



Physical Needs Assessment (PNA) RFP

Submission Instructions

Please submit your proposal electronically to amgawe@ferndalehousing.com by September 1, 2025. Proposals must clearly list the title 'PNA RFP' in the subject line.

The contract term will be three (3) years with the option to renew, FHC and client reserve the right to terminate the contract for good cause. Budget proposals should clearly detail fees and anticipated costs.

The Ferndale Housing Commission (FHC) is requesting proposals from qualified firms to conduct a Physical Needs Assessment (PNA) for all properties under the Commission's jurisdiction. This assessment will ensure compliance with HUD standards and help guide capital planning for the next 20 years.

FHC is a SAFMR agency; we own and operate 2 high-rise apartment buildings and 43 single family scattered site homes.

"Autumn House" is a 5-story apartment building built in 1974, located at 500 East Nine Mile Rd in Ferndale, it is comprised of 50 one-bedroom units that measure approximately 500 square feet, and 5 two-bedroom units that measure approximately 615 square feet.

"Withington West" is a 6-story apartment building built in 1982, located at 415 Withington in Ferndale, there are 68 one-bedroom units that are approximately 600 square feet.

Our scattered site homes include 15 two-bedroom single family homes which are approximately 900 square feet, 21 three-bedroom homes, and 7 four-bedroom homes of various styles and sizes. Most of the homes are single family with bungalows and colonials making up the rest. These homes can be measured when they become vacant.

415 Withington • Ferndale, MI. 48220 • Phone (248) 547-9500 • Fax (248) 547-1137



"Equal Housing Opportunity"

FHC will provide a reasonable accommodation to a qualified individual with a disability by providing modifications, alterations or adaptation in policy, procedures, practices. Please advise us if you require a reasonable accommodation.

Scope of Work / Duties

- Conduct comprehensive inspections of all FHC properties, including site, building exteriors, building systems, and dwelling units.
- Identify and document all current physical deficiencies requiring immediate or future attention.
- Estimate the remaining useful life of all major building components.
- Provide cost estimates for immediate and future needs.
- Develop a 20-year capital needs schedule in compliance with HUD requirements.
- Prepare a final written report summarizing findings, cost estimates, and recommendations.

Evaluation Criteria

- Experience conducting Physical Needs Assessments for public housing agencies.
- Qualifications and certifications of key personnel.
- Ability to meet deadlines and communicate effectively with FHC staff.
- Cost of services.

