

July 10, 2024

Dear Broker:

The City of Fort Worth (the "City") is pleased to issue this Request for Qualifications ("RFQ") to identify a Real Estate Brokerage firm to provide Real Estate Brokerage services to market and sell certain City properties in accordance with Section 253.014 of the Texas Local Government Code. The City requests responses detailing the firm's experience with similar projects, with a strong preference given to firms with experience selling residential homes with redevelopment opportunities in the Dallas-Fort Worth market. The selected firm must list the properties for at least ninety (90) days with a multiple-listing service to provide ample time for interested buyers to perform due diligence on the properties.

The project design standards and guidelines for redevelopment and broker qualification questions are enclosed herein.

The deadline for response to the broker qualification questions is August 9th, 2024 at 5:00 pm Fort Worth, Texas.

To submit your qualifications, please reply to Ricky Salazar via email to Ricardo.Salazar@FortWorthTexas.gov. For questions, please reach out Mr. Salazar via email or phone (817) 392-8379.

Project Summary:

Portions of the Central Arlington Heights Neighborhood are highly susceptible to localized flooding during rain events, posing a significant risk to residents. Implementing traditional drainage system improvements, such as increasing the capacity of the pipe system, is not feasible due to the high costs. As a result, the City voluntarily purchased properties to mitigate chronic flood risks and relieve residents in the most flood-prone homes. The City now intends to sell eight of the properties individually with certain conditions to mitigate future home flooding.

Development Conditions:

As a condition of the sale, the City will require:

- The properties to be redeveloped in accordance with the prevailing architectural style and residential nature of the surrounding historic community;
- The properties to be redeveloped so as not to aggravate flood risks to surrounding properties;
- Any residential, habitable structures remaining or constructed on the properties be elevated with a final finished floor elevation of at least two feet above the 100-year non-FEMA base flood elevation (collectively, the "Conditions").

The Conditions will be administered by the City's Development Services Department and Transportation and Public Works Department, Stormwater Management Division, and will be enforced through a right to re-purchase in favor of the City. The full Conditions are included in the attached "Arlington Heights Design Standards and Guidelines for Redevelopment." The Conditions will "run with the land" and be binding on subsequent owners. The City intends to release the Conditions upon successful redevelopment, except for the following requirements which will be documented and remain in the deed:

- Elevation of future habitable structure finished floor elevations at least two feet above the 100-year non-FEMA base flood elevation;
- Maintenance of existing (or reconstructed) fencing of the same type, style, material, location, alignment, and overland flow hydraulic characteristics;
- Maintenance of existing lot grading without significant changes and without changing overland flow hydraulic characteristics; and
- Provision of a flood risk notice to future buyers and renters.

The intent is to release the other Conditions upon successful redevelopment of the properties in accordance with the Arlington Heights Design Standards and Guidelines for Redevelopment.

Arlington Heights Design Standards and Guidelines for Redevelopment

The City of Fort Worth is ready to guide the buyers on permitting, review, and approval of their redevelopment plans. This document provides the path for successful redevelopment and outlines the redevelopment requirements that will be required after the properties are purchased.

Development of the properties must comply with all applicable federal, state, and local laws, statutes, ordinances, codes, and regulations and all applicable City development, criteria, review, and permitting procedures. Given the uniqueness of the proposed development, some important aspects of the development review process are listed below:

- A pre-development meeting with the City is required to be held before moving forward with the development to ensure both the buyer and City are all on the same page regarding permitting and review based on the conditions, standards and guidelines in the Arlington Heights Design Standards and Guidelines for Redevelopment.
- A concept plan, or site plan, and lot grading plan showing existing and proposed grades must be submitted for review and approval. Lot grading plans shall be sealed by a professional engineer licensed by the State of Texas.
- Upon completion of the development or redevelopment activity, an as-built survey shall be submitted by the buyer in order to show conformance with the approved plans. The as-built plan shall be sealed by a professional engineer or land surveyor licensed by the State of Texas.
- Due to the flood prone nature of the area and to mitigate the risk of adverse impacts to nearby properties from the project:
 - Engineering evaluations must be performed to show that the development will not increase flood risk to surrounding properties and structures. Before any demolition, development, or redevelopment activity occurs, a completed City Flood Risk Area (CFRA) certificate prepared and sealed by a professional engineer licensed by the State of Texas must be provided;
 - Lot grading cannot significantly change from existing conditions;
 - Existing site conditions, grades, elevations, and overland flow characteristics shall be maintained in order avoid aggravating flooding or drainage issues; and
 - Any additional impervious cover to the overall development footprint must be mitigated.
- All requests for permits, plans, and study review must be submitted and paid for following the current Fort Worth development review and approval process. Required documentation shall be submitted with initial building permit applications. If the proposed use of the property would not require any building permit applications, then all required documents shall be submitted as part of a floodplain development permit instead. No demolition, grading, or construction shall be performed until after the required documents are reviewed and approved.

