

**REQUEST FOR QUALIFICATIONS  
AND PROPOSALS (RFP)  
FOR  
MULTI-FAMILY DEVELOPMENT SERVICES**



**THE EL PASO COUNTY HOUSING AUTHORITY  
650 NE G AVENUE  
FABENS, TX 79838**

RFP: MFDS04182024  
April 18, 2024

## Section 1

### Agency Background

#### Mission, Description, Logistics

The El Paso County Housing Authority (“EPCHA”):

- To provide and develop affordable housing for low-income families while promoting self-sufficiency and neighborhood revitalization.
- EPCHA owns and operates a variation of programs consisting of 192 Federal Section 8 Housing Choice Vouchers and 80 public housing units.
- Is governed by a 5-member board of commissioners. Four members are appointed by El Paso County Commissioners Court of El Paso, TX and a Resident Commissioner is selected pursuant to the procedures found at CGS 8-41.
- The Authority’s fiscal year runs from July 1st through June 30th.

## Section 2

### General

1. The El Paso County Housing Authority (“EPCHA”) is soliciting requests for proposals (“RFP”) for Multi-Family Development Services in El Paso County, Texas.
2. EPCHA will solicit and accept sealed proposals to this RFP. EPCHA may, at its option, request an interview with those responders EPCHA designates as Finalists.
3. For any additional information needed, contact Zulema Avila, Finance Officer at [zavila@epcha.org](mailto:zavila@epcha.org) or Miguel Hernandez, Executive Director at [mhernandez@epcha.com](mailto:mhernandez@epcha.com).
4. Pursuant to Texas Government Code, the Board of Directors of EPCHA has delegated to Miguel Hernandez authority to issue this request for submittal and to receive and rank submittals received in response to same.
5. Confidentiality. There will be **no public opening of proposals**. All proposals and information concerning same shall remain confidential until all negotiations are completed and the Notice of Award(s) is issued. Responders are hereby notified that all proposals received by EPCHA shall be included as part of the official contract file. Therefore, any part of the proposal that is not considered, confidential, privileged or proprietary under any applicable Federal, State or Local law shall be available for public inspection upon completion of the procurement process. Notwithstanding the foregoing, the applicable provisions of Federal, State and Local laws shall govern the confidentiality of proposals despite anything contrary to this provision stated in the proposal.
6. Acceptance and retainage of these services by EPCHA is dependent on the availability of financing at EPCHA’s sole discretion.

### **Section 3**

#### Project description and description of development services in the first “Phase One” part of the process:

EPCHA desires to expand its services providing affordable housing in El Paso County. Increases in land and construction costs combined with higher interest rates create challenges with developing and owning financially sustainable multi-family communities. To that end, EPCHA seeks to retain a development services group (hereinafter referred to as the “Developer”) that will work closely with EPCHA to assist with some or all of the responsibilities associated with multi-family development. The selected Developer must demonstrate proficiency and experience with various responsibilities including but not limited to:

1. Site Selection: Locate affordable land either for purchase or to be donated, providing multiple analysis including environmental, civil, public utility, survey, platting, title examination and all other financial due diligence studies to determine the site’s feasibility for EPCHA’s intended use.
2. Preliminary Project Design and Cost Budgets: Work with EPCHA’s design team to provide preliminary project design and detailed total project cost budgets.
3. Project Operating Pro-Forma Analysis Reports: Provide short- and long-term project income and expense estimates using the project cost budgets in Step 2. above.
4. Provide Real Estate Brokerage Representation: Assist EPCHA in the land pricing negotiation or donation, earnest money contract preparation, contract due diligence and all other Real Estate Brokerage responsibilities as a Buyer Broker for EPCHA through the closing of the purchase of the land.
5. Full Architectural and Engineering Permit Plan Design Assistance: Developer will assist EPCHA’s design team to achieve the best overall combination of a well-designed, high quality and reasonably priced project.

