

Georgia Housing and Finance Authority
Request for Qualifications for
Affordable Housing Physical Needs Assessments
February 2013

I. Introduction

The Georgia Housing and Finance Authority (hereinafter "GHFA") is issuing a Request for Qualifications (hereinafter "RFQ") for physical needs assessments from those qualified persons/firms (hereinafter "Firm(s)" or "Consultant(s)") interested in providing physical needs assessments for affordable multifamily housing developments located throughout the state of Georgia. The programs of GHFA, the state's housing finance agency and an instrumentality of the State of Georgia and a public corporation, are administered by the Georgia Department of Community Affairs (hereinafter "DCA"), a legislatively created executive branch of State government. The issuance of this RFQ constitutes only an invitation to present service parameters associated with the services required by this RFQ. DCA requires the submission of a physical needs assessment by applicants when DCA funding sources, as described in Section II, are requested for the rehabilitation of an existing project.

II. DCA's Affordable Housing Finance Programs

DCA administers programs that encourage the development of affordable multifamily rental housing for low-to-moderate-income Georgians. These programs are funded by a number of sources, including tax-exempt bond proceeds, state and federal tax credits, the State Housing Trust Fund for the Homeless, and federal HOME Investment Partnership funds. DCA estimates that the subject developments will generally range from 12 to 200 units in size with a certain number of units in each development reserved for accessibility by the disabled in accordance with federal Fair Housing laws. The mix of developments will include both new construction and those requiring substantial rehabilitation located in both rural and urban areas. DCA requires a Physical Needs Assessment report for rehab projects, or adaptive reuse projects only.

III. Qualification Criteria

Developers seeking DCA HOME and / or tax credit funding for rehabilitation activities are required to obtain the services of a consultant qualified by DCA to perform a Physical Needs Assessment (PNA). The names and contact information for qualified Consultants shall appear on the Qualified Physical Needs Assessment Consultants list posted on DCA's website beginning in March 2013. Developers will contact qualified Consultants directly and will contract with qualified Consultants directly to provide the PNA services.

If selected, Consultants shall provide inspection services, documenting existing conditions of and examining the physical needs and rehabilitation work scope for projects seeking funding in the Qualified Allocation Plan competitive application round or 4% credits. Specifically, the services to be provided are set forth in Section VIII Scope of Work of this RFQ.



IV. Qualification Process

All interested parties must deliver one (1) complete original paper copy and one complete electronic copy of their qualifications (hereinafter "Submittal Package") that meets the requirements of Appendix B, Contents of the Submittal Package. Submittal Packages must be addressed to Michael Collins, Housing Finance & Development Division, Department of Community Affairs at 60 Executive Park South, N.E., Atlanta, Georgia 30329-2231. Submittal Packages will be accepted immediately through and until December 31, 2013.

DCA will not consider Submittal Packages received by email or fax.

DCA reserves the right to reject substantially incomplete Submittal Packages without a detailed review, to contact Consultants, and to request required information omitted from the Submittal Package. DCA may also contact Consultants by telephone or email during its review of a Submittal Package in order to clarify information provided in the Submittal Package. DCA reserves the right to reject any and/or all Submittal Packages or any part thereof, and waive any minor irregularity in the Submittal Package; and accept the Submittal Package that is in the best interest of the State of Georgia.

- A. Minimum Requirements:** At a minimum, Consultant must have no less than five (5) years experience in performing physical needs assessments for affordable rental housing projects.
- B. Selection Criteria:** Submittal Packages will be evaluated and selections made based on the following factors:
- Professional credentials and experience;
 - Industry experience and references;
 - Previous DCA experience;
 - Previous experience of the Consultant in the review of tax credit, bond, and HOME affordable housing developments;
 - Previous multifamily experience and previous HUD experience;
 - Quality of sample reports;
 - Ability of the Consultant to satisfy the requirements set forth in this Request for Qualifications;
 - Ability of the Consultant to qualify as a minority-owned business/women-owned business enterprise (MBE/WBE)
- C. Equal Housing Opportunity:** The State of Georgia, the Georgia Housing and Finance Authority and the Georgia Department of Community Affairs does not discriminate against any person because of Race, Sex, Color, Familial Status (children under 18), National Origin, Disability or Handicap or Religion.

V. Contract Term

The Consultant may provide services for any project requesting funding with DCA Housing Finance and Development Division (HFDD) resources in the 2013 9% or 4% funding round, with options to renew for two (2) additional one (1) year terms at the end



of each contract period. The hiring of subcontractors to provide physical needs assessments is prohibited.

VI. **Expected Schedule**

Action	Date
Issuance of Request for Qualifications (RFQ)	March 4, 2013
Submittal Packages due to DCA Atlanta office	Ongoing through and until December 31, 2013
Notification to Consultant	Within one month of Submission Date

VII. **Questions About Request for Qualifications**

All questions concerning this Request for Qualifications must be submitted in writing via regular mail or e-mail to:

Michael Collins
Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329
Email: michael.collins@dca.ga.gov.

