



Request for Proposals: CDBG Housing Rehabilitation Loan Program

To Provide Administrative
Services for Community
Development Block Grant
Revolving Loan Funds

**Community Services
Consortium on behalf of
Community Housing
Services**

Released March 18, 2019



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RFP for HOUSING REHABILITATION ACTIVITIES

I. Introduction

Community Services Consortium (CSC) on behalf of the 105 (15) (a) organization, Community Housing Services (CHS), is soliciting proposals from qualified housing and community development firms to administer the Community Development Block Grant (CDBG)-based housing rehabilitation loan fund currently held by CHS.

The successful applicant will be responsible for administering a low-income, owner-occupied housing rehabilitation program currently operated by Community Housing Services for:

- The Cities of Newport, Lincoln City, Albany, Waldport, Lyons, and Adair Village
- The Counties of Benton, Lincoln, and Linn

The successful applicant will administer all tasks in connection with the program in compliance with all applicable Federal, state, and local rules and regulations governing these funds, and in a manner satisfactory to HUD and the State of Oregon.

A. Program Goals

The following statement of goals outlines CHS's overall desires for the results of local CDBG housing rehabilitation loan programs.

1. Re-establish owner-occupied housing rehabilitation loan programs as a resource to help low to moderate income households maintain safe and decent housing and to revitalize the local community neighborhoods.
2. Comply with State and federal requirements for public outreach, application processing, loan closing, credit administration, and reporting.
3. Create a partnership with the local communities to ensure efficiency and accountability, and to sustain the program for the long term, if possible.

B. Addenda, Rejection, Cancellation, Preparation Cost

CSC reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. CSC reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in CHS's best interest. All materials submitted in response to this RFP become the property of CHS and neither CSC nor CHS will be responsible for costs associated with preparing proposals. By submitting a proposal, each firm agrees to be bound in this respect and waives all claims regarding such costs and fees.

C. Housing Rehabilitation Loan Program Background

CSC worked with local communities to establish the housing rehabilitation loan program beginning in 1987. Over time, new communities were added to the original program and several revolving loan fund portfolios were created to pool repaid funds for use throughout participating counties. HUD rules for the CDBG rehabilitation loan program funds were revised after the original contracts were signed with the local communities. The change created the requirement of a non-profit entity, with a preponderance of non-governmental representatives to control the loan portfolios. As a public community action agency, chartered under ORS 190, CSC is governed by the county commissioners of Linn, Benton, and Lincoln counties. Therefore, the 105 (15) (a) non-profit organization, Community Housing Services (CHS), was created and became the oversight body for the loan rehabilitation program. CSC provides administrative, programmatic, and fiscal support for CHS.

In 2015, CSC determined insufficient loans were being originated to cover the cost of administering the rehabilitation program. This was due in part to CSC's elimination of the Mortgage Payment Assistance program, which helped support the rehabilitation program by sharing the costs of staffing and administration. Since that time, CSC has continued to provide services to the clients of the existing loans, but has not originated new loans. CSC also continues to provide financial and administrative support to Community Housing Services, the ownership entity for the loan portfolios.

II. Anticipated Scope of Work

The major goal of the successful candidate's efforts will be the transfer of approximately \$4,500,000 in assets (cash and loan receivables) to be used for completion of rehabilitation of eligible housing units, per the requirements of Oregon Business Development Department-Infrastructure Finance Authority (OBDD-IFA) and the targeted communities. Toward the goal of the completion of rehabilitation for eligible units, the major tasks that the successful candidate will perform include, but are not necessarily limited to, the following:

- 1 Manage housing rehabilitation program plans, procedures, forms, and marketing materials, and loan origination. (This includes ensuring staff conducting loan origination activities possess and retain proper certification and licensing for this purpose.)
- 2 Conduct outreach and advertising to market the program and obtain qualified applicants.

