

**nbha**

**New Braunfels Housing Authority**

**REQUEST FOR QUALIFICATIONS**

**FOR**

**DEVELOPMENT PARTNER**

**FOR**

**HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS,  
TEXAS**

**RFQ# 2026 – 0001**

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## New Braunfels Housing Authority

### Table of Contents

<b>I. INVITATION .....</b>	<b>3</b>
<b>II. PROFILE OF THE AUTHORITY.....</b>	<b>4</b>
<b>III. SCOPE OF WORK .....</b>	<b>4</b>
<b>DEVELOPER PARTNER ROLE .....</b>	<b>5</b>
<b>NBHA ROLE .....</b>	<b>6</b>
<b>NBHA WILL PLAY THE FOLLOWING ROLES IN THE DEVELOPMENT EFFORT:.....</b>	<b>6</b>
<b>IV. SUBMISSION REQUIREMENTS .....</b>	<b>9</b>
<b>V. EVALUATION CRITERIA .....</b>	<b>12</b>
<b>EXHIBIT A. LOCATION OF PROJECT .....</b>	<b>14</b>
GOOGLE SITE LOCATIONS.....	15
300 Laurel Lane, New Braunfels, TX 78130.....	15
Villa Serena – 109 Rosa Parks Dr, New Braunfels TX 78130 .....	16
<b>REQUIRED FORMS (MUST BE RETURNED WITH SUBMISSION) .....</b>	<b>17</b>
REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF BIDDERS PUBLIC AND INDIAN HOUSING PROGRAMS .....	17
INSTRUCTIONS TO OFFERORS NON-CONSTRUCTION .....	17
GENERAL CONDITIONS FOR NON-CONSTRUCTION CONTRACTS WITH OR WITHOUT MAINTENANCES .....	17
GENERAL CONDITIONS FOR NON-CONSTRUCTION CONTRACTS WITH MAINTENANCE .....	17
CERTIFICATION FOR A DRUG-FREE WORKPLACE .....	17
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION.....	17



## New Braunfels Housing Authority

### I. INVITATION

The Housing Authority of the City of New Braunfels (“New Braunfels Housing Authority” or “NBHA”), Texas requests sealed proposals (**RFQ #2026-0001**) from qualified developers to partner with NBHA in redeveloping its Public Housing Portfolio into a mixed-income, mixed-use community. Potential partners who have developable land and/or existing mixed income housing projects that may be suitable for replacement housing and are interested in collaborating with NBHA are encouraged to respond.

An optional non-mandatory pre-response conference via Zoom Conference June 12, 2026 @ 1:30 p.m. (CDST). If you would like a virtual meeting invite, please email [info@nbhatx.us](mailto:info@nbhatx.us) to request an invitation.

Questions regarding the interpretation of this Request for Qualifications should be submitted via email no later than July 3, 2026, by 4 p.m. (CDST) to [info@nbhatx.us](mailto:info@nbhatx.us). An amendment will be issued to respond to all questions.

Proposals in response to this Request for Qualifications must be received electronically via email at:

[info@nbhatx.us](mailto:info@nbhatx.us)

no later than 4:00 pm (CDST) on July 10, 2026. Submissions should be in PDF format with an email timestamp recording submission by 4:00 pm (CDST).

No proposals shall be withdrawn for a period of 120 days subsequent to the opening of the proposals without the consent of NBHA.