- Each existing home or redeveloped home must be elevated at least two feet above the 100-year non-FEMA base flood elevation. Elevation Certificates will be required for each of the completed homes to show the lowest floor and any equipment serving the homes (such as air conditioners) are elevated at least two feet above the 100-year non-FEMA base flood elevation. The Elevation Certificate must be completed using the latest FEMA Elevation Certificate form by a registered public land surveyor or professional engineer and submitted within sixty (60) days after completion of construction. If currently discussed updates to the permitting process take effect, the buyer will pay \$2,000.00 to the City through the development permitting process and the City will obtain the Elevation Certificate and provide a copy of the certificate to the buyer upon completion. If the permitting process updates have not taken effect, the buyer will obtain their own development certificate and submit to the City.
- To ensure existing conditions will be maintained in the future, no re-platting of the Properties will be considered.

Past engineering studies and models of the area are available upon request by emailing:

SDS@FortWorthTexas.Gov

FENCING

Existing side and rear yard fencing must remain in place or be reconstructed in the same location, alignment, type, style, material, and hydraulic characteristics. Fencing may be relocated to more accurately reflect the existing property boundaries.

DESIGN PRINCIPLES OF NEW CONSTRUCTION

The properties should be redeveloped in accordance with the prevailing architectural style and residential nature of the surrounding historic community. The follow design principles will be followed:

Zoning - maintain current zoning of A5/Single Family. No taller than two stories or a maximum of thirty-five (35) feet. No duplexes, urban residential or apartments.

- Note: If the buyer chooses to elevate the existing duplex structure at 2201/2203 Western Avenue, that home may remain as a duplex. If the duplex is demolished and rebuilt, it will be required to be a single-family home.

Setbacks - no zero-lot line development. As much as possible, observe existing front, rear and side yard building setbacks. The City may consider flexibility on front yard setbacks for porches and steps.

- Align porch and front facing walls of structure with adjacent historic structures or use the average setback of structures on the block.

Scale - follow established scale of existing historic homes along the block face (for example, no McMansions).

- The overall scale of new construction must be consistent with that of adjacent structures. In residential areas, the height and scale of new construction should generally not exceed that of adjacent structures by more than one story with no home being taller than two stories.

Facades - Brick, wood or fiber/cement board only, to be consistent with character of the traditional neighborhood.

Garages/driveways - locate garages or carports at rear of lots to reflect traditional placement of accessory structures within the neighborhood; no front facing garages or garage doors. No carports or large parking aprons in front of home.

Windows - maintain traditional fenestration window patterns and details; avoid the two-dimensional appearance of low-cost windows. Materials for new windows may be wood, vinyl clad, or pre-finished aluminum in appropriate colors.

Roofs - maintain established roofline patterns, forms, and materials.

- Roof pitch, form, and orientations shall be consistent with those predominantly found on the block.
- No metal roofs

RECORDING OF HISTORIC STRUCTURES

For historic mitigation purposes, the City is required to record the condition of the seven historically significant houses (all properties except 2205 Western Avenue) before any work is undertaken by the owner. The City's Historic Preservation Officer (HPO) will review each buyer's development plans to determine which houses will need to be recorded prior to work being undertaken, considering the buyer's plans.

The HPO will coordinate with the property owner to determine whether structures will need to be recorded prior to work being undertaken. If recording is required by the HPO, the property owner must allow the City's Historic Preservation Officer at least two (2) days to access the properties and take photographs of the exteriors of the structures. The property owner must coordinate with the HPO to determine whether additional historic documentation is required due to changes in the elevation or demolition of the structures.

