

July 1, 2010

**REQUEST FOR PROPOSALS/QUALIFICATIONS**

**GRANT WRITING, ADMINISTRATION, AND IMPLEMENTATION OF  
HOUSING PROGRAMS**

The City is soliciting proposals from qualified housing consultants and housing consultant firms to provide services required for:

1. Grant writing, administration and implementation of the City's Housing Programs including but not limited to: First-Time Homebuyer Program and/or Housing Rehabilitation Program over a three year period using funds secured through Federal, State, and Local funding sources such as the Community Development Block Grant (CDBG), CalHome Program, HOME Investment Partnership Program (HOME), CDBG Revolving Loan Accounts, HOME Program Income, Redevelopment Funds and any other funding that may become available.

Consultants are not required to submit proposals for all Programs if only interested in one program area. The City may choose to contract for reduced services dependant on City staff capacity

**I. Proposed Scope of Services**

A. Grant Writing

Consultants will write applications in response to NOFA's released for HOME, CalHome, CDBG, and other possible funding sources as they become available at the direction of the City.

B. Administration

Services requested may include:

1. General grant set-up (guideline preparation, environmental review, and submittal of other required documents as required by funding source);
2. Provide the City with necessary technical assistance to implement and administer all Grant Agreements;

3. Provide reports at least quarterly to the City on progress and performance in relation to budget and scheduled milestones included in City's Grant Agreements or approved amendments;
4. Prepare and submit all required reports and cash request as outlined in Grant Agreements;
5. Prepare and maintain public information binders as required; and
6. Prepare and retain all pertinent records and documents sufficient to reflect all charges submitted.

C. First-Time Homebuyer Program – Implementation

Provider shall assist eligible residents in the purchase of homes in accordance with program guidelines adopted by the City and milestones established by the funding source, through the following activities:

1. Provide promotional services to inform potentially eligible applicants;
2. Determine eligibility of applicants; and
3. Inspect the prospective units and determine eligibility and acceptability of properties selected by applicants.
4. Prepare loan documents on qualified applicants and submit completed loan document package to City for approval in conformance with project guidelines;
5. Prepare all loan closing documents and ensure proper closing; and
6. Transfer participant files to City or contracted loan servicing agent at closing of each loan package.

D. Rehabilitation Program - Implementation

Housing rehabilitation shall be effected in accordance with project guidelines adopted by the City milestones established by the funding source, through the following activities:

1. Provide promotional services to inform potentially eligible applicants;
2. Determine participant eligibility;
3. Prepare loan/grant documents for City review and approval; process approved loans/grants to closing;
4. Recommend type of work to be performed and prepare work write-up and necessary plans to accomplish that work;
5. Assist owners to obtain bids from and select qualified contractors to perform authorized work;
6. Provide technical support and assistance to owners who will perform the actual rehabilitation work themselves;
7. Monitor the work of authorized contractors and subcontractors; and
8. Assist owners to secure labor and material repairs from contractor responsible for construction defects for one year from date of final approval by the City Building Department;
9. Transfer participant files to City or contracted loan servicing agent at closing of each loan package.

E. Budgets

1. Administration – The City will budget up to the maximum percentage

- available for administration as permitted by funding source.
2. Activity Delivery – The City will budget up to the maximum percentage available per activity as permitted by funding source.

Actual budgets and tasks will be negotiated after the service provider has been selected, based on grants awarded.

## **II. Proposal Requirements**

### **A. Summary of firm’s qualifications:**

1. Briefly relate history and purpose of firm.
2. State firm’s policy regarding affirmative action. Service provider will be required to comply with Executive Order 11246 (see Attachment A).
3. Indicate if firm is a small business and/or minority or woman-owned business.
4. Describe construction experience, if any. Include contractor’s license number and certify that license is in good standing.
5. Describe experience determining income and property eligibility, as well as, processing loans.
6. State overall qualifications and duties, and availability, of project staff members.

### **B. Grant implementation and administration experience:**

1. Describe firm’s experience administering and/or operating Federal and/or State grant programs such as CDBG, HOME and/or CalHome housing programs such as first-time homebuyer and housing rehabilitation programs.
2. Describe past performance that demonstrates ability to complete the project in a timely and cost efficient manner.
3. Describe how the firm will implement and operate the program, responding to the various work tasks identified above.
4. Describe proposed project management and firm’s record keeping systems. Include samples of reports.
5. Attach list of jurisdictions with whom provider has contracted to implement and/or administer Federal, State and/or Local housing programs.

### **C. State the amount firm proposes to charge for grant writing, general administration and activity delivery for each grant.**

### **D. Statement that firm will provide a Certificate of Insurance for general liability in the amount of not less than \$1,000,000, if selected.**

## **III. Selection Process**

The relevant experience of each consultant will be evaluated as it relates to the Scope of Services. City staff will review the responses to the Request for Qualifications and will make a recommendation to the City Council. Proposals will be ranked based on an

assessment of the provider's integrity, resources, capacity, experience and past performance in implementing and operating California CDBG, HOME and CalHome first-time homebuyer and housing rehabilitation programs, and not only on price.

#### **IV. Conflict Resolution**

Prior to presenting its recommendation to the City Council staff shall notify each consultant, who has submitted a response, of their intended recommendation. A consultant who is not being recommended may file a written protest with the City stating the reason(s) for the protest. If the protestor and the City cannot resolve the conflict, the protestor may request to be heard by the City Council at the time the recommended award is being considered.

#### **V. Award of Contract**

The City Council will make the final decision and award the contract. The City of Corcoran reserves the right to reject any and all proposals submitted, to request clarification or additional information from competitors, and to waive any irregularity in the proposal as long as City procedures remain consistent with CDBG and HOME procurement procedures. Formal interviews may be conducted.

The City also reserves the right to award a contract to the firm that presents the proposal which, in the sole judgment of the City, best demonstrates the expertise desired by the City. This Request for Qualifications does not represent a commitment on the part of the City to award a contract.

#### **VI. Submission of Proposal**

Please submit two (2) copies of the Proposal **by 4:30 PM, July 30, 2010**, to the City of Corcoran, 832 Whitley Avenue, Corcoran, CA. Questions regarding this Request for Qualifications may be directed to Susan Atkins, Community Development Director, 559-992-2151, EXT 230.

**Small, minority and female-owned businesses are encouraged to apply.**

**The City of Corcoran is an Equal Opportunity provider.**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION  
TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY  
(EXECUTIVE ORDER 11246)**

1. The Offeror or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals and timetables for minority and female participation, expressed in the percentage terms for the Contractor's aggregate work force in each trade on all construction work in the covered areas, are as follows:

TIMETABLES: April 1, 1981, until further notice

**GOALS FOR MINORITY**

PARTICIPATION IN EACH TRADE: 23.6%

**GOALS FOR FEMALE**

PARTICIPATION IN EACH TRADE: 6.9%

These goals are applicable to all the Contractor's construction work (whether or not it is federally or nonfederally assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and nonfederally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform through the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs, U.S. Department of Labor, within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontract; or estimated starting and completion dates of subcontract; and the geographical area in which the contract is to be performed.
4. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is: the City of Corcoran, County of Kings, State of California.