## New Braunfels Housing Authority

### II. PROFILE OF THE AUTHORITY

The Housing Authority of the City of New Braunfels d/b/a New Braunfels Housing Authority (“NBHA”) is a public housing agency created by resolution of the City of New Braunfels in 1968 pursuant to the Texas Housing Authorities Law (now Chapter 392 of the Texas Local Government Code) and federal law. NBHA is a unit of government, and its functions are essential governmental functions. The property of NBHA is used for essential public and governmental purposes and is exempt from all taxes, including sales tax on all its purchases of supplies and services. NBHA enters into and executes contracts and other instruments that are necessary and convenient to the exercise of its powers. NBHA maintains contractual arrangements with United States Department of Housing and Urban Development (“HUD”) to manage and operate its low rent public housing program and administers the Section 8 Housing Assistance Payments Programs. NBHA programs are federally funded along with development and modernization grants and rental income. Its primary activity is the ownership and management of over 170 public housing units. It also administers rental assistance for almost 297 privately owned rental units through the Section 8 program. It operates and manages its housing developments to provide decent, safe, sanitary, and affordable housing to low-income families, the elderly, and the disabled, and implements various programs designed and funded by HUD.

NBHA consist of two (2) specific Public Housing Sites:

- 1) Laurel Plaza – 300 Laurel Lane, New Braunfels, TX 78130
  - Approximately 5-acre site consisting of 100 units
  - Detached Community Center
  - SFH style administrative office building
  - Housing offices attached to midrise 5 story dwelling units
- 2) Villa Serena – 109 Rosa Parks, New Braunfels, TX 78130
  - Approximately 14-acre site consisting of 35 duplex units, and community center

The NBHA governing body is its Board of Commissioners (“Board”) and is comprised of five members appointed by the Mayor of the City of New Braunfels. The Board appoints an Executive Director (“ED”) to administer the affairs of the Authority.

### III. SCOPE OF WORK

NBHA seeks proposals from qualified, experienced and capable real estate developers, with financial strength and resources, who have a demonstrated record of accomplishment in successfully developing/re-developing properties into sustainable mixed-income, mixed-use communities. Respondents should have experience with

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## New Braunfels Housing Authority

Public Housing Redevelopment in Texas along with utilizing the Texas Department of Housing and Community Affairs (TDHCA) Low Income Housing Tax Credit (LIHTC) Program, as well as experience with the HUD Rental Assistance Demonstration Program ("RAD"). The goal is to choose, from the proposals received, a development firm that will partner with NBHA to redevelop the NBHA public housing community into a new mixed-income, mixed-use community at the locations identified in *Exhibit A* of this document.

For the public housing community listed in *Exhibit A*, NBHA anticipates that it will be demolished, and the units will be replaced using a variety of funding mechanisms including, but not limited to, Low Income Housing Tax Credits, New Market Tax Credits, Tax Increment Financing, Affordable Housing Bonds, FHA Insured Financing, conversion to RAD, private financing, etc.

NBHA expects that the public housing community will be redeveloped as a vibrant sustainable mixed-income, mixed-use community, with a variety of housing types and mixed-use opportunities integrated, where appropriate. NBHA is open to strategies that consider public housing replacement units in a variety of ways and encourages respondents to be creative in their approach.

If NBHA is approved for RAD or other subsidies in the redevelopment plan, there would be an opportunity to request RAD project-based vouchers and subsidy to be included in new developments. For example, replacement public housing could be built back on the original public housing site, built on newly acquired sites, or included in existing development deals that the responder brings to the transaction. All public housing replacement sites must meet HUD's Site and Neighborhood Standards.

### DEVELOPER PARTNER ROLE

The developer partner will be expected to work collaboratively with residents, NBHA, the City of New Braunfels and other stakeholders throughout the planning and redevelopment process as follows:

- Development Plan – Developer will prepare a comprehensive redevelopment plan for the site. For sites with existing housing plans or plans currently under development, the developer partner will participate in the planning process and/or propose plan refinements for review and approval by NBHA. The developer partner is responsible for ensuring that the final redevelopment plan is financially viable and implementable and identifying and/or providing for development (offsite), if needed.
- Development Team - Developer will hire and oversee a qualified team to implement the plan, including architects, engineers, general contractors, relocation specialists and property managers; develop a construction strategy and implementation schedule; oversee the design, construction, and quality control of the development; design and construct all infrastructure and site

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## New Braunfels Housing Authority

improvements; provide regular reports to NBHA on the progress of the development efforts; work with NBHA and its legal team to create an ownership structure for the development which will include an affiliate of NBHA, which shall have options for NBHA or NBHA affiliates to acquire the developments at a specified date or period in the future. NBHA or an NBHA affiliate shall be a co-developer of the developments earning a developer fee commensurate with its services, equity and risk assumed.

