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Executive Director



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REQUEST FOR PROPOSAL

CONSULTANT NEEDED FOR PHYSICAL NEEDS ASSESSMENT

On

Rosemont at Miller's Pond, 6200 Old Pearsall Road, San Antonio TX

The Housing Authority of Bexar County is requesting professional services for a Physical Needs Assessment (PNA) at the Rosemont at Miller's Pond Apartments, 6200 Old Pearsall Road, San Antonio, Tx. 78242.

Questions regarding this RFP should be directed to Tammye.trevino@habctx.org.

The PNA report is to include an evaluation of 15% (percent) of each unit type and a summary of the areas listed below, for further detailed review or recommendation of the issues that cannot be determined through a visual or walk thru observation:

- Site Improvements (Access, Parking, Paving/Drainage, Walks/Curbs, Utilities, Lighting, Landscaping/Irrigation, Fences/Walls, Signage and Disabled Accessibility/ADA);
- Building Improvements (Foundation, Sub-Structure, Super-structure, Floor Construction, Exterior Wall Construction, Roof and Canopy Construction, Windows, Doors, Balconies/Terraces, Stairs, Interior Floors & Walls, Disabled Accessibility/ ADA and Federal Accessibility Regulations)

-Type of construction, description, and condition.

- Building Mechanical, Plumbing & Electrical Systems (HVAC, Plumbing, Electrical, Vertical Transportation, Fire Protection/Life Safety Systems; Safety Code Compliance);
- System function, maintenance and energy efficiency. Include a description of location and age of major systems.
- Tenant Spaces (Interior Finishes, Kitchen Appliances, HVAC, Plumbing/Fixtures, Electrical, Fire Protection/Life Systems/ ADA Provisions).
- Deficient conditions/ deferred maintenance;
- Digital photographs to document the deficient conditions;
- Individual cost tables and estimation to complete immediate repairs/ emergency issues (life threatening); Capital Reserve Analysis
- Evaluation on options to increase energy efficiency.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.



TDD #711



Attached is a directory, listing the units by “unit type”. The selection of units to be assessed shall be 15% of each type as follows:

No	Type	Square feet	To be Assessed
111	2 BR 2 Bath	950 sq ft	17
52	3 BR 2 Bath	1100 sq ft	8
13	4 BR 2 Bath	1300	2

Total units to be assessed: 27 units

Review the plans, specifications, in-force warranties, maintenance agreements (as provided) in conjunction with the building/site conditions.

The Bear Springs Property Condition Assessment Report will consist of two components: Walk-thru Survey and Preparation of Opinions of Probable Cost to Remedy Physical Deficiencies. Consultant will prepare one (1) Property Condition Report for review by HABC.

In addition to the physical review, Consultant will base the review on any available project documents provided. If Consultant is not provided these documents Consultant will proceed and finalize reports based on the information obtained during the walkthrough of the buildings.

I. Walk-thru Survey

Consultant will identify apparent defects, deficiencies, items of deferred maintenance, review of the maintenance procedures and significant building code violations (individually and collectively, Physical Deficiencies) through observations, document reviews, research and interviews.

Consultant will prepare a written report (the Report) that a) opines on the Property’s overall physical condition, b) describes pertinent components or building systems, c) identifies Physical Deficiencies and conditions that would limit the expected useful life of major components or systems, and d) provides estimated costs to remedy Physical Deficiencies and annual Capital Reserve Expenditures.

The Walk-thru Survey will address the condition of the following information, as applicable:

A. Site – Description and Condition

1. site: grading/drainage, storm water retention; landscaping, signage, significant slopes, retaining wall, encroachments, easements, access and egress, lighting, noise sources, adequate fencing at pools, etc.
2. parking , paving walkways and curbing: physical condition, number of parking spaces, striping, handicap provisions description of parking structure, etc. (for parking, comment on zoning requirements vs. actual and adequacy for current use and provide the ratio of spaces to building occupancy.)
3. geological hazards: proximity to flood plains and potential flood risk, sinkholes, reclaimed land
4. amenities: pool, tennis courts, clubhouse, laundry, etc.
5. service & utilities: gas, water electricity, sewer
6. natural hazards: probable physical exposure to damages by excessive windstorms, tornados or hurricane activity.