If the property owner proposes to elevate a structure in compliance with Secretary of Interior (SOI) Standards for the Treatment of Historic Properties, the property owner must submit to the HPO accurate drawings to scale, depicting both the property as it currently exists and the property after the proposed alteration. If a house is to be demolished, or elevated without following SOI standards, this documentation will not be required. Elevation to SOI standards is not a requirement for the redevelopment.

For structures proposed to be elevated to SOI Standards, the property owner must, after the completion of construction, allow the HPO at least two (2) days to access the property to verify that the work met the approved scope for the City's historic mitigation documentation purposes.

EXISTING STORM DRAIN SYSTEM

An existing storm drain pipe cuts between and across several of the properties (please see map below). The City will reserve a 30-foot wide drainage easement over the existing drainage pipe via the conveying deed. Encroachments into the drainage easement will be allowed for existing structures within the easement with the exception of the garages in the back of 2216 Carleton and 2220 Carleton. These

garages must be demolished within one (1) year of closing. All encroachments within the easement will require an Encroachment Agreement in accordance with City ordinance.

RESPONSIBILITY FOR DAMAGE

Any portion of the public right-of-way, City-owned property, or other privately-owned property that are in any way disturbed or damaged by the redevelopment shall promptly be restored by the property owner at their cost and expense and in a manner approved by the City to as good or better a condition as such property was in immediately prior to the disturbance or damage. The property owner shall diligently commence such restoration within thirty (30) calendar days following the date that the property owner first becomes aware of the disturbance or damage.

CONDITIONS OF FUTURE SALE

The successful buyers may sell the properties they purchase, however, the Conditions provided by the Arlington Heights Design Standards and Guidelines for Redevelopment and included in the deed will “run with the land” and be binding on subsequent owners. The City intends to release the Conditions upon successful redevelopment of the properties in accordance with these design standard and guidelines, except for the following requirements which will be documented and remain in the deed:

- Elevation of future habitable structure finished floor elevations at least two feet above the 100-year non-FEMA base flood elevation;
- Maintenance of existing (or reconstructed) fencing of the same type, style, material, location, alignment, and overland flow hydraulic characteristics;
- Maintenance of existing lot grading without significant changes and without changing overland flow hydraulic characteristics; and
- Provision of a flood risk notice to future buyers and renters.

Before any house may be occupied, the property owner must obtain all applicable City permits, including a final inspection, and written confirmation from the City’s Development Services Department that the redeveloped property is in substantial conformance with these design standards and guidelines.

TIMEFRAMES FOR REDEVELOPMENT

The following timeframes for redevelopment are as follows:

- Each property owner will have four (4) years to either elevate the existing home and make it habitable or two (2) years to demolish and restore the property to greenspace;
- If a property is restored to greenspace, there is no deadline to later redevelop the lot;
- The property owners of 2216 Carleton and 2220 Carleton must demolish the back garages within one (1) year of closing.

Existing Structure Finished Floor Elevations and Base Flood Elevations (BFE)

TAD Account	Property Address	Structure of Home	Year Constructed	Current First Floor Elevation	Base Flood Elevation	Minimum Finished Floor Elevation Needed Based on BFE <i>(2 feet above BFE)</i>	Difference Between Minimum Required Finished Floor Elevation & Current Finished Floor Elevation
1274643	2201 / 2203 Western Ave	On pier beams Slab additions in rear for laundry/mud rooms	1932	661.47	663.60	665.60	4.13
1274635	2205 Western Ave	Slab on grade	2012	662.27	663.51	665.51	3.24
1274406	2212 Carleton Ave	On pier beams	1925	659.54	660.75	662.75	3.21
1274414	2216 Carleton Ave	On pier beams Slab addition sunroom	1934	658.77	660.70	662.70	3.93
1274422	2220 Carleton Ave	On pier beams	1942	658.97	660.63	662.63	3.66
1274597	2221 Western Ave	On pier beams	1923	661.57	663.47	665.47	3.9
1274430	2224 Carleton Ave	On pier beams	1934	659.4	660.59	662.59	3.19
1274449	2300 Carleton Ave	Portion of home is on pier beams and portion is slab on grade	1927	658.07	660.55	662.55	4.48

Notes:

1. The finished floor of new and elevated homes and any equipment serving the home must be at least two (2) feet above the 100-year non-FEMA base flood elevation.
2. Existing accessory buildings such as garages and sheds are not required to be retrofitted, unless significantly modified, and can remain within the base flood elevation understanding that they will be likely to flood with the exception of:
 - a. The garage/accessory dwelling unit at the back of 2300 Carleton must be elevated at least two (2) feet above the 100-year non-FEMA Base Flood Elevation or demolished (Surveyed Finished Floor Elevation data is not available for this accessory structure).