- Pre-Development - Developer will be responsible for all predevelopment planning and tasks including environmental and geotechnical testing, analysis of the condition of existing utilities at the site, market and economic analyses, entitlement plans and permits, environmental reviews and clearances, assisting with HUD's RAD Section 18 demolition/disposition approval process, relocation, and demolition and remediation. Developer must be able to fund pre-development activities.
- Financing – Developer will produce an overall financing plan by phase and by component that maximizes and leverages public and private resources. Developer will prepare a detailed development and operating budgets, which includes the underwriting of relocation and supportive services costs; diligently pursue and use best efforts to secure financing; prepare funding applications; obtain equity investment using the competitive processes and commitments on the best terms available; provide all guarantees required for the successful financing of the project, including construction completion guarantees, operating deficit guarantees, tax credit adjuster or recapture guarantees and guarantees under a negotiated Master Development Agreement (“MDA”); and structuring reserve and other accounts that will reasonably guarantee the long-term operating feasibility of the replacement units and the right to purchase the site after 15-year tax credit obligation is exhausted.
- Submissions and Requirements – Developer will assist NBHA to prepare and submit development proposals and documents for HUD review and approval; comply with all applicable federal and local laws, regulations, ordinances, and local building codes; obtain all required land use approvals including building permits and zoning approvals; adhere to RAD and other program requirements for replacement housing, if any.

### NBHA ROLE

NBHA will play the following roles in the development effort:

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## New Braunfels Housing Authority

- Land ownership - NBHA owns the land parcels included in this RFQ and expect to retain ownership. NBHA will enter into a long-term ground lease with the selected entity, subject to HUD approval. Land that is newly acquired for the project will be subject to negotiation depending on the highest and best use.
- Financing - NBHA will participate in all financial structuring decisions, including review and approval of financial arrangements and terms and conditions of any loan documents. Should bonds be issued as a part of the financing structure, the Developer partner shall provide NBHA with the best strategy for Bond Issuer.
- Design Review/Construction Monitoring and Approval - All designs are subject to NBHA's review and approval. Design review may also be subject to HUD review. NBHA will also monitor construction and will have the right to review and approve construction documents. The cost for a project manager shall be underwritten into the development budget.
- HUD Contact - NBHA will coordinate all communications with HUD. NBHA will have responsibility for submission of program documents and will secure HUD approvals including, but not limited to, demolition/disposition, RAD approval, development proposal and related evidentiary documents, acquisition proposals, and relocation plan. The developer partner will assist in the preparation of these documents.
- Operating Subsidy - WHA may make certain financial contributions toward the cost of operating the public housing replacement units, subject to HUD approval. The nature of the subsidy will be determined based on the final program approved by NBHA to include ACC and or PBV Funding. NBHA will not provide any subsidy amount greater than what it receives from HUD, less any amount retained by NBHA for monitoring and asset management responsibilities. The developer partner is responsible for knowing fully HUD restrictions that may apply and understanding how they may affect the development.
- Relocation - The developer partner will work with NBHA to develop a suitable relocation strategy that ensures responsible relocation of existing families and the NBHA office(s), consistent with the Uniform Relocation Act and any other requirements for relocation.
- Asset Manager and Regulatory Oversight - NBHA will continue to have regulatory responsibility for all subsidized units and other units in which NBHA or any other affiliates have an ownership interest. NBHA will monitor and enforce the terms of its agreements with the developer partner and NBHA will provide regulatory oversight for all units financed with NBHA or public funds.

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## New Braunfels Housing Authority

- Property Management & Maintenance – NBHA or an entity mutually chosen by NBHA, and the Developer shall be the property Management & Maintenance of the redeveloped or newly constructed beginning with lease up.

