REQUEST FOR PROPOSAL

ARCHITECTURAL & ASSOCIATED ENGINEERING SERVICES

FULTON GARDENS REHABILITATION

3724 Fulton Street | Houston, Texas

ISSUE DATE: NOVEMBER 5, 2026

QUALIFICATIONS & FEE PROPOSALS DUE: NOVEMBER 19, 2026

Questions and submission to be directed to Nicole Cassier, nicolec@avenuecdc.org.

I. Introduction and Project Overview

Avenue seeks a qualified architectural firm, supported by appropriate engineering consultants, to provide assessment, design, bidding support, and construction administration services for the rehabilitation of Fulton Gardens. Avenue will oversee the work on behalf of Fulton Gardens Corporation, the nonprofit property owner.

Founded in 1991, Avenue is a Houston nonprofit whose mission is to advance opportunities for Houstonians by investing in people, homes, and communities. Avenue develops and preserves affordable housing, provides homeownership education and counseling, and partners with residents and community organizations.

Fulton Gardens is an occupied HUD Section 202 Supportive Housing for the Elderly property located at 3724 Fulton Street in Houston's Near Northside. Developed in 2011, the property has 49 units: 48 deeply affordable rental homes serving adults ages 62 and older with incomes at or below 50% of Area Median Income, and one non-revenue manager unit.

The rehabilitation will preserve the existing community and extend the useful life of its major building systems. Work will occur within the existing site and building footprint; no expansion or new residential construction is anticipated. Avenue has been awarded City of Houston Community Development Block Grant (CDBG) funding for the project. Design and construction will be subject to applicable City and federal requirements, including Build America, Buy America (BABA), as directed by the City, and to required reviews, authorizations, and final scope confirmation.

II. Anticipated Rehabilitation Scope

The architectural team will validate the existing conditions and develop a coordinated, constructible scope and specifications addressing the following anticipated improvements:

- Replace HVAC systems in residential units and common areas, including coordination with existing utility closets and equipment sizing.
- Replace the aging roof and address associated envelope conditions.
- Design and coordinate backup generator installation and related electrical infrastructure to support resilience during power outages.
- Modernize the elevator to improve reliability and accessibility.
- Replace flooring, lighting, and appliances, as needed, in apartments and common areas.
- Upgrade common-area furnishings and shared resident/program spaces.
- Power wash and repaint exterior surfaces as appropriate.
- Improve landscaping and irrigation.
- Upgrade exterior signage and lighting for safety and accessibility.

The selected firm will help confirm priorities, quantities, technical feasibility, phasing budget implications, code requirements, and the appropriate professional disciplines. Scope items may be revised based on conditions, available funding, and City/HUD review.

III. Scope of Architectural Services

A. Existing-conditions assessment and predesign

- Review available plans, capital-needs information, equipment testing, and property records; conduct site visits and coordinate necessary investigations.
- Assess system interfaces, accessible routes, required permits, potential hazardous-material assessment needs, and occupied-property constraints.
- Prepare a prioritized scope, preliminary schedule, design assumptions, and order-of-magnitude cost input in coordination with Avenue and its cost estimator/contractor.

B. Design and documentation

- Provide schematic/design concepts as appropriate for the rehabilitation, followed by design development and coordinated construction documents.
- Provide plans, specifications, schedules, details, and permit-ready deliverables for the included work, with architectural, mechanical, electrical, plumbing, structural, and other engineering support as needed.
- Identify long-lead equipment and alternative approaches; coordinate energy performance, existing infrastructure, accessibility, life safety, and resident needs.
- Provide design-phase cost-control recommendations and revise documents based on Avenue and agency comments.

C. Bidding, permitting, and construction administration

- Assist Avenue with permitting, bidder questions, addenda, and technical evaluation of construction proposals.
- Review product submittals, shop drawings, RFIs, substitutions, and change requests; conduct site observations and construction progress meetings.
- Assist with punch lists, closeout, warranties, as-built documentation, and coordination of inspections and approvals.

IV. Occupied Senior-Housing Requirements

Fulton Gardens is expected to remain occupied during rehabilitation to the greatest extent feasible. Proposals should describe experience designing and administering construction in occupied multifamily or senior housing and the respondent's approach to:

- Sequence unit-by-unit HVAC and interior work, roof replacement, generator/electrical work, and elevator outages to minimize disruptions.
- Maintain safe access, egress, accessible routes, essential utilities, and reasonable accommodation coordination throughout construction.
- Coordinate schedules, notices, temporary service interruptions, unit access, and possible short-term resident moves with Avenue and property management.

- Account for residents who may have mobility limitations or heightened vulnerability to heat, power loss, or construction impacts.

V. Federal, City, and BABA Compliance

BABA capability is a major qualification for this selection. The team must demonstrate practical experience incorporating applicable domestic-preference requirements into federally funded construction projects—not simply general awareness of the regulation. The final applicability of BABA provisions, product categories, exceptions, waivers, and documentation must be confirmed against the City's funding agreement and applicable HUD guidance.

