



Neighborhood Housing Services of San Antonio

Neighborhood Housing Services of San Antonio

Request for Proposal

General Contractor – Rehabilitation of Single-Family Homes

Date: April 6, 2026



Neighborhood Housing Services of San Antonio

CONFIDENTIAL INFORMATION

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Background

NHSSA serves the City of San Antonio and Bexar County with comprehensive affordable housing development, home rehabilitation, rental housing, second mortgage lending (down payment/closing cost assistance), and homeownership purchase and preservation counseling services. Established in 1985, NHSSA’s mission is to build successful families and communities through housing opportunities, targeting low- and moderate-income families who earn up to 120% Area Median Income (AMI).

As a U.S. Treasury Community Development Financial Institution (CDFI) mortgage lender, a U.S. Department of Housing and Urban Development (HUD) Housing Counseling Agency and a HUD Community Housing Development Organization (CHDO) affordable housing developer, NHSSA is the only San Antonio nonprofit offering an in-house continuum of affordable housing-related services designed to move a low- to moderate-income family from renting, aspiring to buy a home, and then to sustainably securing their dream residence and preserving it generationally as financially capable owners. We accomplish our goals by reflecting our work to mirror the roots of the organization – building successful families through financial wellness and access to appropriate and affordable housing – and using this ideal to craft innovative ways our core services can be repurposed to benefit and empower even the most vulnerable members of our community.

NHSSA has received several grants from the City of San Antonio and other funders to rehabilitate and/or build new single and multi-family affordable housing homes/units. NHSSA will be rehabilitating at least two single family homes and building several new construction homes in 2026 and 2027. These homes will be purchased and/or occupied by families making less than 120% AMI.

Purpose

The purpose of this RFP is to invite General Contractors (GC) to submit a proposal for the rehabilitation of single-family homes. NHSSA plans to purchase, rehabilitate and sell the homes to Low-Moderate Income (LMI) families. The homes will be sold to buyers with incomes up to 120% of the AMI per HUD adjusted income limits for San Antonio. The homes are in different areas of San Antonio, but primarily in Council Districts 2, 3 and 5. The homes have been abandoned, foreclosed and/or vacant for an extended period of time. Once NHSSA provides the scope of work, the timeline for completing construction should be no longer than 60 days. NHSSA will be responsible for and handle all marketing and sales of homes. The GC is responsible for planning, coordinating, obtaining required permits and overseeing the entirety of the construction projects. The GC will be required to provide monthly/weekly/daily reports, as requested, to NHSSA’s Construction Project Manager. Experience working with HUD’s HOME, Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP) and other local, state and federal funding is preferred.



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Qualifications of Respondent

Respondents should have considerable experience in construction and/or rehabilitation of residential single-family development to include but not limited to:

- a. Demonstrated record of expertise in the construction of single-family or multi-family development.
- b. Perform or subcontract for specified construction activities which could include, but not be limited to electrical, plumbing, HVAC, carpentry, drywall, painting, roofing, floor covering, cabinetry and landscaping.
- c. Work with local building inspectors to ensure that the property meets all local, state and national building codes.
- d. Ensure compliance with applicable Federal and State of Texas labor laws.
- e. Ensure compliance with applicable Federal, State of Texas and local environmental laws including laws relating to erosion control and waste disposal.

The GC shall warrant all workmanship and materials furnished under the Contract, whether directly by the GC or by any sub-contractor working for the GC, conform to the Contract requirements and ensure all are free of defects, either apparent or latent. Such warranty shall continue for a period of one year from the date the Owner signs the Certificate of Work Completion. In addition, the contractor must provide the owner with the manufacturer's warranties on all installed materials that carry a warranty.

Due to the nature of the activities and the time frame constraints for commitment and expenditures, NHSSA intends to award up to two qualified GC to undertake projects under the program. City and Federal requirements that apply to this program include prevailing wages, environmental review, the Uniform Relocation Act, Section 3 and lead-based paint requirements. In addition, federal requirements regarding the procurement of services for NSP projects will apply.

Other Terms & Conditions

Affirmative Action, Minority and Woman Owned Businesses

NHSSA will affirmatively ensure that in any contract entered into pursuant to this RFP, minority and woman owned business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the ground of sex, race, color or national origin in consideration for an award.

