**PHYSICAL NEEDS ASSESSMENT**

**REQUEST FOR PROPOSAL**

To: Date:

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Re: Performance of Physical Needs Assessment

Project Name, HCR Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_­­\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposals are requested for the performance of a Physical Needs Assessment ("PNA") of the above referenced housing development. This property is managed by \_\_\_\_\_\_\_\_\_\_\_\_\_ (Housing Company) and is under the supervision of New York State Homes and Community Renewal (HCR). The purpose of the PNA is to identify major capital work that must be addressed immediately, as well as plan for necessary long term physical plant repairs and replacements.

 General Information

 Project Information

The housing development consists of \_\_\_\_\_ \_\_\_\_\_-story apartment building(s) constructed in \_\_\_\_\_. There are a total of \_\_\_\_\_ apartments.

The PNA must include a scope of work and cost estimates for immediate physical concerns of the development, all its major components and the overall building component repairs/replacements necessary over the next \_\_\_\_ years.

The consultant is required to inspect a minimum percentage of representative apartments in the development in accordance with the following table:

 Development Size: Minimum No. of Units to be Inspected

 Up to 100 Units: 15 % 401 to 600 Units: 7.5%

 101 to 200 Units: 12.5% 601 to 1,000 Units: 5 %

 201 to 400 Units: 10 % Over 1,000 Units: 2.5%

The format and procedures used in the PNA shall generally conform to the FANNIE MAE Delegated Underwriting and Servicing (DUS) Guide, excerpts of which are included at the bottom of this RFP.

 RFP Issuing Office and Contact

 Issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Site Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Deadline for Receipt of Proposals

All responses must be received in a clearly marked sealed envelope inside the mailing envelope. Two copies of the proposal shall be submitted no later than

 5:00PM, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ and addressed to:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 D. Limitations to Liability

The Housing Company assumes no responsibility or liability for costs incurred by firms responding to the RFP or to any subsequent requests for interviews, additional data, etc.

II. Response to the RFP

Before submitting a proposal, the responding firm shall examine all documents included with the RFP. The submission of a proposal will be construed as evidence that such an examination has been made.

A. The firm’s proposal shall outline the work plan and time schedule to be followed to complete the work.

 C. The responding firm shall state whether the firm is a qualified Minority or Women-Owned Business Enterprise and shall give evidence of same. Evidence shall be certification; or the request of certification; or, if not certified and no request for certification has been made, documentation supporting the respondent’s belief that the firm is qualified.

 D. The report will be subject to review comments by the Housing Company and HCR before finalization.

 E. The attached replacement schedule is an acceptable format of replacement and repair items as referenced in the FANNIE MAE PNA format noted below. (Digital MS Excel version available upon request)

III. Criteria for Selection

Selection shall not be made solely on the basis of fee. The Housing Company will contract with a qualified firm at a compensation which is fair and reasonable. The Housing Company has the right to reject any and all proposals. The successful respondent will best meet the following criteria:

A. A clear understanding of the tasks, objectives, and services required.

B. Proper qualifications and experience with a satisfactory "track record" on similar projects.

C. Present workload and ability to undertake the scope of services within the required time frames.

IV. Contract

A. The selected firm shall not assign, transfer, or otherwise dispose of the contract to any person, company, partnership or corporation without prior written consent of the Housing Company and HCR.

 B. The fee shall be a stipulated sum or be based upon stated hourly rates with a not-to-exceed sum. It shall include all travel, incidental expenses, and reproduction costs for the interim reports as well as \_\_\_\_\_\_ copies of the final PNA report as approved by the Housing Company and HCR.

**Excerpts of the FANNI E MAE Delegated Underwriting and Servicing (DUS) Guide, Part III, Section 316.06: Documentation (04/29/11)**

• Introduction – a high level description of the Property and any key issues that must be reviewed immediately.

• History – a discussion of major physical asset issues that impacted the Property financial performance within the last three (3) years or that could impact future performance.

• Schedule of Replacements – a detailed schedule of expected replacements and major maintenance items that are anticipated to be required over the next \_\_\_ (\_\_) years, together with the evaluator's total estimated cost, adjusted for inflation, to complete such replacements and major maintenance items.

• Immediate Repairs – a listing of any repair issues that should be addressed in order to ensure longevity and proper performance of the Property and addresses all life safety issues. It must include:

• an itemized table (typically referred to as an Immediate Repair Table) that represents the cost to correct any repair or deferred maintenance requiring

• correction within the next two (2) years, and

• any life safety issue,

and

• a detailed discussion section for any repair item that, due to cost to complete (typically greater than $10,000) or complexity, warrants such detailed discussion in the format below:

System Description An abbreviated description of the affected system

Condition A thorough description of the observed condition(s), including extent of the condition, specific locations or examples of locations of the condition, and an indication of whether or not the issue is considered life safety

Cause A description of the potential cause(s) of the observed condition

Scope/Repair A clear direction of the scope of appropriate repairs

Cost A detailed cost estimate to complete the recommended scope of work

Special Notes Water Infiltration and Moisture Management: Particular attention must be paid to any issue(s) that could cause building water infiltration. All items necessary to prevent the water infiltration must be addressed and if substantial or pervasive moisture infiltration issues are found, a formal plan for managing moisture infiltration may be appropriate.

Additional Assessment: If the cause of an observed issue and/or appropriate repair is unknown and requires further assessment not typically covered in a PNA, the evaluator is responsible for recommending further assessment including qualifications of the specialized evaluator, potential scope for this assessment, and anticipated cost of such additional evaluation. The report must also clearly state if the further assessment is not intended as an estimate of final repairs, but only for assessment if such is the case.

Property Description A basic description of the major systems at the Property, unique or unusual features, an assessment of overall condition, and any necessary references to the immediate repairs section of the report. Typically, the report will address housekeeping, site issues, parking areas, building exteriors, roof, foundations, HVAC, plumbing, electrical, fire and life safety, dwelling units and common areas.

Special Note:

If there are known problematic construction materials or conditions identified (such as aluminum wiring, polybutylene piping, galvanized piping, exterior insulation and finish systems (EIFS), fire-retardant treated plywood, inadequate electric service or any other relevant matter), then the description must include:

• Evaluation of the system’s material condition and quality of construction;

• Historical and current condition/performance; and

• Evaluation of the long-term financial impact of the issue.

Photographs A sufficient number of photographs is required. Photographs of deferred maintenance must be representative of the extent and complexity of the damage.