### ***RESPONDENTS MUST ADHERE TO THE FOLLOWING OBJECTIVES:***

1. Develop a comprehensive housing plan than ensures that all existing affordable units are replaced on site or in other sustainable, healthy, vibrant locations.
2. Explore a multi-faceted approach to create a vibrant, sustainable, mixed-income and mixed-use neighborhood. NBHA expects that the final plan will accommodate a diversity of housing and family types, community amenities, services, programming and sustainable site improvements and landscaping. The plan should include a mix of market rate and affordable housing units, subject to market demand, and reflect the desires and needs of families.
3. Integrate environmental sustainability through the use of “green” construction and design practices, optimal energy efficiency through the incorporation of on-site renewable energy, and adherence to LEED or green community certification standards.
4. Establish an accessible, pedestrian-oriented environment that can serve as a model of effective accessibility through quality streetscape, open space, and design.
5. Promote community interconnectivity between residents of the community. The redevelopment should be integrated into the fabric of the surrounding area and the site plan design and layout should encourage integration within the site itself. For example, the design of community spaces should encourage multi-generational uses and diversity of options.
6. Feature high quality, context sensitive architectural design that is respectful to the surrounding neighborhood. The selected partner will be expected to utilize design principles that are compatible with the neighborhood and community surrounding the site(s) and create designs that are appealing and architecturally attractive.
7. Develop a creative and viable financial plan that does not rely principally on NBHA funding.
8. Facilitate a process that ensures public engagement of impacted residents, community members, the City, the County, public agencies and institutions, businesses, and other key stakeholders in the planning and implementation.



## New Braunfels Housing Authority

### IV. SUBMISSION REQUIREMENTS

All respondents shall submit one (1) digital copy with dividing tabs and an electronic version saved to (2) flash drives of their proposals. Proposals must contain the following information:

1. Cover Sheet
2. Letter of interest, including an executive summary of the respondent's proposal
3. Company resume, including resumes of firms and persons that will perform the Scope of Work
4. Discussion of the knowledge and experience of the firm and key personnel who will be performing all facets of the work that is the same as, or substantially similar to, what is required in the Scope of Work
5. Detailed work plan for the Scope of Work. This section should include the following:
  - Responder should specify interest in the site, including the development approach, a narrative concept of what you might propose to develop (preliminarily) and how you will go about it. Note that the narrative concept must have sufficient detail for NBHA to evaluate preliminary program and planned uses; phasing of relocation, demolition, and construction; financing approach and timing; design and unit features; income mix and marketing.
  - Existing projects that responder is engaged in that may be relevant as potential replacement housing or subsidy transfer sites.
  - Proposed business terms which should include, but not be limited to, all fees for development services and timing; methodology for operating subsidy and type; distribution of net operating income; treatment of available land; any role of NBHA, if different from role as articulated in this solicitation.
  - Approach to engaging residents and the community. Include a description of approach and methodology to engage residents and the community.
  - Section 3 and M/WBE plan and compliance. Include a detailed plan of how the responder will meet or exceed Section 3 requirements. Include a discussion of the approach and methods the team will use to ensure strong participation by Section 3, women and minority-owned businesses.
  - Three (3) references that can attest to the capabilities of the firm and the key personnel to perform the Scope of Work for those projects.
6. Financial Capability: Provide the past three years audited financial statements and a current financial statement. The responder must also indicate financial capacity to complete development projects and demonstrate an ability to secure financing for the project; provide required construction completion and operations guarantees to funders and investors.



