



City of Carson Neighborhood Stabilization Program

Request for Qualifications

Release Date: November 4, 2009

Submissions Due: November 19, 2009

Submit Responses To: City of Carson
Office of the City Clerk
701 E. Carson Street6
Carson, CA 90745
Attn: Neighborhood Stabilization Program RFQ

Contact: Linda Mann, Principal Administrative Analyst
Telephone # 310-233-4807

I. BACKGROUND

Through an award of \$2,245,226 provided by the United States Department of Housing and Urban Development (“HUD”) and allocated by the California Department of Housing and Community Development (“HCD”), the City of Carson (“Carson”) and the City of Lynwood (together, “Cities”) plans to administer an acquisition, rehabilitation and resale (“ARR”) program in neighborhoods which have been adversely affected by the foreclosure crisis. Under the Neighborhood Stabilization Program (“NSP”), the Cities will purchase foreclosed and abandoned or vacant properties within designated NSP Target Areas. The acquired homes will be rehabilitated and sold to households earning 120% of the Los Angeles County Area Median Income (AMI) or below. Eligible homebuyers will be required to own and occupy the acquired property as their primary residence and all homebuyers must successfully complete a HUD certified 8-hour homebuyer education class. All homes purchased under the NSP program will be required to maintain a 15-year affordability covenant.

The Cities has approximately twelve (12) months to obligate and three (3) years to fully expend the NSP funds. The Cities will implement the NSP activities through the Carson Redevelopment Agency (“Agency”) consistent with the Cities’ NSP application and Joint Cooperation Agreement approved by HCD.

NSP is a federally funded project. The Contractor on this project must comply with HUD/HCD required contract clauses/provisions as set forth in the Consultant Agreement. The cities are equal opportunity employers: businesses owned by women and minorities are strongly encouraged to bid.

II. QUALIFICATIONS

Under the general supervision of the Housing and Neighborhood Development Manager, the selected consultant must perform a variety of complex duties related to the implementation of the Cities' ARR program. The successful respondent will have demonstrated proficiency in the following areas:

- Working with government officials, lenders, general contractors, community groups, and non-profit organizations.
- Managing federally and state funded grants, projects/programs.
- Experience with marketing, homebuyer assistance and sales of affordable ownership housing.
- Knowledge of NSP regulations, requirements and guidelines.
- Demonstrated ability to identify and access data, information, resources and individuals pertinent to successful implementation and carrying out the acquisition, rehabilitation, and sale of homes acquired through the NSP program.
- Broad knowledge of the programs and resources.
- Broad knowledge of federal, state and local regulations and resources related to the acquisition, rehabilitation, and sale of homes.

III. PROJECT SCHEDULE

The length of the contract between Carson and the Respondent will be one (1) year with an option to extend the contract for an additional period of one (1) year. Carson will notify the selected respondent of the official commencement of the contract.

IV. CONSIDERATION OF AWARD/AWARD PROCEDURES

A. The award of the contract will be based on certain objective and subjective considerations listed below:

State of Qualifications/Previous Experience	70%
The Respondent's demonstration of a full understanding of the services requested, and their ability, capacity, and skill to provide those services and to appropriately administer the city of Carson and the city of Lynwood's acquisition, rehabilitation, and sale of homes acquired through the NSP program. The respondent's demonstration of relevant	

experience with acquisition, rehabilitation, and sale of affordable ownership housing, program management, oversight and monitoring as well as demonstrated previous housing development experience, and mortgage/real estate experience. In addition a demonstrated ability to collaborate and relate to project stakeholders and city staff is required.	
Estimated Project Cost	30%
Cost to provide services as required in the RFQ	
	100%

- B. Selected respondent(s) or finalist(s) may be interviewed either in person or by telephone. Carson reserves the right to establish the number of respondents/finalist that will be selected for an interview. Evaluation of proposals and interviews will be managed by the Economic Development General Manager.

V. REQUIREMENTS OF THE PROPOSAL

- A. All proposals must be submitted as specified on the proposal pages that follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFQ.
- B. No person on the grounds of handicap, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or California State constitutional and/or statutory law will be excluded from participation in or be denied benefit of, or be otherwise subjected to discrimination in the performance of the contract, or in the employment practices of the contractor.
- C. Sealed proposal must be submitted not later than 5:00 p.m., November 19, 2009 at the following location:

City of Carson
Office of the City Clerk
701 E. Carson Street, Carson, CA 90745
Attention: RFQ/Neighborhood Stabilization Program

- D. The proposal must be signed by a representative who is authorized to contractually bind the Consultant.
- E. Respondents must submit an original copy and two (2) copies of the proposal.

