

CITY OF MASSILLON NEIGHBORHOOD STABILIZATION PROGRAM REQUEST FOR QUALIFICATIONS – NSP PROJECT SERVICES

PURPOSE

The City of Massillon is seeking qualified appraisers, realtors, title services, environmental inspectors, HUD-certified housing counselors, contractors, and developers to provide services to the City as part of its Neighborhood Stabilization Program (NSP).

INTRODUCTION

The City of Massillon has been awarded \$1,578,149 in Federal NSP Funds by the State of Ohio. These funds can be utilized to acquire abandoned and foreclosed properties and land; to demolish or rehabilitate such properties; to sell and provide down payment and closing cost assistance to low, moderate, and middle income homebuyers. The household income of purchasers of NSP properties may not exceed 120 percent of area median income. In addition, NSP funds can be used to create “land banks” to assemble, temporarily manage, and dispose of vacant land for the purpose of stabilizing neighborhoods and encouraging re-use or redevelopment of urban property.

The City of Massillon is seeking organizations to complete one or more of the following activities: purchase bank-owned or abandoned properties in pre-determined areas; rehabilitate or redevelop, and sell these properties to eligible households. Private entities, developers, not-for-profit community groups, Community Based Development Organizations and Community Housing Development Organizations are eligible to apply for contracting roles and financing for the acquisition, rehabilitation, demolition, and/or redevelopment of said properties. Applicants must demonstrate that they have appropriate housing acquisition, demolition, and/or rehab/development experience and sufficient financial capacity to execute such projects. Other professional services being sought under this RFQ include appraisal services, realtor services, title services, housing counseling, and environmental risk assessors and inspectors.

Successful respondents to this RFQ will be eligible to apply for contracting roles and funding for specified activities approved under the City’s Neighborhood Stabilization Program.

Notice of qualification under this RFQ does not guarantee funding. Under a separate Request for Proposals (RFP), the City of Massillon is accepting for NSP project activities. Each specific contract activity or project will be accepted based on its merit and conformity with NSP regulations. The City of Massillon’s NSP program can be viewed at the following website:

<http://www.massillonohio.com/commdevelopment/index.html>

REQUEST FOR QUALIFICATIONS (RFQ)

This RFQ has been established to encompass multiple contracting services anticipated under the NSP. Qualified organizations are invited to submit a statement of qualifications describing their ability to carry out the activities outlined below. Applicants should detail the areas of the following services they are able to successfully provide. It is NOT necessary that they be proficient in ALL services.

Applicant responses are sought to address the following services:

- Acquisition of foreclosed and abandoned properties in predetermined target areas
- Rehabilitation and/or redevelopment of foreclosed and abandoned properties for sale or rental to qualified homeowners and tenants
- Sale of renovated properties to households with incomes at or below 120% of the area median (LMMI)
- Demolition of bank-owned or abandoned properties in predetermined target areas
- Provide appraisals of foreclosed and abandoned properties following Universal Relocation Act (URA) requirements
- Provide real estate services to assist in the acquisition and sale of NSP residential properties.
- Provide Title Insurance services for foreclosed and abandoned properties
- Conduct environmental risk assessments, lead-based paint testing, or other housing inspections.

The Request for Qualifications of the following two services is only open to qualified Non-profit organizations:

- Provision of housing counseling services in preparation of homeownership, as a certified HUD approved housing counseling agency
- Acquisition/holding of foreclosed or abandoned properties in predetermined target areas for land banking purposes

PROPOSAL SUBMISSION

In order for your proposal to be considered responsive, it must include:

- A. The Agency or Business name, (also known as Cooperating Agency), name of contract person, mailing address, email address, and phone and fax numbers
- B. A detailed description of the scope of work to which the Cooperating Agency will commit, including:
 1. A detailed description of the associated services you will provide, such as appraisal, inspection etc. to assist in the successful implementation of the NSP projects.
 2. A detailed and concise description of how you will provide the services. For example, if you propose to provide appraisal service, describe in detail all the

steps you will undertake to successfully provide this service as it relates to the NSP project activities.

- C. A detailed budget or fee schedule for these services, including a description of the basis for all cost items.
- D. A list of all the persons who will be involved providing the services, describe each person's qualifications and proposed involvement in specific tasks. Attach a resume for each person.
- E. A list and description of similar work completed in the last two years.
- F. Contact information for references from at least two organizations for which work similar to that proposed has been completed. Include the reference's name, organization, telephone number and email address.
- G. Any additional information or materials relevant to the Cooperating Agency's qualifications, availability, and capacity to perform the work.
- H. Authorization for the City of Massillon to verify references.

EVALUATION OF PROPOSALS

The City of Massillon will review the qualifications and proposed scope of work submitted. Proposals will be evaluated on clarity and completeness; collaborations; project feasibility; financial feasibility, leveraging and market; cost reasonableness; and experience, capacity and past performance. The City may request additional information or clarification from the applicant at any time during the RFQ process.

RIGHT TO REJECT PROPOSALS

The City of Massillon reserves the right to reject any or all proposals and to waive any informalities or irregularities in applications/proposals received. The City also reserves the right to negotiate the scope of work and funding terms in order to best serve the interests of the City of Massillon in carrying out NSP program activities.

Please submit two (2) sealed copies of your statements of qualification to:

Community Development Dept.
Attn: Aane Aaby, Director
151 Lincoln Way East
Massillon, Ohio 44646

NSP PROGRAM WORKSHOP

There will be an NSP informational workshop on Wednesday, October 14, 2009 at 3:00 P.M. in Massillon City Council Chambers, located on the second floor of the Municipal Government Center, One James Duncan Plaza, Massillon, Ohio.

CONTACT INFORMATION

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