## New Braunfels Housing Authority

### Insurance Requirements (For Information Only)

If Respondent receives an award or unless otherwise waived in the contract the selected Master Developer will be required to provide the following Insurance requirements:

- All insurance must be written with an insurance company authorized to do business in Texas and shall be placed with insurers with an A.M. Best rating of A- VIII or better.
- Commercial General Liability insurance is required for any vendor who will be doing hands on work at NBHA properties. NBHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.
  - \$1 million Each Occurrence
  - \$1 million Personal and Advertising Injury
  - \$2 million General
  - \$4 million Products-Completed Operations Limit
  - Contractor must disclose to NBHA any endorsements that limit or exclude coverage customarily provided. NBHA reserves the right, prior to acceptance of the developer's response, to either require additional types of liability coverage or require greater limits based on the nature of the operations being performed.
  - The insurers will provide to NBHA on a primary basis and agree not to seek contribution from NBHA's insurance. Insurers also agree to waive right of subrogation against and NBHA.
  - Commercial General Liability insurance will remain in force with annual policy periods for the period of the statute of repose applicable to the project.
- Automobile Liability
  - NBHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle to do work on NBHA properties.
  - \$1 million – Any One Accident – Combined Single Limit
    - NBHA reserve the right, prior to acceptance of the developer's response, to require greater limits based on the nature of the operations being performed.
    - Workers' compensation and employers' liability policy:  
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than two persons. A Waiver of Subrogation in favor of NBHA must be included in the Workers' Compensation policy. NBHA and its affiliates must be a Certificate Holder.
    - NBHA reserves the right, prior to acceptance of the developer's response to require either additional types of workers' compensation or employers' liability coverage or greater employers' liability limits based on the nature of the operations being performed.
- Professional Liability

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## **New Braunfels Housing Authority**

- NBHA and its affiliates must be named as a Certificate Holder. This is required for vendors who render observational services to NBHA such as appraisers, inspectors, attorneys, engineers or consultants - \$1 million.
- **Umbrella or Excess Liability**
  - In addition, developer shall provide umbrella or excess liability insurance providing in excess of the underlying Commercial General Liability, Business Auto Liability and Employers' Liability insurance above, with the following minimum limits:
    - \$5 million – Each Occurrence
    - \$5 million – Annual Aggregate (where applicable in the underlying)
  - Such umbrella or excess liability policy shall provide substantially the same coverage as the underlying Commercial General Liability (including NBHA as additional insured), Business Automobile Liability or Employers' Liability insurance and shall expressly provide that the umbrella or excess policy will drop down over a reduced or exhausted aggregate limit of the underlying insurance. The umbrella or excess policy shall also be primary insurance to NBHA (including primary insurance to NBHA's own Commercial General Liability and Umbrella policies) and the developers umbrella insurer agrees not to seek contribution from NBHA's insurance.
  - NBHA reserves the right, prior to the acceptance of the developer's response, to require greater limits based on the nature of the operations being performed.
- Any general contractors, subcontractors and others engaged by the developer shall comply with all the above requirements.

NBHA reserves the right to amend the Scope of Work or any part of this Request for Qualifications prior to or after the submission deadline. If prior to the submission deadline, NBHA shall issue a written addendum to all those prospective respondents who were issued a copy of this Request for Qualifications. If necessary, based on the nature and extent of the addendum, NBHA may extend the deadline.

If an amendment is made after the submission deadline, NBHA shall issue a written amendment to all those who submitted a proposal, and, if necessary, provide a date for submitting additional information based on the amendment. Absent an amendment by NBHA and minor omissions mentioned below, no modification to a respondent's submission shall be accepted after the submission deadline.

All proposals will become the property of NBHA. NBHA reserves the right to, in its sole discretion, cancel this Request for Qualifications, reject any or all proposals, either in whole or in part, with or without cause, and waive any informality in this Request for Qualifications process. Final awards will be subject to available funds.



## **New Braunfels Housing Authority**

NBHA considers as NON-RESPONSIVE any respondent for which critical information is lacking or whose submission represents a substantial deviation from the requirements of this Request for Qualifications.

Any contact during the procurement process between the respondent and the Board of Commissioners, evaluation panel or NBHA employees, regarding this Request for Qualifications, is disallowed, except as stated above.

The procured respondent will not be considered an NBHA employee. NBHA assumes the proposal of certain personnel to be a statement of their availability to do the work.