VI. SCOPE OF WORK

Consultant shall be responsible for assisting the Housing and Neighborhood Development Manager with the overall administration and implementation of the NSP, which includes the following tasks and functions:

A. Administration

- i. Developing program policies, procedures, and guidelines, and ensuring that they are carried out.
- ii. Developing and revising, as needed, the timelines for the completion of key program tasks.
- iii. Organization and maintenance of program files.
- iv. Coordinating with city's accounting staff the establishment of program accounts, and monitoring the use and expenditure of program funds.
- v. Developing and implementing a process for approval of the expenditure and disbursement of program funds.
- vi. Organizing and overseeing the completion and submission of reports and other documentation to the California Department of Housing and Community Development (HCD), and United States Department of Housing and Urban Development (HUD), as required.
- vii. Preparation of program updates and reports to the Mayor and City Council, City Manager, and Economic Development General Manager.
- viii. Providing oversight and coordination of program activities being carried out within Lynwood.

B. Property Acquisition

- i. Completion and documentation of all required surveys, studies, testing, and design activities for each property to be acquired.
- ii. Completing all required environmental reports, submitting such reports to HCD and/or HUD as required and creating a filing system for such reports.
- iii. Ensuring that relocation activities are carried out in compliance with federal regulations, and preparing and submitting such reports to HCD and/or HUD as required.
- iv. Arranging for the completion of property appraisals in accordance with HCD and HUD standards and requirements.

C. Bidding and Rehabilitation Processes

- i. Development and preparation of contractor specifications and bid packages
- ii. Coordination and conducting of contractor site visits for all properties acquired by program.
- iii. Overseeing the pickup and return of bid packages, response to requests for information, and issuance of addenda as needed.
- iv. Review and analyze contractor responses and recommend contractors to be selected.
- v. Prepare staff report(s) regarding contractor selection and any related exhibits for City Council approval.

D. Property Resale

- i. Arrange for/ensure the completion of re-appraisals in accordance with HCD and HUD standards and requirements.
- ii. Establish price for resale of properties in accordance with program guidelines and regulations.
- iii. Conduct, in conjunction with city staff, workshops for realtors and lenders.
- iv. Coordinate the execution of all sale documents.
- v. Prepare staff report(s) regarding property sale(s) and any related exhibits for City Council approval.

E. Procurement

- i. Manage the process(es) for the selection of entities to provide the following services:
 - Home buyer education counseling
 - Lead Based paint and asbestos inspection, testing, and remediation
 - Appraisal services
 - Property management services
 - Title services
- ii. Management of the above-referenced process(es) shall be construed to include development and issuances of Requests for Qualifications (RFQs) and Requests for Proposals (RFPs), evaluation of responses to said RFQs/RFPs, providing recommendations on the selection of such service providers, and communicating (orally, electronically, and in written correspondence) with respondents to said RFQs/RFPs and selected service providers.
- iii. Negotiate and execute Professional Services Agreements with the entities selected to provide the services listed in (A) above.
- iv. Prepare staff reports regarding Professional Services Agreements with the entities selected to provide the services listed in (A) above, and any related exhibits, for City Council approval.

F. Other Reporting Tasks

- i. Preparation of Section 3 Compliance Reports and submission to HCD and HUD as required.
- ii. Preparation and submission of all required wage compliance reports (preliminary and final).

- iii. Preparation of reports detailing activities completed expenditure amounts, program income, and other program details, and submission of said reports internally as well as to external agencies (e. g., HCD, HUD) as required.

VII. PROPOSAL REQUIREMENTS

Please provide specific responses to the required items listed below and provide sufficient detail so that your qualifications can be fully considered.

A. Section 1: Statement of Qualifications and Previous Experience

This section should contain a statement of understanding of the critical issues and opportunities associated with the need outlined and how the respondent is uniquely qualified to assist the city in this effort. The respondent should demonstrate possession of experience and qualifications to creatively identify, access, and utilize pertinent data, resources, information and individuals to successfully manage the NSP activities.

Demonstrated experience should include examples of projects in which the respondent carried out similar services during the past five years. Information should include: 1) agency name; 2) address; 3) telephone number, contact person; and 4) date service was provided.

- i. Understanding of Federal, State and Local NSP Requirements: Describe your overall experience in managing similar federally funded grants, programs/projects. Demonstrate understanding of NSP regulations, and state and local processes needed to efficiently manage the program.
- ii. Grant/Program/Project Management: Describe your experience administering grants, programs or projects. Include information on the dollar amounts. Specifically include experience managing reporting requirements, establishing and managing timelines, monitoring progress of activities and other related responsibilities.
- iii. Relevant Experience: Describe your familiarity/experience with the following:
 - Real estate acquisition
 - Mortgage and banking
 - Housing development and rehabilitation
 - Providing services targeted to low- and middle-income citizens
 - Working with local governments, and other entities on projects/programs using federal grant funds
- iv. References: Provide name, mailing address, telephone number and e-mail address for three (3), relevant references for projects completed within the past five (5) years.

B. Section 2: Cost of Services:

Indicate the fee (i.e. hourly rate) and payment schedule to be billed for services that will be requested with the scope of the contract. In no event shall the compensation and costs payable to the selected Respondent exceed the annual sum of \$35,000.00.

VIII. ADDITIONAL REQUIRED PROPOSAL ATTACHMENT

A. Resume