

# Request for Qualifications (“RFQ”) for Various Services in Connection with the Implementation of a National Neighborhood Stabilization Initiative

May 14, 2010

## **Section A: Background**

Chicanos Por La Causa, Inc. (CPLC), acting as the lead applicant for a national consortium of high-capacity, non-profit affordable housing developers, has been awarded \$137,107,133 in federal funding to revitalize neighborhoods in eight (8) states and the District of Columbia that have been negatively impacted by foreclosures and abandoned properties. All of the organizations that make up this consortium are members of the National Association for Latino Community Asset Builders. The U.S. Department of Housing and Urban Development selected the CPLC/ NALCAB Consortium under the Neighborhood Stabilization Program Round II (NSP II). This federal funding will substantively stabilize local real estate markets and stimulate local economies.

The CPLC/ NALCAB Network NSP II Consortium include the following organizations, which will work in the target areas indicated below.

<b>Organization</b>	<b>Target Area</b>
Chicanos Por La Causa	Maricopa County and Santa Cruz County, AZ
Affordable Homes of South Texas	Hidalgo County/ McAllen, TX
Community Development Corporation of Brownsville	Brownsville, TX
El Paso Affordable Housing CUSO and Tierra del Sol Housing Dev. Corp.	El Paso, TX and Las Cruces, NM
YES Housing, Inc.	Albuquerque, NM
CHISPA	The cities of Salinas, Gonzales, Soledad, Greenfield, King City, Hollister, CA
NEW Economics for Women	Areas of Los Angeles and San Fernando, CA (San Fernando Valley)
Colorado Rural Housing Development Corporation	Thornton, Westminster, Conejos County, Costilla County, Alamosa, Saguache, Hayden, Walsenburg, Monte Vista, and Del Norte Counties in S. Colorado
Del Norte Neighborhood Dev. Corp./NEWSED CDC/ Northeast Denver Housing Center	Areas of Denver, CO

Mi Casa, Inc.	Johnston Square in Baltimore, MD Eckington and Brightwood Park in Washington, DC
Norris Square Civic Association	North Philadelphia, PA
The Resurrection Project	New City in Chicago, IL

**ABOUT CPLC:** Chicanos Por La Causa, Inc. (CPLC) is a statewide community development corporation committed to building stronger, healthier communities as a lead advocate, coalition builder and direct service provider. The organization promotes positive change and self-sufficiency to enhance the quality of life for the benefit of those we serve.

**ABOUT NALCAB:** The National Association for Latino Community Asset Builders represents and serves a geographically and ethnically diverse group of non-profit community and economic development organizations that are anchor institutions in our nation’s Latino communities.

**Section B: Procurement Process**

CPLC/ NALCAB Network NSP II Consortium has established this national procurement process to identify qualified firms to provide services to one or more consortium participants. In responding to this RFQ, prospective service providers will be required to identify the service that they propose to provide as well as the geographic area in which they propose to provide that service. A separate qualifications statement is required for each service that the vendor proposes to provide (not each geography). Vendors will be scored separately for each service area (i.e. they may be accepted to provide one service, but not another). CPLC and NALCAB, acting on behalf of the Consortium, will review the qualifications of vendors that respond to this solicitation. Respondents to this RFQ that rank higher than 80 of 100 points (81 points or higher) will be accepted or “pre-qualified” to provide the proposed service in the geographic areas approved by the review panel. Acceptance to provide services is no guarantee of a contract.

CPLC may award a contract based qualifications and reasonableness of cost structure, or CPLC may invite pre-qualified vendors to participate in a “quick bid” process by which CPLC requests a price quote for a specific scope of work. CPLC, at its discretion, will chose the method most appropriate to the requested service and most likely to procure the highest quality service at the lowest price.

**Section C: Services Requested**

- *Regional Program Monitors* - Quality monitoring is needed to ensure all programmatic activities comply with applicable local, state and federal regulations. The consortium will expect the regional monitor to possess extensive experience and the capacity to assess the progress of the consortium member towards the accomplishment of its goals of the NSP2 grant.

Regional monitors will assist the lead member of the consortium by conducting on-site inspections of properties to determine all property acquisitions, rehabilitations and dispositions are conducted according to the contracts assigned to the consortium member. The regional monitor will compare the performance of the selected property to its scope of work, prepare a site inspection report, conduct interviews with selected contractors and sub-contractors of the project, and conduct interviews with consortium member's designated project manager.

The regional monitor will prepare and submit monitoring reports including narrative and statistical review results to CPLC's National Program Monitor which in turn will be consolidated into management reports for the consortium member. The regional monitor will present the results to the consortium member's management team.

The regional monitor will be expected to answer questions and provide technical information relating to assigned programs to clients, partners, and contractors and will assist consortium members and their staff with the interpretation of local, state, and federal regulations relating to assigned programs to ensure compliance.

The regional monitor will participate as a member of the Consortium's peer review team for the annual assessments of each consortium member in the represented region.

CPLC seeks to identify Regional Monitors for each of three geographical regions.

- Eastern US will include Baltimore, DC, Philadelphia and Chicago.
- Southern US will include Brownsville, McAllen, El Paso, Las Cruces and Albuquerque.
- Western US will include Phoenix, Santa Cruz County, AZ, Los Angeles, Monterey County, CA, Denver, various counties in southern Colorado.

- *Housing Inspections and Cost Estimation* – CPLC and members of the Consortium seek experienced professionals to conduct housing inspections in accordance with standards set forth by the U.S. Department of Housing and Urban Development for single family and multifamily housing as well as local housing codes. Inspectors will be expected to provide cost estimates of repairs and rehabilitation work necessary to make a home safe, code compliant and marketable.

