



Genesee County Land Bank Authority

452 S. Saginaw St. 2nd Floor, Flint, MI 48502

Neighborhood Stabilization Program 2

Request for Qualifications: Community Housing Development Organizations

BID NUMBER: LB11-008

Due Date: Wednesday, March 9, 2011 at 3:00 pm EST

As part of the Michigan NSP2 Consortium, a partnership between:
Michigan State Housing Development Authority (MSHDA)
City of Flint
Genesee County Land Bank Authority (GCLBA)



TABLE OF CONTENTS

TABLE OF CONTENTS 2

REQUEST FOR QUALIFICATIONS – Community Housing Development Organizations
..... 3

INTRODUCTION..... 3

 1. Overview..... 3

 2. Time of Completion..... 5

 3. Term of Contract..... 5

 4. Background..... 5

 5. Federal Regulations..... 5

PROFESSIONAL SERVICE REQUIREMENTS 6

 A. Scope of Work 6

 Additional Requirements 7

 Homeownership Requirements 7

Affordability Restrictions for Owner-Occupied Properties..... 7

EVALUATION CRITERIA AND SCORING..... 9

SUBMITTAL REQUIRMENTS..... 10

 A. Letter of Interest..... 10

SELECTION PROCESS 13

QUESTIONS 14

SUBMITTAL DUE DATE 14

CERTIFICATION FORM NOTE 15

RFQ SUBMITTAL REQUIREMENTS CHECKLIST..... 16

APPENDIX A: MAP AND BOUNDARIES OF NSP2 TARGET AREA 17

APPENDIX B: City of Flint and Genesee County Income Limits 17



REQUEST FOR QUALIFICATIONS – COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS

INTRODUCTION

1. Overview

This Request for Qualifications (“RFQ”) is being issued by Genesee County Land Bank Authority (GCLBA) in its capacity as manager of the Neighborhood Stabilization Program 2 (NSP2). GCLBA invites the submission of Qualifications from qualified Community Housing Development Organizations (CHDOs) with interest in developing properties that are vacant, abandoned and foreclosed in NSP 2 target neighborhoods. This RFQ will not address demolition, land banking, opportunities for general contractors or homebuyer assistance opportunities.

To facilitate the rehabilitation of vacant, abandoned and foreclosed properties, The GCLBA seeks qualified CHDOs to construct and/or rehabilitate properties and if applicable operate and manage or market and sell rental and/or for sale housing. The Issuers will evaluate RFQ Respondents based on their experience in rehabilitating or new constructing, organizational capacity, operating and managing or marketing and selling rental and/or for-sale housing. The GCLBA would like to see any current plans or sites identified by the CHDO for potential NSP 2 activities in the HUD approved Census Tracts (1, 3, 14, 15, 16, 22, 23, 26, 28, 29, and 32) in the City of Flint these areas are shown on the map attached to this RFQ.

CHDOs with demonstrated experience in developing properties and interest in rehabilitating or new construction, and managing or selling rehabilitated properties that were previously vacant, abandoned and foreclosed and with an interest in making their services available to the GCLBA are invited to respond to this RFQ. “Respondents” means the companies or individuals that submit qualifications in response to this RFQ. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFQ document.

GCLBA is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises.

Nothing in this RFQ shall be construed to create any legal obligation on the part of The GCLBA or any respondents. The GCLBA reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall the GCLBA be liable to respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from The GCLBA for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of The GCLBA. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known regarding financing, affordability restrictions, building conditions, and rehabilitation requirements.

Each respondent must submit one copy of their 2011 CERTIFICATE TO DO BUSINESS WITH GENESEE COUNTY. The Land Bank follows Genesee County Office of Equity and Diversity policies and procedures for procurement process. For further information on this requirement, contact the Genesee County Office of Equity and Diversity, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone (810) 257-3028; fax (810) 768-7943.

Each respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, respondent's name, and firm name, proposal due date and time. The proposal request number and due date for this Bid is:

PROPOSAL REQUEST NUMBER: #LB 11-008

DUE DATE: Wednesday March 9, 2011 @ 3:00 PM EST

The GCLBA follows Michigan State Housing Development Authority (MSHDA) Neighborhood Stabilization Program 2 Procurement Policies and Procedures which can be found at http://www.michigan.gov/documents/mshda/mshda_cd_nsp2_procurement_331622_7.pdf and are updated periodically as changes to the policy occur. For further information on these policies, contact the Heidi Phaneuf, Community Resource Planner, Genesee County Land Bank, 452 S Saginaw St, 2nd Floor, Flint, MI 48502; phone (810) 257-3088 ext 524; fax (810) 257-3090 or hphanuef@thelandbank.org

CHDOs must comply with the Genesee County Land Bank Authority Fair Housing Policy as stated below:

Equal housing opportunity for all persons, regardless of race, color, national origin, religion, age, sex, familial status, marital status, sexual orientation or disability, is a fundamental policy of the Genesee County Land Bank Authority (GCLBA). GCLBA is committed to diligence in assuring equal housing opportunity and non-discrimination to all aspects of its housing activities. As a

county governmental authority undertaking housing activities, GCLBA has an ethical as well as legal imperative to work aggressively to ensure that GCLBA housing programs comply fully with all local, state and federal fair housing laws.

