

PHARR HOUSING AUTHORITY

Request for Proposal – Make Ready

1005 W Gore Ave , Pharr, TX 78577

1.1 Background

The Pharr Housing Authority (PHA) is chartered in the State of Texas and began service to the community in 1949. As a public benefit corporation, the PHA provides subsidized housing within the City of Pharr, Texas (City), in accordance with federal legislation. The PHA's major funding comes from grants and subsidies by the United States Department of Housing and Urban Development (HUD). The PHA also earns rent, administrative fees, and investment income and receives private donations.

The PHA's governing body is a seven-member Board of Commissioners appointed by the Mayor of Pharr. The PHA's Executive Director, Lazaro J. Guerra, has been leading the organization since 2024. The Authority currently has 18 employees.

The PHA's comprehensive reporting entity includes the following:

Housing Authority of the City of Pharr (PHA)
Pharr Housing Development Corp. (PHDC)
Pharr Affordable Housing Corp. (PAHC)
PHDC Parkview Terrace GP, LLC

The mission of the PHA is to become the Premier Housing Agency by Promoting Honesty, Integrity, Respect and Dedication, Empowering Staff and Influencing the Future Growth and Development of Families Through Education and Housing.

To accomplish this objective, PHA manages 247 public housing units throughout the City of Pharr. This program has been supported by a \$1.8 million operational budget.

PHA also provides monthly rental assistance to a maximum 828 qualifying low and moderate-income families in Pharr, Texas, through HUD's Housing Choice Voucher program (formerly known as Section 8). This growing rental assistance program is supported by a \$4.2 million budget. For both public housing residents and assisted housing clients, PHA offers (in partnership with numerous community organizations) a variety of supportive services. These services include counseling, case management, drug education and violence prevention, job training, medical assistance, and youth enrichment.

PHA is involved in numerous other mission related initiatives, most notably:

Pharr Housing Development Corporation (PHDC) – In 1992, the PHA formed a 501 (c)(3) nonprofit corporation. It was formed for the purpose of providing decent affordable housing, building affordable housing, and to support the PHA's mission, and much more. PHDC is the sole member of four general partners in four low income housing tax credit (LIHTC) developments. They include Las Canteras Housing Partners, LTD (100 units), Mesquite Terrace, LTD (106 units), PHDC Parkview Terrace GP, LLC (100 units), and Sunset Terrace, LTD (100 units).

Pharr Affordable Housing Corporation (PAHC) - The PHA formed Pharr Affordable Housing Corporation (PAHC) in 2005 under Texas Local Government Code, Chapter 303. It is a public facility corporation formed for the purpose of supporting the PHA's mission, provide affordable housing, build affordable housing and much more. PAHC is the owner of Sunset Terrace Senior Village (80 units), a mixed finance affordable senior housing development.

PHDC Parkview Terrace GP, LLC (PTGP) – PTGP is a limited liability corporation owned by the Pharr Housing Development Corporation. PTGP owns and operates a 100-unit low income housing tax credit multi-family development. It does business as the Leo “Polo” Palacios Jr Parkview Terrace Apartments.

1.2 Solicitation

The Pharr Housing Authority (PHA) is issuing this Request for Proposal (“RFP”) to qualified and experienced Contractor interested in providing **make ready** services as set forth in the Scope of Services section.

It is the intention of the PHA to award this RFP to a single Contractor; however, PHA reserves the right to award separate agreements for **make ready** services based on criteria that PHA determines to be appropriate.

Responders will be required to perform all services requested under this RFP.

1.3 Procurement Authority

All matters and issues related to this RFP, and any contract resulting from the RFP shall be governed by the regulations included in **24 C.F.R 85.36**; and procurement principles set forth in the HUD Handbook on Procurement for Public and Indian Housing Authorities, Handbook 7460.8, Rev-2; applicable State and Local laws and the Statement on Procurement Policy for the Pharr Housing Authority.

1.4 Laws and Regulations

This procurement may be funded in whole or in part by grants provided by the US Department of Housing and Urban Development. Applicable laws and regulations will govern this procurement and any subsequent agreement. In addition, applicable laws and regulations of the State of Texas and Hidalgo County Texas, will apply to the resulting awarded agreement(s).

1.5 Obtain Copies of this Solicitation

Single copies of the response package may be obtained, at no cost by visiting the PHA website at: www.pharrha.org.

Hard Copies may be available in person as the address below:

**Pharr Housing Authority
1005 W Gore Ave
Pharr, Texas 78577**

Persons wishing to be mailed copies may request via email: lazaro.guerra@pharrha.org

PART II – SUPPLEMENT INSTRUCTIONS TO RESPONDENTS

2.1 Submission of Response

The instructions below provide guidance on what the qualification-based submittal should contain and how it should be organized. **Respondents should deliver two (2) complete sets, (one (1) original and one (1) copies) and a digital file on a CD or JUMP DRIVE in PDF format.** All submittals must be assembled in the order described in this RFP, in a sealed envelope or box clearly marked with the words **“Make ready”**

Sealed responses to this solicitation must be received by the PHA no later than, Wednesday, August 19, 2026, at the Pharr Housing Authority 1005 W. Gore, Pharr, Texas 78577.

All Proposals must be submitted in accordance with the conditions and instructions provided herein. All Proposal must remain open for acceptance for one hundred and eight days (180) from due date.

2.2 Time Table

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

Schedule Procedures	Date	Time
RFP Date of Issue	July 29, 2026	4:00 pm (CT)
Deadline for Receipt of Questions	August 12, 2026	5:00 pm (CT)
Deadline for Proposal Submissions	August 19, 2026	4:30 pm (CT)
Announce Award to Successful Responder	TBD	TBD

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 the PHA.

2.3 Interpretations/Questions

During the period between issuance of the RFP and the Proposal due date no oral interpretation of the RFP's requirement will be given to any prospective responded. Request for interpretation must be made, in writing, at least five (5) days before the submission due date and time to: Email: Lazaro.Guerra@pharrha.org

2.4 Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, the PHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, the PHA will issue an addendum to the RFP setting forth the nature of the modifications(s). The PHA will email (or send via regular postal mail or fax upon written request of the Respondents) any addenda to Respondents of the RFP Solicitation. Interested parties may also view addenda on the PHA's website www.pharrha.org. It shall be the responsibility of each Respondent to insure they have any/all additional addenda relative to this

2.5 Proposal Format

All proposals shall be submitted in 8 ½ x 11-inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used provided, they fold into 8 ½ x 11 inches. All copies of the

submittal must be identical in content and organizations. The format of the Respondent's Proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Service. The front cover of the proposal should bear the name of the RFP, the date, and the Respondent's name, address, phone, fax number, and email address.

2.6 Submittal Forms

Provide, as a part of the Proposal, all required certifications and HUD forms, licenses and proof of insurance. All forms that require a signature or initials must bear an original initial or signature.

2.7 Acceptance of Proposals

Proposals must be signed, sealed, and received in completed form at the PHA, no later than the Proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason and will be returned unopened to the originator.

The PHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

The PHA also reserves the right to reject the proposal of Respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature; that is not in a position to perform the contract. Alternatively, who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials, or employees.

2.8 Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept, unopened. No Proposals received after the closing date and time will be considered. All Proposals properly received will be evaluated by PHA's Evaluation Committee appointed by the Executive Director. The Evaluation Committee will analyze proposals within the 180 days of the date and time due and a recommendation for Award of Contract or not to award to the PHA Board of Commissioners.

2.9 Withdrawal of Proposals

Proposals may be withdrawn by means of a written request or faxed requests dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for receipt and must be signed by the Respondent. In addition, withdrawals must be postmarked prior to the date and time set for proposal opening. Negligence on the part to the Respondent in preparing their proposal confers no right to make modifications or withdraw proposal after the due date and time.

2.10 Award of Contract

Contact shall be awarded to the Respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of the PHA. The Respondent to whom the award is made will be notified at the earliest practical date.

2.11 HUD Debarment and Suspension List

The Respondents and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list (www.epls.gov).

2.12 Certification of Make ready Entity

Prior to execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, make ready and binding under Texas State Law and the City of Pharr, Texas.

2.13 Cost Borne by Respondent

All cost related to the preparation of this RFP and any related activities are the responsibility of the Respondent. The PHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

2.14 Best available Data

All information contained in this RFP is the best data available to the PHA at the time of the RFP was prepared. The information given in the RFP is not intended as representation having binding make ready effect. This information is furnished for the convenience of Respondents and the PHA assume no liability for any errors or omissions.

2.15 Contact with the PHA Staff, Board Members, and Residents

Beyond the above referenced written communications, except for the current RFP representative, respondents and their representatives may not make any other form of contact with the PHA Staff, Board Members, or Residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

2.16 Licenses

The awarded individual/firm or lead firm shall have and maintain all required licenses necessary to conduct business in the City of Pharr and the State of Texas. All licenses must be kept up to date for the duration of the awarded contract. Copies of all licenses must be in the Procurement/Contract Office prior to contract execution.

2.17 Respondent Responsibilities

Each Respondent is presumed by the PHA to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the RFP. Any failure to understand completely any aspect of this RFP is the responsibility of the Respondent.

2.18 No Claim Against PHA

The Respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against PHA or PHA's property for reason of all or any part of any of the following: the selection

process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of the PHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

PART III – SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in Respondent's proposal. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound, and each section tabbed.

3.1 Company Information

Please furnish a brief history of your company including how long you have been in business, major offices located in Pharr, Texas and/or major offices located in the southern United States (Attachment C).