- b. The garages at the back of 2216 Carleton and 2220 Carleton must be demolished within one (1) year of closing.
3. Future or significantly modified accessory buildings, such as garages and sheds, must be water resistant (usually concrete and no sheetrock) up at least two (2) feet above the 100-year non-FEMA base flood elevation to prevent damage to the walls when flooded.
4. All electrical and mechanical equipment must be at least two (2) feet above the 100-year non-FEMA base flood elevation.
5. Flood vents are required in walls and/or garage doors to allow for the flow of floodwater.
6. The attached garage at 2205 Western does not have to be elevated but the garage has to be retrofitted to be water resistant (usually concrete and no sheetrock) at least two (2) ft above the 100-year non-FEMA base flood elevation to prevent damage to the walls when flooded. Also, all electrical and mechanical equipment must be at least two (2) feet above the 100-year non-FEMA base flood elevation. In addition, flood vents are required in the walls and/or garage doors to allow for the flow of floodwater.

Additional Information

PROPERTY CONDITION

Photos and information regarding each individual property and house can be found in previous appraisals. Contact the broker for copies of these documents.

Additionally, as a result of water supply line leaks within the houses of 2212 Carleton and 2221 Western, mold was found to be present upon a routine inspection of the houses. As a means of addressing the mold issue, an assessment report was conducted by Industrial Hygiene and Safety Technology, Inc. (IHST) on November 30, 2022 to better understand the extend of mold and the steps necessary for remediation.

Based on the assessment and finding from IHST's inspection and assessment it was determined that the 2221 Western location was due to a leaky water supply line and only impacted a small surface area. IHST's recommendation was for the water to be turned off; and, because the house was not occupied, they deemed the minor mold contamination posed no severe threat. However, if the house were to be occupied, the mold contamination would be required to be remediated in accordance to standard mold remediation protocol. The report is available upon request.

As for the 2212 Carleton, the mold contamination was determined to affect a larger area. However, because the house was not occupied, IHST's recommendation was the same. That is, the recommendation was to turn off the water as a temporary measure; however, if the house were to be occupied, then the mold contamination would be required to be remediated in accordance to standard mold remediation protocol. The report is available upon request.

FLOOD INSURANCE

Both government-backed (National Flood insurance Program (NFIP)) and private flood insurance is available for these structures. The properties are NOT located within a FEMA mapped 100-year floodplain, however non-FEMA flood risk, called City Flood Risk Area, has been identified and mapped by the City on these properties.

The City is requiring Elevation Certificates for each of these homes, once elevated, showing the homes and any equipment serving the homes (such as air conditioners) are elevated at least two (2) feet above the non-FEMA 100-year base flood elevation. Elevation Certificates can be used by the property owner and future property owners help justify lower flood insurance premiums. Once elevated at least two (2) feet above the 100-year base flood elevation, flood insurance is expected to be cheaper for the structures; however, it is recommended that the property owners speak with insurance agents prior to purchase to understand potential flood insurance premiums.

HISTORIC EXEMPTION

There is a possibility that elevation of the existing structures could qualify for local historic designation (with the exception of the newer home at 2205 Western) and the ability to have City ad valorem property taxes frozen for ten (10) years. For more information about this possibility, please contact the City's Historic Preservation Officer, Lorelei Willett, at Lorelei.Willett@FortWorthTexas.Gov or 817-392-8015.