B. Substructure and Superstructure

1. Substructure – Type of Construction, Description and Condition
 - a. foundation footings and walls, grade beams, slab on grade (provide comments on settlement/cracks, perceived movement, etc.)
 - b. basement, cellars, crawl space, under garage (comment on water infiltration)
2. Superstructure – Type of Construction, Description and Condition
 - a. framing, façade, walls, exterior windows/doors, parapets, patios, balconies, attics, chimneys, draft and fire stops, etc. (on balconies and decks comment on the direction of pitch of the deck surface, rail heights and baluster spacing)
 - b. roof, flashing, drainage, equipment mounts, penetrations.
 - c. evidence of and extent of deterioration resulting from pest infestation or wood rot
 - d. comment on evidence of excessive mold growth on exterior/interior surfaces.
 - e. for concrete framed structures, determine if conventional reinforced or post tensioned construction is present.

C. Interior – Description and Condition

1. Interior walls & finish, insulation, ceilings, flooring, stairways, doors and hardware
2. Appliances, kitchen fixtures, cabinets
3. ADA Provisions (comment on the compliance with applicable federal law), if applicable.

D. Mechanical, Electrical and Plumbing Systems – Systems function, maintenance and energy efficiency. Include description, location and age of major systems. Review maintenance procedures, logs, contracts and warranties, if provided to HABC.

1. Mechanical (Heating, Ventilation and Air Conditioning)
 - a. type of system, equipment, distribution, controls, energy management systems, zoning, piping, are there any refrigerant issues which should be addressed?
 - b. identify and comment on any constant or recurring IAQ issues
2. Electrical
 - a. service size, distribution system, meters (single tenant or building), switchgear, PCB's, lighting, panels, emergency generator, substation, transformer, UPS.
 - b. identify type of wiring used and where. If AL wiring is used in branch circuits, are CO/ALR devices used? Comment on any electrical problems resulting from the AL wiring and, if necessary, comment on need for infrared thermos-scan of aluminum connections.
 - c. telecommunication, raceways, closets
3. Plumbing
 - a. potable water source (identify the piping material used for risers and service run outs), fixtures, sewage (identify the presence of any onsite waste treatment plant or septic system and comment on the performance and maintenance history), hot water source, water treatment. Is polybutylene piping material used? (comment on maintenance problems or piping replacement)

E. Fire Protection and Life Safety Systems

1. Emergency exit lighting
 2. stairwell pressurization
 3. fire protection (e.g., hoses, extinguishers, alarm system, sprinklers [wet or dry, standpipes], zoning smoke detection systems-battery or hard wired, date of last service inspection, maintenance and service contracts)
 4. security systems (e.g., cameras, alarms)
 5. building and parking access and control
- F. Vertical Transportation, if applicable, (Elevators and escalators)
1. cab, controls, rails, speed, sequencing, drives, etc.
 2. type and number
 3. maintenance and service contracts
 4. date of last certified test and inspection
- G. Other
1. Compliance with Code and Regulations
- H. Close-Out Documents (where applicable)
1. Operation and Maintenance Manuals
 2. Warranty Agreements
 3. Municipality or Architect approvals
 4. Confirmation of Material Testing
 5. Punchlist or work to complete

The Consultant shall also contact the local building department and fire marshals, as appropriate, to attempt to obtain and review any list of open violations against the property. If the fees for this search are deemed excessive, the Consultant shall notify the Client for direction. If no information is received, the Consultant is under no further obligation to research the matter further, but shall notify the Client of this. If information is received after the Report has been issued, the Consultant shall review the information and report the same to Client.

If significant issues and violations are seen during the property walkthrough, the Consultant shall immediately notify Client for follow up instructions. To the best of their knowledge, the Consultant shall also comment on the extent to which properties may be “grandfathered” or if any retroactive fire code upgrades are mandated.

