey Park Apartments	a. _____ b. _____		
TOTAL				

Please submit an hourly rate or flat fee for the following:

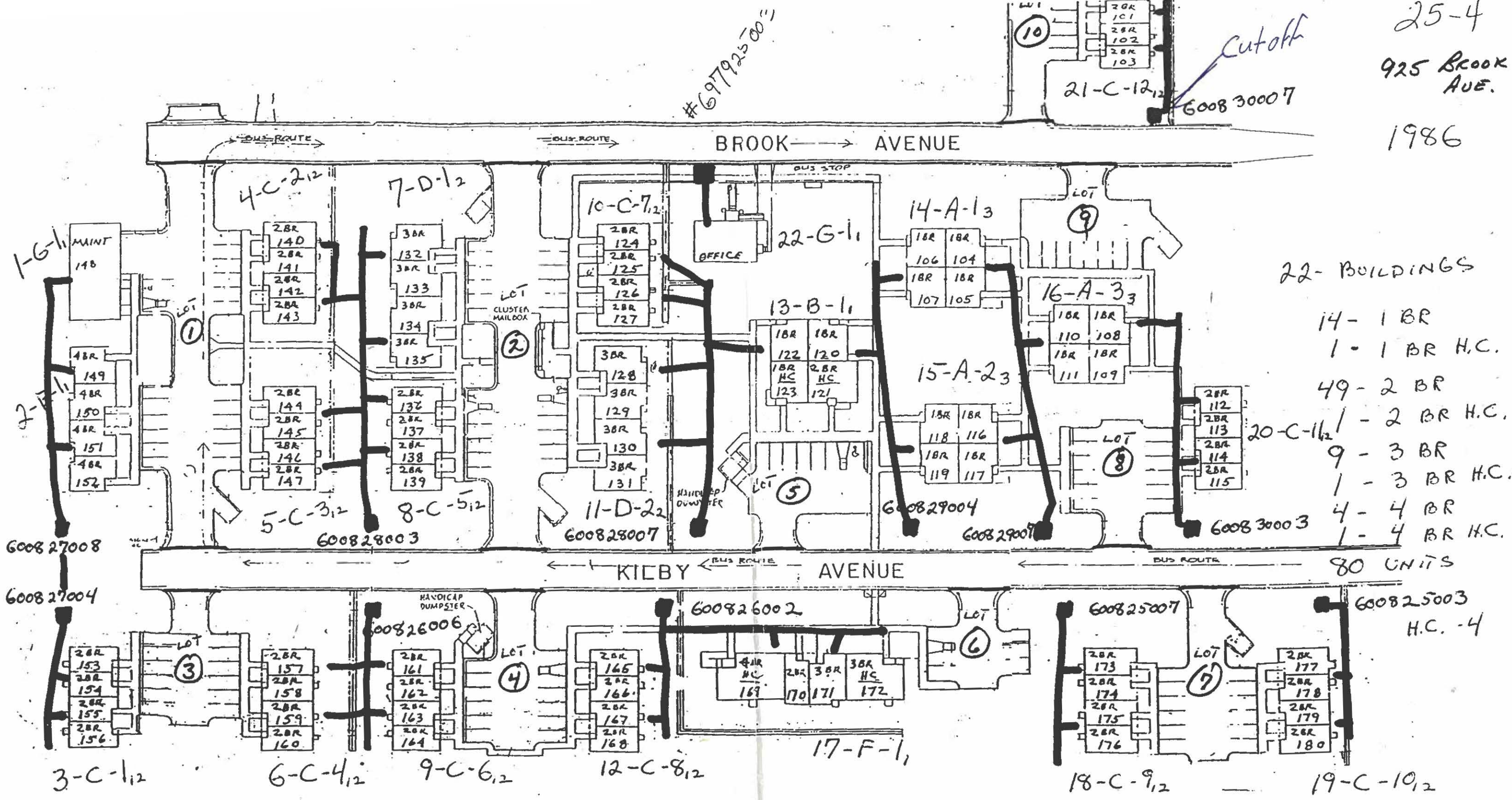
Re-inspection: \$_____ Additional Services: \$_____

These prices shall be valid for 90 days from the date of the submission of this proposal.

Please Note: Any annual inflation factor to be applied in future years shall not exceed 3%.

Signature of Firm's Authorized Representative

Date



- 22- BUILDINGS
- 14- 1 BR
 - 1- 1 BR H.C.
 - 49- 2 BR
 - 1- 2 BR H.C.
 - 9- 3 BR
 - 1- 3 BR H.C.
 - 4- 4 BR
 - 1- 4 BR H.C.

80 UNITS

BUILDING 6
4th of 12 TOTAL
TYPE C BUILDINGS

COLANDER BISHOP MEADOWS
APARTMENTS

WATER LINES

Chorey Park