- 3 Perform client intake/assessment of eligibility. This may involve assisting clients in the completion of applications and/or providing translation services for non-English-speaking applicants and/or making other accommodations to ensure equal access to services.
- 4 Complete work write-ups for each eligible unit to be assisted. This includes a description of the work to be performed, the itemized cost of estimated activities, the materials to be used, and the standards to be met.
- 5 Assist homeowners with completion of additional bank financing when necessary to secure complementary funding through private loans, other financial services, or community service programs such as low-income weatherization, when requested.
- 6 Assist approved applicants in identification and proper solicitation and selection of contractors to perform eligible rehabilitation work. This includes providing forms and sample contract formats for the applicants to use in contracting with the contractors and assisting the applicant in ensuring that the description of the work contained in any contracts with contractors is accurate and complete.
- 7 Perform periodic and final site inspections to ascertain that approved and contracted rehabilitation work is proceeding properly and satisfactorily. Authorize appropriate change orders and mediate disputes in the event of owner dissatisfaction with the work done by the contractor.
- 8 Subject to verification by the home-owner, authorize and disburse payments to contractors.
- 9 Maintain case files and other records for each applicant, each contractor, each loan, and each rehabilitation project performed. These records will be maintained in accordance with requirements of HUD and the State of Oregon (OBDD-IFA).
- 10 Record liens, deeds of trust, and any other security instruments with the appropriate jurisdiction to ensure repayment of the loan under the terms of the contractual arrangement with the homeowner.
- 11 Maintain all records required by OBDD-IFA and HUD in a secure location for the duration of the period of the loan and allow funders access to these records for the regular purpose of compliance monitoring.

- 12 Service each loan by verifying the home is continuously insured, managing loan payoff and subordination actions as needed, responding to foreclosure notifications, and releasing liens when the loan period ends.

III. Proposal Requirements

A. Proposal Content and Organization

To achieve a uniform review process and a degree of comparability, the proposals should be organized in the following order and contain all of the following information:

1. ***Title Page and/or Cover Letter***

Show the proposal title, the name of firm, address, telephone number(s), email address, name of primary contact person, the date, and other relevant company information.

Provide the name(s) of the person(s) authorized to make representations for your firm, their title(s), address, email address, and telephone number(s). Include a list of and contact information for any proposed sub-consultants and the work they will perform. Briefly state your understanding of the services requested and make a positive commitment to provide the services as specified.

2. ***Experience and Examples***

Describe your firm's experience in the required areas of expertise, and its adaptability to provide the needed services. Provide up to three experience summaries describing similar work and identifying client reference contact information.

3. ***Key Staff***

Identify the designated project manager or primary contact and key supporting staff, along with their availability, CDBG Housing Rehabilitation Loan program experience, and capacity to provide the requested services. Clearly state the person(s) assigned to oversee the administration of this program and those who will be actively involved in administrative duties. Include resumes for each of the individuals and clearly identify any sub-Consultants. Please note, only CDBG Housing experience counts for the purposes of this proposal. Although the Consultant may have administered other housing programs in the past, this is not a requirement for a successful proposal.

Also indicate how many other CDBG housing contracts your firm is servicing.

4. Scope and Approach

State the services your firm is proposing to provide. Describe your firm's ability and willingness to work in a cooperative relationship with CSC to achieve successful transition of the CDBG housing rehabilitation loan program, and include any recommendations your firm has relative to a modified breakdown of program responsibilities. Identify the location of your firm's office where the program services will be provided and specify the hours of staffing. Indicate whether this site is accessible under the definitions of the ADA and fair housing laws.

5. Cost

Provide a cost proposal statement in the following format:

- a. Please list the cost of inspection fees and other charges to be included in the homeowner's loan. If your firm does not charge the homeowner for inspections, then please list \$0 for each category.

Initial Inspection fee	\$ _____
Interim Inspection fee	\$ _____
Final Inspection fee	\$ _____
Title Search Charges	\$ _____
Recording Charges	\$ _____
Other: _____	\$ _____

- b. Lead Related Expenses – These costs are charged to the project budget and granted to the homeowner. List \$0, if this charge does not apply or is already included with another category.