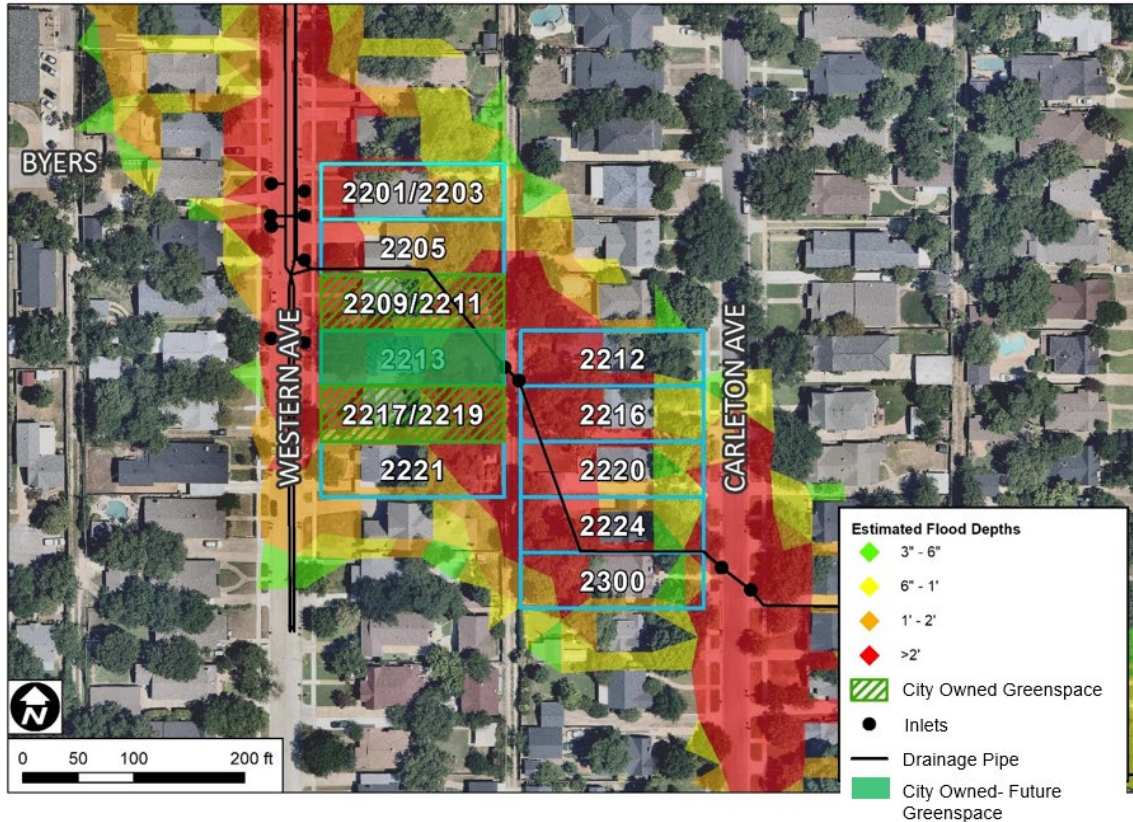
Project Area Map

Subject Property, 100-Year Non-FEMA Flood Risk Area Inundation Mapping, and Existing Storm Drain Alignment

