

ATTENTION: REHAB PRE-DEVELOPMENT SPECIALISTS

In conjunction with the Neighborhood Stabilization Program that has been funded in Franklin County, Habitat for Humanity-Greater Columbus (HFHGC) is seeking proposals for your professional services to assist in carrying out program activities.

As background, the American Reinvestment and Recovery Act of 2009 will provide funding through the Neighborhood Stabilization Program (NSP) for the purpose of Emergency Assistance for Redevelopment of Abandoned and Foreclosed Homes. Recipients will use the funds awarded under this notice to stabilize neighborhoods whose viability has been and continues to be damaged by the economic effects of properties that have been foreclosed upon and abandoned. In 2008 Congress appropriated funds for neighborhood stabilization under HERA (Housing and Economic Recovery Act of 2008). In 2009 Congress appropriated additional neighborhood stabilization funds as a component of the Community Development Block Grant (CDBG).

The NSP will allow local non-profit developers to acquire, rehab and resell properties in Franklin County. HFHGC, which will be serving as administrator of the Franklin County NSP and City of Columbus NSP and is herein defined as "Non-profit Administrator," invites you to submit a bid for the **REHAB PRE-DEVELOPMENT SPECIALIST** component of this project.

Attached please find a complete Request for Proposal that includes detailed information about the plan and the scope of work expected from our Pre-development and Rehab Specialist. Please review the proposal and direct any questions to:

Michelle Castrogiovanni

614-359-2067

Program Director

Habitat for Humanity-Greater Columbus

3140 Westerville Road

Columbus, OH 43224

mcastrogiovanni@habitat-columbus.org

All responses to this Request for Proposals must be received no later than 5 p.m., Wednesday, April 7, 2010. No faxed or e-mailed responses will be accepted.

REQUEST FOR PROPOSALS

FRANKLIN COUNTY NEIGHBORHOOD STABILIZATION PROGRAM

PURPOSE AND INTRODUCTION

Habitat for Humanity-Greater Columbus (HFHGC) is acting as administrator/developer for the Franklin County and City of Columbus Neighborhood Stabilization Program. HFHGC will assist Franklin County and the City of Columbus in administering the federally funded Neighborhood Stabilization Program (NSP), which will require the assistance of consultants to further the objectives as outlined in the NSP's Substantial Action Plan Amendment.

Acting as the Non-profit Administrator, HFHGC is soliciting proposals for services and qualifications for the selection of firms to provide **Rehab Pre-development Specialist**.

BACKGROUND

A special allocation of federal funds has been allocated to Franklin County under the Housing and Economic Recovery Act of 2008 (HERA) under the Emergency Assistance for Redevelopment of Abandoned and Foreclosed Homes heading referred to throughout this Request for Proposals (RFP) as the Neighborhood Stabilization Program (NSP) administered by the United States Department of Housing and Urban Development (HUD). These funds can be utilized to acquire land and property; to demolish or rehabilitate abandoned or foreclosed properties; to rent and/or to sell and provide down payment and closing cost assistance to low-income homebuyers (30-50% AMI).

Specific NSP information and regulations can be viewed at:

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg>

The Franklin County's NSP Substantial Action Plan Amendment can be viewed at:

http://www.co.franklin.oh.us/commissioners/edp/COMMUNITY_DEVELOPMENT/Neighborhood_Stabilization_Program.cfm

SCOPE OF SERVICES AND QUALIFICATIONS

This RFP has been established to encompass all **Rehab Pre-Development** activity anticipated under NSP. Qualified consultants are invited to submit proposals describing their ability to carry out the activities outlined below. It is anticipated that successful proposers will provide the services for up to thirty-six months, and successful proposers will be evaluated annually.

The Non-Profit Administrator is requesting the qualifications of one professional to be involved in pre-development activities for ten units as described in the Scope of Work.

SCOPE OF WORK

The following Scope of Services applies:

Acquisition and Pre-development of bank-owned properties in predetermined target areas by July 15, 2010:

- The Specialist will coordinate with HFHGC and HFHGC's broker(s) to investigate bank-owned and foreclosed residential property for the potential acquisition and initial ownership of ten foreclosed units by HFHGC.
- The Specialist shall coordinate with HFHGC to ensure timely and complete appraisals, inspections and other services as required by HUD and NSP guidelines for the pre-acquisition and pre-development stage of the project.
- The Specialist shall provide technical assistance to HFHGC regarding other activities when requested and shall assist in monitoring all the components of acquisition and pre-development as required by NSP guidelines.
- The Specialist shall coordinate in a timely manner and in accordance with HUD and NSP guidelines the requisite abatement for each unit as directed by HFHGC and shall provide HFHGC with documents showing clearance for each unit.
- The Specialist shall coordinate, on behalf of HFHGC, services required to bring the unit to a gut-to-studs status including but not limited to surveyors, scoping of sewers, engineers. The Specialist will submit to HFHGC in a timely manner copies of all permits and related per phase documentation of individual projects.
- The Specialist will coordinate with HFHGC to secure the services of an experienced architect and other services as required by the project.
- The Specialist will supply HFHGC in a timely manner with documentation related to the HUD requirements for Davis Bacon, Section 3 and other guidelines of NSP and HUD for all sub-contractors engaged in the project.