The Consultant shall comment on any identified planned upgrades, changes in use or property improvements that in the Consultant’s opinion may require code retrofits. The Consultant shall recommend further follow up with the property owner and design professionals in these instances.

I. ADA Review

The Consultant shall assess the property's general compliance with Title III of the Americans with Disabilities Act (ADA) by completing the "Quick Look" survey including the results in the body of the Report. The Consultant shall recommend to the Client when a separate ADA compliance audit is needed. The determination for this recommendation shall be based on the property classification and how the property is affected by ADA compliance requirements, if applicable. If the property is not in compliance and is affected by ADA compliance requirements, because it is a public accommodation or a commercial property with planned alterations, the Consultant shall provide a preliminary assessment of remedial actions and estimated costs for the work.

Note. Report will address the Federal Accessibility Regulation to comply with Housing quality Standards.

II. ADEQUACY OF SYSTEMS

Based solely on the Consultant's visual observations and interviews, when conducted, the Consultant shall opine as to whether or not the property's HVAC, electrical, plumbing, drainage and other systems are adequate for the current or expected future property usage as communicated by the property owner or the Client.

III. ESTIMATE OF REPLACEMENT COST FOR INSURANCE PURPOSES

For insurance purposes, the Client requires the Consultant to estimate the replacement cost of the structure(s). This estimate should consist of the cost to reconstruct the property new and to current building codes excluding amounts for land, building foundations (below the lowest basement floor or garage floor or ground surface if there is no under structure), site improvements (e.g., grading, parking lots) and any other uninsurable items. Consultants shall also describe or identify the manner in which the estimate was prepared.

IV. ESTIMATE OF IMMEDIATE REPAIR REQUIREMENTS

Immediate Repairs: _____ These are 'one time' costs estimated for repairs or replacements. The Consultant shall list repairs or replacements needed immediately to bring the property to a sound, safe, and fully habitable condition. The list should include i) any items which pose potential danger to the health, safety, or well-being of building occupants, visitors, or passersby such as structural deterioration and failures, inoperable fire alarm systems, significant tripping hazards, building code violations; ii) items affecting tenancy or marketability such as lack of running water, out of service units, extensive damage caused by storm, fire or earthquake; iii) significant deferred maintenance items or non-working building systems such as HVAC systems, parking area repairs, broken windows and/or doors, leaking roofs, pest or rodent infestations; iv) building systems or systems components that have far exceeded their expected useful life and require replacement or upgrade; v) low cost repair items that cumulatively exceed \$20,000 in estimated costs.

V. CAPITAL RESERVE ANALYSIS

The Consultant shall prepare a capital reserve cost analysis for the major building components and/or systems which may require replacement or major maintenance/repairs to keep or maintain the facility in fully satisfactory and operating condition. These costs will be considered for a 7 year timeframe. Reserve costs are typically defined as predictable and in some instances to be recurring

within a specified future period. Unless specifically required by the Client, these costs are not intended to represent enhancements, upgrades or improvements to the existing property. The analysis shall be based on the physical assessment of the property, a review of maintenance logs and historical capital expenditures as well as any scheduled or in-progress capital improvement programs.

VI. REPORT QUALIFICATIONS

The Consultant shall list any limiting conditions, exclusions, qualifications and assumptions made in preparation of Report. The Consultant shall also advise of any use and reliance restrictions attached to the Report.

VII. EXHIBITS / ATTACHMENTS

The Consultant shall append any exhibits that illustrate or clarify information presented in the body of the Report. Pertinent documents such as leasing literature and schedules, rent rolls, annotated site plans, copies of pending proposals, building plan excerpts, certificates of occupancy and other relevant information should be provided where available and useful.

Copies of CO's	-	Schedule of documents reviewed
Property photos		Copies of code issues (if available)
Copies of prior reports		

The Property Condition Assessment report will be submitted to HABC within twenty (20) working days of the visit to the project site and documentation receipt. If HABC has requested a review of project drawings, specifications and in force warranty and maintenance agreements, HABC will provide these or the contact information as to who can provide them, at the time of acceptance of proposal.