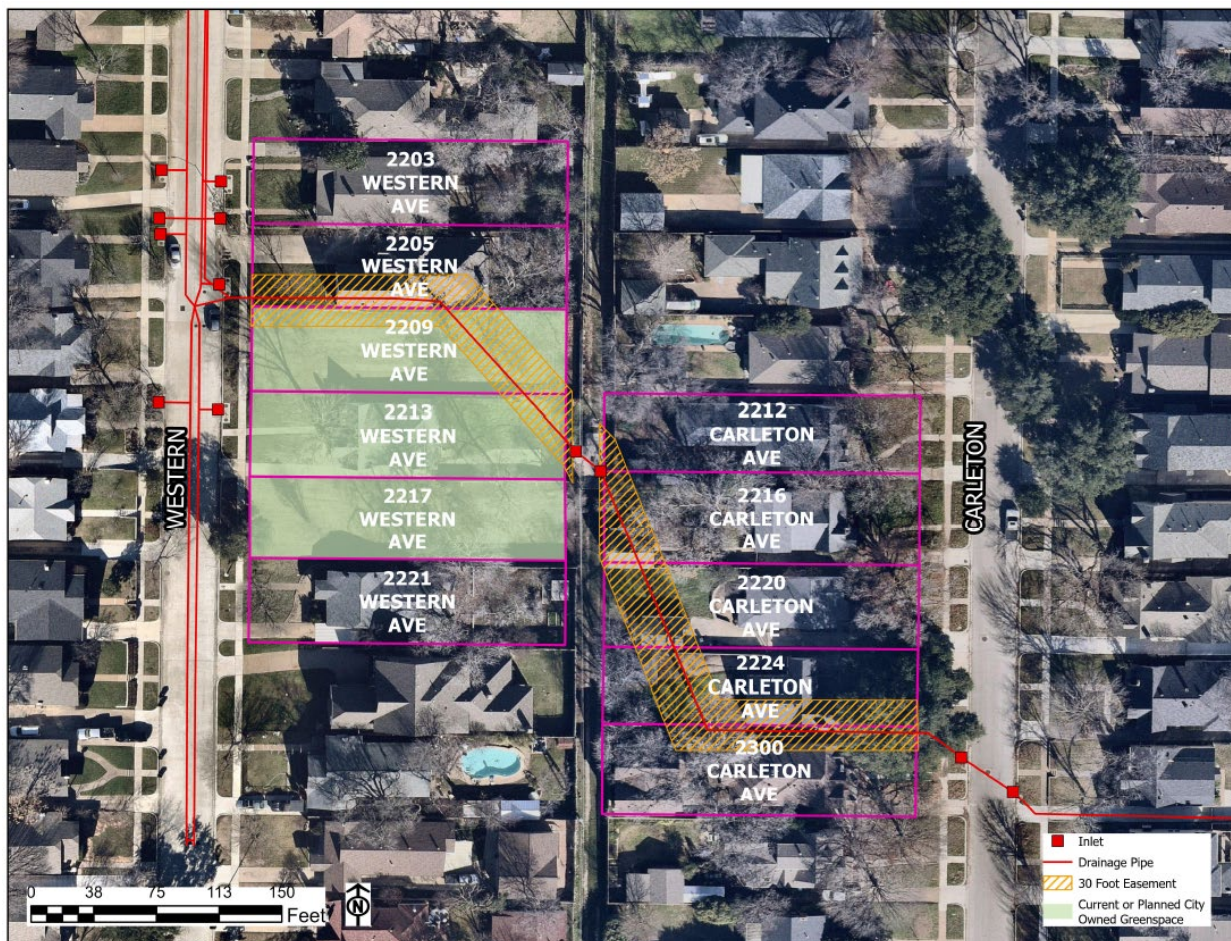
The property is NOT located in a FEMA Floodplain; however, it is located in a City identified and mapped, Non-FEMA Flood Risk Area called a City Flood Risk Area (CFRA).

Estimated Flood Depths for a 100-Year Event

A 100 year event has a 26% chance of occurring over a 30 year mortgage



Drainage Pipe and Drainage Easement Map



For reference, see example photos of good new construction that fits the neighborhood's historic character





Real Estate Brokerage Firm Responses
Central Arlington Heights Redevelopment
City of Fort Worth

1. Evidence of Texas Real Estate License for each agent that could be assigned to this account.
2. Provide a sample marketing campaign that would be similar to that needed for the sale of multiple contiguous properties and a campaign for free-standing individual residential properties.
3. Detailed sample of the residential properties the firm has provided brokerage services for in Tarrant County including type of service provided, address of property and description of property.
4. Summarize your understanding and experience of working within guidelines to preserve historic & culturally significant buildings/landmarks.
5. Provide at least five (5) references in the Fort Worth/Dallas Metroplex for which the firm has provided similar scope of work. References must include company name, contact person, email address and phone number.
6. Proposed fee structure if selling one (1) or multiple residential properties.
7. Summarize your understanding of the Texas state laws governing the sale of municipal properties by a brokerage firm.
8. Respondent must show previous experience in selling/exchanging municipal property in compliance with Section 253.014 of the Texas Local Government Code.
9. How would you go about establishing the minimum selling price for each individual property given the current conditions and Arlington Heights Design Standards and Guidelines for Redevelopment?
10. Discuss any experience you have selling flood prone properties and/or with elevation of existing residential structures?