- The Specialist agrees to return any communication from HFHGC in an immediate fashion and attend in person all meetings or conferences requested by HFHGC.
- The Specialist shall provide sufficient resources and demonstrate capacity and experience to effectively conduct the tasks described and in accordance with AWARE standards and the standard building codes of the community in which the projects are located.

PROPOSAL FORMAT GUIDELINES

Proposers are to provide HFHGC with a complete proposal using the following guidelines:

Proposals should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

All submitted proposals must be securely clipped, stapled, or inserted in an appropriately-sized binder. All sections are to be tabbed and labeled. Please double-space and use a 12-point font. No faxed or e-mailed applications will be accepted.

The following proposal sections are to be included in order in the proposer’s response:

1. **Contact Information and Cost:** Complete Appendix A, “Cover Page” and prepare and label Appendix B, “Fee Proposal” as described in the cover page information, detailing the costs for services. The costs to provide services should address the **Scope of Work**. The firm should include the fee for service(s) and any additional fees they may charge.
2. **Background and Project Summary:** The Background and Project Summary should describe the proposer’s understanding of the work to be completed and the objectives to be accomplished. Refer to the **Background** and **Scope of Work** sections contained in this RFP. Additionally, describe the proposer’s general experience with the services requested in the RFP and any specific experience related to the affordable housing market and/or to the project **Background** and **Scope of Work**.

- 3. Methodology Section:** Provide a description of the approach, methodology, and time frames the proposer will provide to deliver the requested services. A description of the methodology should include:
- a. A plan that describes the methods, including controls, by which the proposer manages services of the type sought by this RFP; and any other project management or implementation strategies or techniques that the proposer intends to employ in carrying out the work.
 - b. Detailed description of efforts the proposer will undertake to achieve client satisfaction and to satisfy the requirements of the **Scope of Work** section (refer to page 3 of this RFP).
- 4. Staffing:** Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume or bio of the key staff who will be providing service.
- 5. References:** Provide at least three (3) local references that received similar services from your firm. HFHGC reserves the right to contact any of the organizations or individuals listed. Information provided shall include client name, project description, project start and end dates, and client project manager's name, telephone number and e-mail address.

PROCESS FOR SUBMITTING PROPOSALS

Content of Proposal

The proposal must be submitted using the format as indicated in the proposed format guidelines.

Number of Proposals

Submit four (4) copies of the proposal.

Submission of Proposals

Complete proposals should be submitted to:

Michelle Castrogiovanni
Program Director
Habitat for Humanity-Greater Columbus
3140 Westerville Road
Columbus, OH 43224

and received no later than 5:00 p.m., Wednesday, April 7, 2010

Inquiries

Questions regarding this RFP should be directed via e-mail to mcastrogiovanni@habitat-columbus.org.

Conditions for Proposal Acceptance

This RFP does not commit HFHGC to award a contract or to pay any costs incurred for any services. HFHGC reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety. All proposals will become the property of HFHGC. If any proprietary information is contained in the proposal, it should be clearly identified.

EVALUATION CRITERIA

Evaluation of proposals will be conducted by a review committee comprised of the Non-Profit Administrator's staff and key stakeholders and the evaluation criteria are as follows:

1. General Quality and Adequacy of Response (20%)

- a. Completeness and thoroughness
- b. Responsiveness to terms and conditions
- c. Understanding of the project

2. Organization and Personnel (40%)

- a. Qualifications of proposed personnel
- b. Experience of proposed personnel
- c. Firm's general experience
- d. Firm's specialized experience relevant to the work scope

3. Methodology and Project Management (40%)

- a. Approach to the project
- b. Availability
- c. Capacity to turnaround a request for service

HFHGC may also contact and evaluate the proposer's and subcontractor's references; contact any proposer to clarify any response; contact any current users of a proposer's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest proposal, but shall make an award in the best interests of the Non-Profit Administrator and its stakeholders.

After written proposals have been reviewed, discussions with prospective firms may or may not be required.

Understanding that no proposer may completely meet all requirements of the specifications, HFHGC reserves the sole right to determine whether a proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any proposal; and waive the right to accept a part, or parts, of a proposal, unless otherwise restricted in the proposal.

A Notification of Intent to Award may be sent to the vendor(s) selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, HFHGC may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

**REQUEST FOR PROPOSALS
Pre-Development & Rehab Specialist**

FRANKLIN COUNTY NEIGHBORHOOD STABILIZATION PROGRAM

APPENDIX A – COVER PAGE

A. Contact Information:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

E-Mail: _____

Name of Contact Person: _____

Title: _____

Office Phone: (____) _____ Mobile: (____) _____

Check if business is a registered WBE ☐ or MBE ☐

Fee Proposal: Successful proposers will provide the services for up to thirty-six months, to be evaluated annually. Attach (and label as Appendix B) a schedule of deliverables and fees associated with each deliverable. Costs must include all expenses. Fees should be as detailed as possible and give fees broken down into hourly rates and/or flat fees, if applicable.

B. Signature of representative who is authorized to contractually bind the Consultant.

Signature

Printed Name

Title

Date