Debarment and Disqualification

Respondent nor any other person associated with Respondent in the capacity of owner, partner, director, officer or manager:

1. Is not currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency;
2. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any state or federal agency within the past three years;
3. Does not have any proposed debarment pending; and
4. Has not been indicted or had a civil judgment rendered against them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

Contractual Contents

Respondent's response to this RFP will be included in whole or by reference in the final contract.

Insurance Requirements

All respondents shall provide proof of their own insurance as reflected below. Upon entering a contract, any selected respondent will be required to provide a certificate of insurance, naming NHSSA as an additional insured. Additional insurance requirements may be identified prior to entering a contract, as is appropriate to the ultimate scope of services. Insurance policies must be appropriate and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits.

TYPE	REQUIRED LIMITS
Workers Compensation and Employer's Liability	Statutory \$1,000,000/\$1,000,000/\$1,000,000
Commercial General Liability, to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury d. Environmental Impairment/Impact - sufficiently broad to cover disposal liability	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
Builder's Risk	All Risk Policy written on an occurrence basis for 100% replacement cost during construction phase of any new or existing structure.

Procurement Process

NHSSA has established this procurement process to identify qualified Respondents to provide general construction services to NHSSA. In responding to this RFP, Respondent will be required to demonstrate their experience and capacity in providing these services. NHSSA will review all responsive proposals to this solicitation and will award the Contract based on qualifications first and cost reasonableness second.

As stated above, City and Federal requirements that apply to this program include prevailing wages, environmental review, the Uniform Relocation Act, Section 3 and lead-based paint requirements in addition to federal requirements regarding the procurement of services for the Neighborhood Stabilization Program.

Evaluation Criteria

The proposals submitted will be evaluated based on experience and expertise using the information requested and submitted pursuant to this RFP. An evaluation committee will review each proposal and utilize the following criteria:

- a. Experience with similar projects - 30 points
- b. Relevant qualifications of key personnel - 25 points
- c. Project Approach - 20 points
- d. Proposed schedule and ability to meet applicable deadlines - 10 points
- e. Overall cost structure - 10 points
- f. Respondent is an MBE/WBE and/or has experience in meeting Davis-Bacon (labor compliance) and HUD Section 3 requirements - 5 points

Proposal Format Requirements

Proposals must be organized as follows:

- a) Attachment A – Proposal Cover Sheet
- b) Attachment B – Proposal Narrative Responses
- c) Attachment C – Confidentiality Notice
- d) Attachment D – Cost Proposal

Proposals shall not exceed 10 (8 ½ X 11) pages nor have a font size smaller than 11 pt.

Schedule of Events

The following schedule outlines the approximate time frame of the activities that will be followed to assist in the selection process. The schedule and activities, except for the deadline for receiving proposals, are subject to change.

ITEM	DATE
RFP Issue Date	April 6, 2026
Pre-Submission Conference (Optional)	April 13, 2026 @3:30 pm
Question Submission Deadline	April 15, 2026 @ 2:00 pm
Proposal Due Date	April 24, 2026 @12:00 pm
Contract Award Date (Estimated)	May 8, 2026

Pre-submission Conference (Optional)

NHSSA will host a virtual meeting through the below hyperlink on April 13, 2026 at 3:30 p.m.

<https://teams.microsoft.com/meet/25296220949513?p=S3NTF9jFUuDCceHbHM>

Proposal Submission Methods

NHSSA will accept hard copy and electronic proposal submissions through **12:00 p.m. (Central Standard Time) on April 24, 2026.**

Hard copy proposals can be submitted to NHSSA at the following address:

Address: NHSSA
851 Steves Avenue
San Antonio, TX 78210



Neighborhood Housing Services of San Antonio

ATTN: Brandee Perez, Executive Director

Office Hours: Monday through Thursday 9:00 a.m. – 5:00 p.m. and Friday from 9:00 a.m. – 1:00 p.m.

The envelope must have the following notation on the bottom left-hand corner:

“General Contractor Proposal.”

OR

Electronic proposals can be emailed to bperez@nhs-satx.org. If you do not receive an email confirmation within 24 hours of submission, please call Brandee Perez at (210) 533-6673 to ensure receipt. All proposals will become property of NHSSA upon submission.