The selected architectural/engineering team is expected, within its professional scope, to:

- Identify design materials, products, and system components requiring BABA review early enough to avoid procurement and schedule problems.
- Incorporate applicable BABA requirements into drawings, specifications, product schedules, bid documents, and substitution-review procedures.
- Work with Avenue, the contractor, suppliers, and the City to establish appropriate manufacturer certifications and documentation workflows.
- Review proposed substitutions and product submittals for consistency with project specifications and identified BABA requirements; flag gaps before procurement or installation.
- Recommend compliant design/material alternatives when feasible, and assist with technical information needed for a potential waiver request where appropriate.
- Maintain a clear record of the architect's reviews and coordination, while recognizing that responsibility for purchasing, certification, grant administration, and ultimate compliance is allocated by the construction contracts and funding requirements.

The firm should also demonstrate working familiarity with applicable City of Houston HCD and HUD CDBG requirements, accessibility, environmental-review sequencing, and federal construction-related documentation. No choice-limiting activity or construction authorization should be assumed before required approvals.

VI. Project Schedule

Avenue has been awarded City of Houston funding and intends to advance the rehabilitation as expeditiously as possible, subject to required City/HUD reviews, procurement, contract approvals, and notice to proceed.

Respondents should propose their most aggressive yet achievable project schedule, including design, review, and permitting milestones beginning with the anticipated notice to proceed. The proposed schedule should identify critical dependencies, milestones requiring Avenue and/or City approvals, long-lead equipment and BABA procurement considerations, and sequencing of construction activities to minimize disruption to existing residents. The final project schedule will be established in coordination with Avenue and the City, as applicable.

VII. Statement of Qualifications and Fee Proposal — Required Contents

Submit one electronic PDF containing the following qualifications and fee proposal materials, preferably in the order shown:

1. Cover letter identifying the prime firm, principal contact, and availability.
2. Firm profile, Texas licensure/registrations, years in business, and Houston-area capacity.
3. Project team organization chart, key personnel resumes, relevant engineering consultants, and each team member's responsibilities.
4. Narrative of experience with occupied multifamily rehabilitation, HUD Section 202 or other federally assisted senior housing, City of Houston projects, building-systems replacement, resilience upgrades, and federally funded construction.
5. BABA experience: identify at least two relevant projects if available; describe the funding program, scope, specific role, product/specification review process, documentation handled, challenges encountered, and outcomes. If experience is limited, clearly explain how the team would obtain and apply the necessary expertise.
6. Three comparable project profiles with owner reference/contact, location, project size, scope, construction value (if disclosable), completion date, and role performed.
7. Project approach and work plan addressing design coordination, constructability, cost control, schedule, resident safety and sequencing, and BABA implementation.
8. At least three professional references; any applicable M/WBE or other certifications; and disclosures of actual or potential conflicts of interest.

Fee Proposal: Include a detailed fee proposal specifying the fee for each design and service phase, including existing-conditions assessment/predesign, schematic design (if applicable), design development, construction documents, bidding/permitting assistance, and construction administration. Identify the fees for architectural services and associated engineering/other consultants, estimated reimbursable expenses, any proposed additional services or exclusions, and the total proposed fee. Clearly state when fees are due, including proposed invoice/payment milestones or percentages tied to completion of each phase. Identify assumptions regarding site visits, construction duration, scope changes, and any work that would require an additional fee. Avenue may negotiate final scope, fees, and payment terms before contract award.

VIII. Evaluation and Selection

Avenue intends to evaluate responsive submissions based on relevant qualifications, demonstrated ability to serve this project, approach, and proposed fees. Proposed evaluation factors are:

- Qualifications of proposed team and technical disciplines, including comparable occupied multifamily / senior-housing rehabilitation experience
- Demonstrated BABA and federally funded project experience
- Project approach: resident coordination, constructability, cost control
- Schedule capacity to expediate design and permitting work
- Houston / City permitting and local project experience
- Fee proposal: phase-by-phase pricing, consultant costs, payment milestones, value

Avenue may shortlist firms, conduct interviews, request fee clarifications, and check references. Fee proposals will be considered alongside the qualifications and proposed approach; the lowest fee will not necessarily result in selection. Avenue may negotiate scope, price, consultant fees, and payment terms with the preferred firm. Award is subject to funding, required approvals, and applicable City/HUD procurement requirements.

IX. Submission Instructions and Conditions

Email the PDF Statement of Qualifications and Fee Proposal to Avenue's Chief Strategy Officer, Nicole Cassier, at nicolec@avenuecdc.org no later than 5:00 PM Central Time on November 19, 2026. Subject line: "Fulton Gardens Architectural RFQ – [Firm Name]." Questions should be submitted to the same contact person by November 12, 2026. Any substantive clarifications will be shared with participating firms as appropriate.

Avenue reserves the right to reject any or all submissions, request additional information, modify or cancel this solicitation, and make no award. Respondents are responsible for their own proposal costs. Any contract will be subject to funding availability, insurance and licensing requirements, conflict-of-interest review, and applicable City/HUD procurement and contract clauses. Required professional liability, general liability, and automobile coverage limits will be specified during contracting.

X. Reference Materials

Available or to be provided as appropriate: Fulton Gardens Project Scope Narrative; existing property plans and relevant system/capital-needs assessments, where available; City funding and BABA guidance applicable to the final award; and other project documentation requested by shortlisted firms.