VIII. **Scope of Work**

Physical Needs Assessment Services: The Consultant will perform tasks necessary to review the physical condition of properties seeking DCA funding and determine physical needs, work scope, and budget. For each analysis, the Consultant shall perform and provide a Physical Needs Assessment (Property Condition Survey) in accordance with the following:

- A. The Physical Needs Assessment must be produced according to the DCA Physical Needs Assessment Guide contained within the Architectural Rehabilitation Guide. Refer to the Application Manual for further guidance including formatting requirements and terms of reference. The 2013 Architectural Rehabilitation Guide is available on DCA's website at:
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/QAP2013docs.asp>
under 2013 Core Application / Core Instructions / Manuals and Forms / 2013 HFDD Manual / 2013 Manuals and Forms / B. Architectural: i. Forms; 2013 PNA Forms; and ii. Manuals; Rehabilitation Guide/PNA
- B. The immediate physical needs must be clearly identified including all items of building code violations, health and safety violations, and environmental hazards.
- C. DCA requires compliance with building codes in the following areas:
 - 1. Georgia Energy Conservation Code including provisions for insulation, fenestration, heating, cooling, and water heating equipment; or
 - 2. Life Safety Code regarding stairs, handrails, guardrails, smoke detectors, fire alarms, and unit fire separation (attic draft stops, fire separation, rated



party walls and floor/ceiling components, and caulking of all penetrations in the fire assemblies).

- D. Any component that does not have a useful life of at least five years must be included in the immediate replacement schedules.
- E. Sampling expectations, at a minimum, consist of all vacant and down units plus 10% of all occupied units. The type and condition of the property will frequently dictate a higher sampling of units.
- F. The PNA report must include the Consultant's summary of needs over the term of the loan plus two years.
- G. At a minimum, the rehabilitation work scope must equal an expenditure of \$25,000 in construction hard costs per unit.
- H. The work scope must include the replacement or repair of all items recommended in the physical needs assessment, plus any other items that are a market consideration. The finished property must meet the standards of the DCA Architectural Manual.
- I. The work scope must include appropriate measures for the abatement of all hazardous material identified in the physical needs assessment and/or the environmental site assessment.
- J. The work scope must include appropriate tasks to bring the property into compliance with federal, state, and DCA accessibility requirements.



Appendix A – Required Specifications

1. The Firm or its Consultant(s) must not be presently debarred, suspended, proposed for debarment or suspension, declared ineligible or excluded from participation by any state or federal department, agency, or program.
2. Selected Consultants must agree to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act, the Illegal Immigration Reform and Enforcement Act of 2011 (O.C.G.A. §13-10-90 et. seq.), and any other applicable state or federal immigration laws. The Submittal Package must be accompanied with a complete and notarized Contractor's Affidavit attesting that Consultant is registered with and using E-Verify. The Contractor's Affidavit form is attached as Appendix C.
3. Consultants must agree to comply with all applicable laws, including, but not, limited to federal, state and local laws, codes, regulations, ordinances, rules and orders, including all laws concerning fair housing and equal opportunity that protect individuals and groups against discrimination on the basis of race, color, national origin, religion, disability, familial status, or sex.
4. Selected Consultants must certify to a Drug Free Workplace:

If Consultant is an individual, he or she hereby certifies that he or she will not engage in the unlawful manufacture, sale distribution, dispensation, possession or use of controlled substance or marijuana during the performance of any contract resulting from this Request for Qualifications.

If a Consultant is an entity other than an individual, the entity certifies that a drug-free workplace will be provided for the Consultant's employees during the performance of any contract resulting from this Request for Qualifications.

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Appendix B- Contents of the Submittal Package

All Submittal Packages **must** contain the following information in the order shown and numbered as follows:

1. A cover letter, which provides the name, mailing address, telephone number, email address, and fax number of the individual to whom we may communicate regarding the Submittal Package. The cover letter should clearly state that the Submittal Package is in response to the Request for Qualification. Those who have contracted with DCA in the last 12 months to perform Physical Needs Assessment services should simply indicate their desire to continue their relationship with DCA;
2. Three customer reference letters for multifamily physical need assessments must be included. Of special interest to DCA are any customer references, regardless of project characteristics, from HUD, state or local housing agencies and/or financial institutions. Please provide the contact person's name and telephone number;
3. Resumes for all proposed individuals who will be working directly on the reviews, if the Consultant is selected;
4. A brief description of the ability (if any) to meet minority business enterprise/women-owned business enterprise requirements;
5. A copy of any applicable license(s);
6. Sample copies of physical need assessments that your firm has completed in the last 12 months for a multifamily housing development; and
7. Consultant must include a listing of multifamily rental housing projects on which Consultant has performed physical need assessments. This listing should include a summary concerning the value of the project, number of units, the type of ownership, source of financing, and whether the project was assisted with government funding.



Appendix C-

CONTRACTOR AFFIDAVIT

STATE OF _____
COUNTY OF _____

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Georgia Department of Community Affairs (“DCA”) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify. Furthermore, the undersigned agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this project, the undersigned will secure from subcontractor(s) same verification of its participation in a federal work authorization program as required by O.C.G.A. § 13-10-91(b). The undersigned further agrees to maintain records of such compliance and upon request provide a copy of each such subcontractor verification to the DCA. The undersigned hereby attests as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Entity Name and Role in Project

Name of Project

Dated this the ___ day of _____, 201__

Signature of Authorized Officer or Agent

Print Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 201__

Notary Public
My Commission Expires:

