

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**Request for Qualifications to Provide Market Analysis**

**I. PURPOSE OF THE REQUEST**

The Texas Department of Housing and Community Affairs (the Department or TDHCA) is requesting submission of qualifications to provide market analysis relating to various real estate transactions in Texas, which are subject to underwriting by TDHCA. The Department's Real Estate Analysis Rules and Guidelines provide more information on the market study guidelines and required qualifications. This policy may be accessed through the TDHCA website at <http://www.tdhca.state.tx.us/rea/>.

The Department reserves the right to compile a list of approved firms, based on submitted qualifications, for use by Applicants of various housing programs administered through TDHCA. Firms may be added to the list upon submission, review, and acceptance of qualifications.

**II. RESPONSE TIME FRAME AND OTHER INFORMATION**

Response Due:       Open

It is the express policy of the Department that parties receiving this request refrain from initiating any contact or communication with members of the TDHCA Board of Directors with regard to selection of firms relative to this Request for Qualifications while the selection process is occurring. Any violation of this policy will be considered a basis for disqualification.

Also, by releasing this Request for Qualifications, TDHCA shall not be obligated to proceed with any action on the Request for Qualifications and may decide it is in the Department's best interest to refrain from pursuing any selection process.

Qualifications and a sample market study should be emailed in searchable Adobe Acrobat format to the Real Estate Analysis Division.

**III. RESPONSE FORMAT**

- A. Each item in Section IV of this Request for Qualifications should be specifically addressed, or an explanation should be provided as to why no response is given.
- B. Identify the item to be addressed in the introduction to each response.
- C. Please limit your response to relevant material and your qualifications to 10 pages in length; additional information may be submitted in the form of an attachment or appendix.

**IV. PROPOSAL CONTENT**

**A. General Information**

Provide information regarding the organization and structure of the firm including, but not limited to:

- 1. Number of offices located in Texas
- 2. Location of office(s) and brief description of support staff
- 3. Number of representatives located in Texas
- 4. List of housing clients currently served by or proposed to be served by the firm
- 5. Areas of Texas the firm is willing to serve

**B. Firm**

Provide information regarding the experience of the firm including, but not limited to:

- 1. Number of market studies for multifamily and single family residential properties; attach a descriptive list of assignments performed in the last five years
- 2. Description of familiarity with transactions involving federal and/or state housing programs
- 3. Any other unique qualifications

C. Personnel

Provide information about the professionals employed by the firm including, but not limited to:

1. Names, office location and brief resumes, including licensing and certification
2. List of housing clients served by or proposed to be served by the personnel assigned to this account

D. Services Provided

Provide certification that the services to be provided will conform to the Department's Real Estate Analysis Rules and Guidelines.

E. Documentation of Standing

Provide Certificate of Account Status from the Texas Comptroller of Public Accounts indicating the organization is in good standing.

**V. SAMPLE MARKET STUDY**

Provide a sample market study. The sample must conform to the requirements of the Department's Real Estate Analysis Rules and Guidelines. The subject development may be fictitious, but the body of the market study must accurately reflect the most current information available for the chosen market area, including relevant demographics. (This item should be included as an attachment or appendix and will not be considered part of the page limitation of proposals.)

**VI. FINANCIAL CONDITION**

Provide a copy of the firm's most recent audited financial statement, if available. (This item should be included as an attachment or appendix and will not be considered part of the page limitation of proposals.)

**VII. ANNUAL UPDATE**

To maintain status as an approved market analyst, the following must be submitted annually by the first Monday of February:

- A. Documentation of good standing in Texas
- B. Current organizational chart reflecting all members of the firm who may author or sign the market studies.
- C. Resumes of all members of the firm who may author or sign the market studies.

All documentation must be electronically submitted by email to Duc Nguyen at [duc.nguyen@tdhca.state.tx.us](mailto:duc.nguyen@tdhca.state.tx.us)