- *Environmental Review* – CPLC and Consortium Members seek consultants to provide environmental consulting services related to:

(a) environmental compliance issues including environmental audits, particularly lead based paint sampling and testing, abatement; risk assessment and management, cost estimation, records management, regulatory strategy and liaison, remediation and monitoring;

(b) Hazardous Materials, Hazardous Waste including use, removal, lawful disposal, lead, asbestos, mold, health and safety concerns, and training;

(c) preparation of an Environmental Review Record for activities including a finding of the level

of impact, preparation of all required public notices, and obtaining adequate backup documentation. For activities which are not exempt from environmental assessments, an environmental assessment will be prepared. Documentation of compliance with the requirements of historic preservation, flood plains and wetlands, and other applicable authorities must also be included;

(d) communication and coordination with US HUD to ensure the successful processing of environmental review documentation.

- *Real Estate Industry Law* – CPLC and Consortium members seek qualified law firms to provide non-litigation services related to the HUD Neighborhood Stabilization Program including real estate document review and development, advise and support with regard to issues of legal and regulatory compliance, support of single family and multifamily real estate transactions and other services in furtherance of the successful and compliant implementation of the NSP program.
- *Housing Industry/ Real Estate Development Consultants* – CPLC and Consortium members seek qualified housing industry and real estate development consultants to assist in the implementation of the NSP Program. This may include a wide range of activities related to the planning, development and implementation of a successful neighborhood revitalization strategy.
- *Real Estate Broker* – CPLC and Consortium members seek qualified real estate brokers to facilitate real estate transactions in connection with the NSP program.
- *Home Warrantees* - CPLC and Consortium members seek qualified companies to provide home warrantees to purchasers of homes sold under the NSP II program.

#### **Section D: Evaluation Factors**

The proposals submitted will be evaluated based on technical expertise using the information requested and submitted pursuant to this RFQ. The following evaluation factors shall be used to select the Offeror whose proposal is most advantageous to the Consortium Members.

#### **FACTORS AND MAXIMUM POINTS:**

- Relevant demonstrated organizational experience - **30 points**
- Relevant demonstrated qualifications of the key staff to provide services - **30 points**
- Feasibility of providing services in the selected geographic region - **20 points**
- Reasonableness of cost structure - **20 points**

#### **Section E: Proposal Submission - Form of Response**

**Cover Sheet:** Complete the cover sheet included as an appendix to this document.

***Narrative (not to exceed 12 pages)***

- *Organizational Experience* – Provide a description of the firm’s relevant experience providing the same or similar services. Greater weight will be given to experience in the past three years.
- *Qualifications of Key Staff* – Provide the names and qualifications of all key staff to be dedicated to the project. While resumes may be included as an appendix, this section should include biographical statements that highlight the most relevant experience
- *Approach to Providing Services* – Describe how the firm will provide the proposed services and the geographic areas in which they will be provided.
- *Cost Structure* – Describe the firm’s cost structure for delivering the proposed service. This must include daily rates for all staff/ positions proposed to provide services and may include flat fees or percentages for specific types of work. The firm should clearly identify overhead and profit rates.

***Insurance Requirements***

All respondents shall provide proof of their own liability insurance for no less than \$1million. Upon entering into a contract, any selected respondent will be required to provide a certificate of insurance naming Chicanos Por La Causa, Inc. as an additional insured. Additional insurance requirements may be identified prior to entering into contract, as is appropriate to the scope of ultimate scope of services.

***Licenses and Certifications***

Respondents should provide evidence of any relevant licenses, certifications and other credentials that relate to the services that the respondent proposes to provide.

**Section F: Proposal Submission - Time and Place**

Chicanos Por La Causa will accept proposals until ~~June 30, 2010.~~

CPLC will accept proposals until  
Friday July 16, 2010.  
(Amended on 6/28/2010)

One signed original and two copies of the proposal must be submitted to the Chicanos Por la Causa at the following address:

Address: CPLC-NALCAB NSP II Services RFQ  
c/o NALCAB  
1313 Guadalupe Street, Suite 203  
San Antonio, TX 78207

The envelope must have the following notation on the bottom left hand corner of the proposal,

“Proposal to Provide NSP II-Related Services.”

Facsimile Copies will not be accepted. All proposals will become property of CPLC upon submission.

**Section G. Term of Qualification**

Once qualified through the RFQ process, CPLC shall issues a letter of qualification to the vendor. The vendor shall be deemed qualified in accordance the letter of qualification for three years or until the CPLC/ NALCAB Network NSP II grant expires, whichever is sooner.

**Section H. Additional Notices**

CPLC specifically reserves the right to reject any and all proposals, to waive technicalities, to award the contract pursuant to the best interest of the Consortium. CPLC and Consortium members may enter into numerous contracts with one or more providers deemed qualified through this procurement process.

CPLC encourages responses from small, minority-owned, women-owned and Section 3 businesses as well as from firms that partner with such disadvantaged business in a substantive way.

Selected service providers will be required to develop a Section 3 employment and training plan.

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## Cover Sheet

Name of Service Provider: \_\_\_\_\_

EIN #: \_\_\_\_\_

DUNS #: \_\_\_\_\_

Principal address: \_\_\_\_\_

Primary Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Service to be provided: \_\_\_\_\_

Geographic areas in which the vendor proposes to provide the service (check all that apply):

<i>Potential Geographic Service Areas</i>	
Maricopa County, AZ	
Santa Cruz County, AZ	
Hidalgo County & McAllen, TX	
City of Brownsville, TX	
El Paso, TX	
Las Cruces, NM	
Albuquerque, NM	
Monterey County, CA	
Los Angeles, CA	
Rural counties in Southern Colorado	
Denver, CO	
Baltimore, MD	
Washington, DC	
North Philadelphia, PA	
Chicago, IL	