All costs incurred by the respondent in preparing its response proposal are to be borne by the respondent.

### **V. EVALUATION CRITERIA**

All proposals received will be reviewed and evaluated by an Evaluation Committee assigned by the Executive Director. Proposals will be considered in terms of the evaluation indicated in the table below. Proposals will be scored against these criteria and a rank ordered list generated to identify the highest scoring bidders. NBHA may choose to conduct interviews before selecting a developer partner. NBHA retains its right to select solely based on the written proposals and references. Consequently, responders are encouraged to make the proposals as comprehensive as possible. Some or all respondents may be invited to interview and to present the proposals in more detail and to answer any questions the evaluation panel may have:

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## New Braunfels Housing Authority

### Evaluation Criteria

<p>Knowledge and Experience</p>	<p>Knowledge and experience of the key personnel who will be performing the work that is the same as, or substantially similar to what is required in the Scope of Work.</p>	<p>30</p>
<p>Knowledge and Experience with the Texas Department of Housing and Community Affairs (TDHCA) Low Income Housing Tax Credit Program (LIHTC).</p>	<p>Demonstrated experience utilizing the TDHCA/LIHTC program in the state of Texas in the past three (3) years, including seeking waivers related to the "proximity rule".</p>	<p>15</p>
<p>Experience repositioning Public Housing utilizing the Rental Assistance Demonstration Program (RAD).</p>	<p>Demonstrated experience repositioning Public Housing utilizing RAD.</p>	<p>5</p>
<p>Detailed Work Plan</p>	<p>Development approach; preliminary concept; relocation; demolition and construction; financing approach and timing; design and unit features; income mixing and marketing.</p> <p>Proposed business terms, including, but not limited to, all fees for development, services, and timing; methodology for operating subsidy and type; distribution of net operating income; treatment of available land; any role of NBHA, if different from role articulated in this solicitation.</p> <p>Approach and methodology to engage residents and the community</p> <p>Approach and methodology to ensure strong participation by Section 3 and M/WBE plan and compliance.</p> <p>Attestations of reference as to your capabilities to perform the scope of work.</p>	<p>25</p>

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## New Braunfels Housing Authority

Financial Capacity	Firm's documented financial stability and the ability to obtain financial commitments from other state and local agencies, private investors, and banks. A proven track record of a creative and viable financial plan that does not rely principally on WHA funding.	25
	Total Points	100

### Exhibit A. Location of Project<sup>1</sup>

Site	Location	Acreage	# Units	Occupancy Status
Laurel Plaza Apartments	300 Laurel Ln, New Braunfels, TX 78130	+/- 5.058	100, 60std. 40 1br	Occupied
Villa Serena Duplexes	109 Rosa Parks Dr, New Braunfels, TX 78130	+/- 13.506	70, 30- 2bd 36 -3bd 4 -4bd	Occupied

<sup>1</sup> All measurements should be verified.

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New Braunfels Housing Authority

## Google Site Locations

300 Laurel Lane, New Braunfels, TX 78130



300 Laurel Ln, New Braunfels, TX 78130 • Ph 830-625-6909 • Fax 830-625-6915 • [www.nbhatx.us](http://www.nbhatx.us)

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## New Braunfels Housing Authority

Villa Serena – 109 Rosa Parks Dr, New Braunfels TX 78130



300 Laurel Ln, New Braunfels, TX 78130 • Ph 830-625-6909 • Fax 830-625-6915 • [www.nbhatx.us](http://www.nbhatx.us)



**New Braunfels Housing Authority**

**REQUIRED FORMS (Must be returned with submission)**

[Representations, Certifications, and Other Statements of Bidders Public and Indian Housing Programs](#)

[Instructions to Offerors Non-Construction](#)

[General Conditions for Non-Construction Contracts with or without Maintenances](#)

[General Conditions for Non-Construction Contracts with Maintenance](#)

[Certification for a Drug-Free Workplace](#)

[Equal Employment Opportunity Certification](#)