3.2 Staffing and Qualifications

The Respondent must submit a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, Form Profile of Firm. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.

3.3 Relevant Experience and Past Performance

The Respondent shall submit a listing of former or current clients, including the public housing authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:

- a. The client's name;
- b. The client's contact name;
- c. The client's telephone number;
- d. A brief description and scope of the service(s) and the dates the services were provided.

3.4 Respondent's Approach and Response to Scope of Service

3.4.1 Provide a detailed narrative that demonstrates the approach intended for use by the Respondent.

3.4.2 The approach outlined should be consistent with the objectives and requirements set forth in the RFP and should address how services will be immediately provided upon execution of a contract.

3.5 Proposal Cost

Respondents shall provide a firm total cost along with a detailed itemized breakdown of total cost. Please show all expected expenditure to include all anticipated travel. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying not specifically agreed to by the PHA; etc. Any costs for approved travel required by the will be reimbursed at reasonable cost, as pre-approved by the PHA.

3.6 Required Certifications/Forms

Each proposal shall contain a copy of the following HUD forms, which may be downloaded from the Procurement page of the PHA web site: www.pharrha.org.

- A. Attachment A – **Form HUD-5369-B**, Instructions to Offerors – Non-Construction
- B. Attachment B – **Form HUD 5369-C**, Certifications and Representations of Offerors – Non-Construction Contract
- C. Attachment C – **Form Profile of Firm**
- D. Attachment D – **Certification for Section 3 Business Preference**
- E. Attachment E – **Form HUD 5370-C**, General Conditions for Non-Construction Contracts

PART IV - SCOPE OF SERVICES

4.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S)

The PHA is seeking proposals from qualified, licensed and bonded entities to provide the following detailed services:

4.1 Specifications

The Housing Authority is soliciting proposals from qualified contractors to provide Make-Ready Services for public housing units and/or Housing Authority-owned properties. The contractor shall furnish all labor, supervision, equipment, tools, materials, transportation, and incidentals necessary to prepare vacant dwelling units for occupancy in accordance with Housing Authority standards, applicable building codes, HUD requirements, and local regulations.

The objective is to minimize unit vacancies while ensuring safe, clean, and habitable housing for incoming residents.

2. Scope of Work

The Contractor shall perform complete make-ready services for vacant units as assigned by the Housing Authority. Services may include, but are not limited to:

A. Unit Inspection

- Conduct an initial inspection of each vacant unit.
- Identify deficiencies, damages, and required repairs.

- Document conditions with photographs.
- Submit findings to the Housing Authority representative.

B. General Cleaning

Perform thorough cleaning of the entire unit including:

- Kitchens
- Bathrooms
- Bedrooms
- Living areas
- Closets
- Utility rooms
- Windows and windowsills
- Cabinets and drawers
- Appliances
- Floors and baseboards

Cleaning should remove dirt, grease, stains, debris, and odors.

C. Painting

Provide painting services as directed, including:

- Interior walls
- Ceilings
- Doors
- Trim
- Cabinets (when approved)

Requirements:

- Patch holes, cracks, and damaged surfaces.
- Sand and prepare surfaces.
- Apply primer where necessary.
- Apply approved paint products and colors.

D. Flooring Repairs and Replacement

Services may include:

- Carpet removal and replacement
- Vinyl flooring replacement
- Tile repair or replacement
- Floor preparation and leveling
- Transition strip installation

Flooring materials shall match Housing Authority specifications.

E. Drywall and Wall Repairs

Repair or replace damaged:

- Drywall
- Sheetrock
- Corner bead
- Texture finishes

Finish surfaces ready for painting.

F. Carpentry Repairs

Repair or replace:

- Doors
- Door hardware
- Cabinets
- Shelving
- Baseboards
- Trim
- Closets
- Countertops

Ensure proper operation and appearance.

G. Plumbing Repairs

Inspect and repair:

- Faucets
- Toilets
- Sinks
- Shower valves
- Drain lines
- Water supply lines
- Water heaters (minor repairs)

Services may include replacement of fixtures when approved.

H. Electrical Repairs

Inspect and repair:

- Light fixtures
- Switches
- Receptacles
- GFCI outlets
- Smoke detectors
- Carbon monoxide detectors
- Exhaust fans

All electrical work shall comply with applicable codes.

I. HVAC Services

Inspect and service:

- Air conditioning units
- Heating systems
- Thermostats
- Filters
- Vents and registers

Services may include cleaning, minor repairs, and replacement of approved components.

J. Appliance Services

Inspect, clean, repair, or replace approved appliances including:

- Refrigerators
- Ranges
- Ovens
- Vent hoods

Verify proper operation before unit turnover.