Risk Assessment fees	\$ _____
Lead Clearance fees	\$ _____
Lead Sample fees	\$ _____
Lead Inspection fees	\$ _____
Other: _____	\$ _____

B. Submittal Requirements

Proposals must be received by CSC no later than 5:00 PM on **Friday, May 24, 2019**.

1. Please send the identified information to CSC at the address listed below:

Community Services Consortium
Attn: Robin Johnson
250 Broadalbin St. SW
Suite 2A
Albany, OR 97321

2. Email submissions are acceptable and can be sent to:
rjohnson@communityservices.us with a copy to:
pmcquire@communityservices.us

IV. Selection Criteria and Process

A. Selection Criteria

The proposals will be reviewed and scored by the project selection team using the following point system.

Firm Experience and Examples	50
Project Approach and Scope	25
Project Cost	5
Key Project Staff	10
Proposal Document Quality	10
Total Possible Points	100

B. Selection Process

The selection process will involve the following primary steps.

1. **Proposal Review**

Proposal review will be based on a comparative assessment and scoring of each document in accordance with the Selection Criteria identified in Section A. The CSC staff support and the CHS board (the selection team) will then select one or more applicants to advance in the selection process.

2. **Interviews**

The selection team will determine whether interviews are needed, or it may make a selection based on the proposals alone. If determined necessary by the selection team, the finalists will be requested to present their experience,

proposed approaches, and personnel in an interview to members of CHS's board or the full selection team. (Further interview instructions will be provided to the selected finalist(s). The selection team will then review the presentation(s) and determine a firm to advance in the process.

3. State and Local Approvals

Based on the results of the selection process, CHS's Board will vote on the final approval.

4. Contract Negotiation

The selected firm will submit a proposed scope of services, then work cooperatively with CSC to develop a transition plan. Proof of the required insurance coverage will also be required at that time. Refer to Sections C and D below for further details related to insurance, contract award, and notification.

C. Selection Timeline

The following is the anticipated schedule for Consultant selection but is subject to change.

Submittal Deadline	May 24
Interview Scheduling	May 29-31
Consultant Interviews	Jun 3-7
Consultant Selection	Jun 7
CHS Board Confirmation	Jun 10-14
Contract Negotiation	Jun 17-21
Contract Award by Board	Jun 24

D. Rules Governing Competitive Evaluation

1. Examination of Request for Proposals

Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. Applicants should become fully aware of the nature of the work and the conditions while performing the work. An electronic version of this RFP and supplemental materials can be found at www.communityservices.us

2. Proposal Acceptance Period

The selection of an applicant with which to begin contract negotiation is expected to occur within three to four weeks of the submittal deadline.

3. **Contract Negotiations**

The CHS board approved applicant will enter into negotiations with CSC. If an agreement cannot be met, CSC will notify the CHS board and the applicant and stop negotiations. Then the second highest-ranked applicant will enter into negotiations. This process may continue until a successful negotiation occurs. CSC reserves the right to cease any negotiations with any applicant at the direction of the CHS board.

4. **Personnel Changes**

Prior to the execution of any contract for the requested services, the successful applicant shall notify CSC, in writing, of changes in key staff. CSC, on behalf of CHS, shall have the right to terminate or renegotiate the contract if these changes will affect any work product or agreed upon timetables.

5. **Contract Time**

The successful applicant shall proceed with the services specified after the execution of the contract and upon written notice from CSC.

6. **Insurance Requirements**

The successful applicant will be required to provide proof of required insurance coverage. The minimum requirements include at least \$2,000,000 general liability on an occurrence basis, evidence of automobile liability, and statutory workers compensation.

E. Questions and Comments

All questions shall be submitted in written form to the contact information provided below.

Community Services Consortium
Attn: Pegge McGuire
250 Broadalbin St. SW
Suite 2A
Albany, OR 97321
Email:
pmcguire@communityservices.us
Phone number: (541) 704-7627

For additional context regarding the CSC, its programs, and the digital version of this RFP, please visit our website at www.communityservices.us