### **Section 4**

#### Request for Qualifications

1. Submittals must be received no later than 1:00 pm on May 9, 2024. Submittals will be accepted in an email submission only. Submittals should be emailed to:  
Zulema Avila at [zavila@epcha.org](mailto:zavila@epcha.org)  
The subject line should read “Submittal – RFP MFDS04182024”

Questions for Qualifications (answers to the following must be accurate and complete to be considered):

- a. Describe the experience of your firm, and of any team members in providing the services described in Section 2. The experience may be related to any multi-family or commercial development projects.
- b. Describe the technical competence (i.e. knowledge, skill, ability) of your firm, and of any

- team members in providing the services described in Section 2.
- c. Qualification submissions must also include completed original copies of the Non-Collusive Bidding Certificate which is referenced in Section 5.
  - d. Provide a full resume of Respondent’s highest-ranking officer and additional members of the proposed team.
2. Provide a brief summary of any appropriate factors about the qualifications of you or your team members, that you believe are relevant to the consideration of your qualifications for this Project, that have not been disclosed in answer to the questions and requests listed above.
  3. Qualification Submission will be evaluated and ranked by EPCHA and/or its designees, using the following evaluation criteria and weighting:
    - Experience of Offeror—20%
    - Technical Competence of Offeror—25%
    - Capability of Responder—35%
    - Cost of the proposed scope of work----20%

Based on the evaluation criteria and weightings, EPCHA will qualify a maximum of three responders to submit proposals that contain additional information. EPCHA will notify the Respondents by May 16, 2024 if they have been selected as finalists to be interviewed.

**Section 5**

Timeline

The submission of proposal(s) in response to this RFP will be evaluated in accordance with the schedule below.

<b>Schedule</b>	<b>Date</b>	<b>Time</b>
RFP Date of Issue	April 18, 2024	8:00 a.m. MST
Deadline for Receipt of Questions	May 02, 2024	4:00 p.m. MST
Deadline to Issue an Addenda	May 06, 2024	4:00 p.m. MST
Deadline for Proposal Submissions	May 09, 2024	1:00 p.m. MST
Announce Award to Successful Responder	May 16, 2024	

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of EPCHA.

## **Section 6**

### **Terms and Conditions**

1. The terms of the agreement between EPCHA and the selected offeror will be mutually agreed upon.
2. EPCHA reserves the right to accept or reject all or any part of any submittal or bid, waive minor technicalities, and award the submittal offering the best value for EPCHA.
3. EPCHA reserves the right to cancel this contract without pecuniary risk or penalty upon written notice.
4. If at any time the vendor fails to fulfill or abide by the terms, conditions, or specifications of this contract, EPCHA reserves the right to cancel upon ten days' written notification.
5. **CONFIDENTIAL INFORMATION:** Vendors to this RFP are advised that material contained in their submittals is subject to the Public Information Act and may be viewed and/or copied by any member of the public, including news agencies and competitors.
6. EPCHA reserves the right to reject any or all submittals received, or to award a contract on the basis of initial offers received without discussions or clarifications.
7. EPCHA also reserves the right to conduct clarifications to resolve minor issues.
8. **EPCHA OBLIGATIONS:** EPCHA accepts no obligations for costs incurred by vendors responding to this RFP or on being awarded the contract. EPCHA reserves the right to select a submittal without discussion with the vendors. It is understood that submittals shall become part of EPCHA official files. Retention of these submittals does not obligate EPCHA to any action. EPCHA reserves the right to reject any and all submittals received.
9. **TAXES:** EPCHA is exempt from state, federal, and local taxes, and will not be responsible for any taxes levied on the company as a result of the contract resulting from this RFP.
10. **EQUAL OPPORTUNITY:** It is the public policy of EPCHA at all levels of procurement, to promote equal opportunity in employment and in contracting opportunities, and to promote and encourage the participation of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), small and other disadvantaged business entities in employment and contracting opportunities involving the State as fully as possible. The term "minority business enterprise" means a business at least 51 percent of which is owned, controlled and managed by minority group members. EPCHA therefore, is committed to pursue such avenues in its employment and contracting activities which will further the goals of this policy.

**Section 7**

Non-Collusive Bidding Certificate

**NON-COLLUSIVE BIDDING CERTIFICATE**

By submission of this submittal, the bidder certifies that:

- a) This bid or submittal has been independently arrived at without collusion with another bidder or with any competitor;
- b) This bid or submittal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or submittals for this project, to any other bidder, competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid;
- d) The person signing this bid or submittal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.
- e) **THE FAILURE TO SIGN THIS CERTIFICATE MAY BE CAUSE FOR YOUR SUBMITTAL TO BE REJECTED.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date