K. Locks and Security

Provide:

- Lock changes or rekeying
- Door adjustments
- Installation of approved hardware
- Verification of unit security

L. Pest Preparation

Prepare units for pest treatment when necessary, by:

- Removing debris
- Sealing minor openings
- Reporting infestation evidence

Pest control services may be performed separately by the Housing Authority.

M. Exterior and Grounds Work

When assigned, services may include:

- Debris removal
- Porch repairs
- Minor fencing repairs
- Exterior cleaning
- Yard cleanup around vacant units

3. Make-Ready Standards

Each completed unit shall:

- Meet HUD Housing Quality Standards (HQS), Uniform Physical Condition Standards (UPCS), or NSPIRE requirements, as applicable.
- Be safe, sanitary, and fully functional.
- Pass Housing Authority inspection.
- Be ready for immediate occupancy.

4. Response Time Requirements

Routine Make-Ready

- Contractor shall begin work within three (3) business days of notice to proceed.
- Complete work within seven (7) to fifteen (15) calendar days unless otherwise approved.

Priority Units

- Contractor shall begin work within twenty-four (24) hours of notification.
- Completion timeframe as directed by Housing Authority management.

5. Work Orders and Authorization

- No work shall commence without written authorization from the Housing Authority.
- Additional work discovered during unit preparation must receive prior approval.
- Contractor shall provide cost estimates for change orders before proceeding.

6. Contractor Qualifications

Contractors shall:

- Be licensed as required by state and local law.
- Maintain all required permits and certifications.
- Have at least three (3) years of experience in residential maintenance or unit turnover services.
- Demonstrate experience with affordable housing, multifamily housing, or public housing properties.
- Provide references from similar projects.

7. Insurance Requirements

Contractor shall maintain:

- Commercial General Liability Insurance: Minimum \$1,000,000 per occurrence.
- Automobile Liability Insurance.
- Workers' Compensation Insurance as required by law.
- Employer's Liability Insurance.

The Housing Authority shall be named as an additional insured where applicable.

8. Background and Conduct Requirements

All contractor personnel:

- Shall conduct themselves professionally.
- Shall comply with Housing Authority policies.
- May be subject to criminal background screening.
- Shall wear company identification while on Housing Authority property.

9. Quality Assurance

The Housing Authority reserves the right to:

- Inspect work at any time.
- Reject unacceptable work.
- Require corrective action at no additional cost.
- Evaluate contractor performance based on quality, timeliness, safety, and responsiveness.

10. Deliverables

The contractor shall provide:

- Completed work orders.
 - Before-and-after photographs.
 - Material receipts when requested.
 - Warranty information for installed products.
 - Final completion report.
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4.3 Contract Terms

The PHA anticipate that it will initially award a contract for a period of three (3) year with the option, at the PHA discretion, to renew for two one (1) additional one-year terms.

PART V - PROCUREMENT PROCESS

5.1 Evaluation Process

The following procedures will be followed for the evaluation:

- A. An evaluation committee is formed.
- B. All submittals are evaluated individually on the Evaluation Criteria in Section 5.2. The evaluation will consist of a qualitative review of the proposal to determine how it meets the minimum requirements.
- C. The PHA reserves the right to make an award based solely on the proposal or to negotiate further with one or more proposers.
- D. The PHA may request that Respondents make oral presentations concerning their qualifications to the PHA's Evaluation Committee and/or the Board of Commissioners. Presentations will be scheduled by the PHA on an individual basis. Furthermore, the PHA may request either an on-site or telephonic interview with Respondents in which the Evaluation Committee has deemed competitive.
- E. The PHA reserves the right to make no award or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.

5.2 Evaluation Criteria

A. Staffing and Qualifications: 20 Points

- A. Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.

B. Relevant Experience and Past Performance: 30 Points

- A. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a documented track record of successfully performing services of the same type required by this RFP.
- B. Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.

C. Respondent's Approach and Response to Scope of Service: 20 Points

- A. The Respondent's approach and response to the Scope of Service will be evaluated through an assessment of the proposed approach for the work identified in the Scope of Service.
- B. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.

D. Proposal Cost: 30 Points

- A. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, the ability to perform the required work at minimum cost to the PHA.

Additional Points:

Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) (Attachments B and C) And Section 3 (Attachment D) Participation:

MBE / WBE participation 5 points

Section 3 participation 5 points

Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that PHA's stated participation goals, in terms of MBE, WBE, and Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

5.3 Summary of Evaluation Criteria

Technical:

Staffing and Qualifications	20 Points
Relevant Experience and Past Performance	30 Points
Respondent's Approach/Response to Scope of Service	20 Points
Proposal Cost	<u>30 Points</u>
Total	100 Points

ADDITIONAL POINTS:

MBE and WBE Participation	5 Points
Section 3 Participation	<u>5 Points</u>
	Total 10 Points

Total Possible Totals 110 Points