Additional Notices

NHSSA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. NHSSA specifically reserves the right to negotiate a contract with the selected respondent. An officer of the company capable of binding the offer must sign proposals.

NHSSA encourages responses from small, minority-owned, women-owned and Section 3 businesses as well as from firms that partner with such businesses in a substantive way.

Solicitation Questions

Written questions regarding this solicitation can be emailed to Brandee Perez, Executive Director, at: bperez@nhs-satx.org

The deadline for written questions is **2:00 p.m. on April 15, 2026**. Responses to questions will be posted at the website listed below within 72 hours of submission.

<https://www.nhsofsa.org/>



Neighborhood Housing Services of San Antonio

Attachment A – Proposal Coversheet

Request for Proposal (“RFP”) for General Contractor Services – Rehabilitation of Single-Family Homes for Neighborhood Housing Services of San Antonio (NHSSA) in Connection with the Neighborhood Stabilization Program

Name of Respondent: _____

Company Name: _____

EIN #: _____

DUNS #: _____

Principal address: _____

Primary Point of Contact: _____

Phone: _____

Email: _____

Contract Signatory: _____

Minority and Woman Owned Businesses Questionnaire

<p>Type of Business:</p> <p>Non-Profit []</p> <p>Sole Proprietorship []</p> <p>Partnership []</p> <p>Limited Liability Corporation []</p> <p>Corporation []</p>	<p>Is the business 51% or more owned by:</p> <p>American Indian []</p> <p>Asian []</p> <p>Black []</p> <p>Hispanic []</p> <p>Female []</p> <p>Other [] _____(please specify)</p>
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Neighborhood Housing Services of San Antonio

Proposer's Statement

The undersigned Proposer hereby states that by completing and submitting this Form and all other documents within this proposal submission, they verify that all information provided herein is, to the best of their knowledge, true and accurate and that if NHSSA discovers any information entered herein to be false, such shall entitle NHSSA to not consider or award this contract with the undersigned. Further, by completing and submitting the proposal submission, the undersigned Proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by NHSSA, either in hard copy or electronically.

Authorized Contract Signatory (Signature)

Authorized Contract Signatory (Print)

Title

Date



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Attachment B – Proposal Narrative Responses

Provide a minimum of five examples of your experience as a General Contractor in rehabilitating single-family homes. Include the following information for each project:

- Project Budget
- General scope of the project
- Initial Project timeline
- Final Project Cost (reasons for change, if any)
- Project Owner Contact or Reference
- Project Completion Date
- Include before and after photos

Describe your organization's project management control system that will be used on the project.

Describe your organization's method for estimating construction costs during the design/documents phase that best describes your organization's ability to control and/or avoid increasing costs during the project.

Will you be using subcontractors? If yes, please provide a list of subcontractors.

How do you handle project delays?

Attachment C – Confidentiality Notice

Each respondent specifically agrees, as a pre-condition for the opening and review of the proposal submitted by each respondent, that the information relating to prices, material designed as trade secrets or other propriety data submitted by every other respondent, and NHSSA’s internal evaluation of each proposal is confidential.

Each respondent recognizes that such information may be considered not subject to confidential and/or proprietary protection with respect to a Public Records request made to NHSSA by any other person or entity not a Respondent to this Request and that any and all such information may be subject to disclosure. Each Respondent is further advised that all or some of the terms and conditions of any agreement ultimately executed may be subject to full disclosure, and each Respondent waives any right to object to any such disclosure.

Respondent Agrees (please sign and date)

Signature

Name

Title

Date

Attachment D – Cost Proposal

Respondents must provide a fee schedule that outlines the cost of materials and labor. Estimated total must be included. Respondents can attach their preferred cost proposal for full rehabilitation.

Task	Units	Quantity	Unit Cost (\$)
Clean out			
Demolition			
Roof			
Gutters, soffits, and fascia			
Siding			
Exterior paint			
Decks and Porches			
Landscaping			
Interior paint			
Windows			
Sheetrock			
Insulation			
Plumbing			
Electrical			
HVAC			
Foundation			
Cabinets			
Countertops			
Doors			
Flooring			
Other: _____			
Other: _____			