For questions on Fair Housing, please contact our Fair Housing Compliance Specialist, Phil Stair at (810) 257-3088 ext 525; fax (810) 257-3090 or pstair@thelandbank.org

2. Time of Completion

Any contract awarded pursuant to this RFQ solicitation shall have development services completed within a mutually agreed upon expedited timeframe.

3. Term of Contract

Any contract awarded pursuant to this RFQ solicitation shall be for a contract period up to 18 months, with the possibility of an extension.

4. Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received \$223,875,339. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts. MSHDA allocated \$201,487,805 to place properties back in productive use and \$22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

The City of Flint received \$15,772,344 and the GCLBA received \$10,710,994 for a total award amount of \$26,483,338 to assist the targeted census tracts in City of Flint.

5. Federal Regulations

Award recipients implementing the Michigan NSP2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), (ARRA) which is posted on

http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFQ. All NSP2 funds must be spent on

specific eligible activities no later than February 10, 2013 and 50% of NSP2 funds must be spent no later than February 10, 2012.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

Rehabilitation Standards

ARRA provides that any NSP2-assisted redevelopment activity shall to the extent necessary to comply with applicable laws, codes, and other requirements relating to housing safety, quality, and habitability. ARRA defines rehabilitation to include improvements to increase the energy efficiency or conservation of properties, and HUD is encouraging the use of NSP2 funds to incorporate energy-efficiency improvements in NSP2-assisted homes to provide for long-term affordability and increased sustainability.

Developers must adhere to HUD Housing Quality Standards ("HQS," found at 24 CFR, Subtitle B, Chapter IX, Part 982, Subpart I). In addition, rehabilitation work must also adhere to all aspects of the Municipal Code of City of Flint, for further information and HUD's website at www.hud.gov for information on HQS.

Developer Fee

ARRA also states that if a residential property is purchased and/or redeveloped with NSP2 funds and then sold to an owner-occupant, the sales price must be equal to or less than the cost to acquire and redevelop the home. The maximum sales price for a property is determined by aggregating all costs of acquisition, construction, and soft costs, including a reasonable developer fee and sales and closing costs. The developer fee will be determined on a per property basis, and will be detailed in the redevelopment agreement between the City and the developer. The developer fee is compensation to the developer based on the scope of the project, the total development cost, and the risk associated with the project. Developer fees will likely range from 10%-15% of total development costs.

Income Limits

ARRA also stipulates that all NSP2 funds must assist families making no more than 120% of the area median income ("AMI"). In addition, 25 percent of the NSP2 funds must be targeted to families whose income is at or below 50% AMI.

Certain units, when made available through the sales/disposition process, will be designated to be occupied only by families whose income is at or below 50% AMI at the time of occupancy.

Please see appendix B for the income limits for various household sizes at various levels of area median income.

Deed restrictions, and/or similar recorded restrictive covenants, will prohibit discrimination against voucher recipients, require rehabilitation of all units within the period specified in the redevelopment agreement, and require re-conveyance of title in the event of noncompliance with applicable City, State and Federal regulations.

Additional Requirements

NSP2 construction activities may be subject to the Davis-Bacon Act, if applicable. Any CHDO who is deemed to need to meet Davis-Bacon wage rates will be required to pay their contractors Davis-Bacon wages and maintain records that demonstrate their compliance with this requirement.

In addition, NSP2 construction activities will be subject to Minority-owned Business Enterprise (MBE) and Women-owned Business Enterprise (WBE), Local Hiring and HUD and City of Flint Section 3 requirements.

The Issuers reserve the right, in their sole discretion, to alter, change or modify the foregoing requirements, in the event of a change in applicable statutes, regulations or ordinances, including those governing Disadvantaged Business Enterprises (DBEs).

The Respondent represents by submission of their qualifications that neither it nor its principals are presently debarred, suspended, declared ineligible, or excluded from participation in the activities proposed under this RFQ by any Federal, State or City Agency.

Homeownership Requirements

1. Sustainable affordability is a principal goal. In order to achieve this goal, properties targeted for homeownership will carry the following affordability restrictions, based on the amount of the per-unit NSP2 expenditure:

Affordability Restrictions for Owner-Occupied Properties

NSP2 Expenditure Per Unit of Homeownership Housing	Minimum Affordability Period in Years
Under \$15,000	Five (5)
\$15,000 to \$40,000	Ten (10)
Over \$40,000	Fifteen (15)

2. NSP2-assisted units must meet the affordability restrictions for not less than the applicable period specified above, beginning upon sale of the unit to a qualified owner-occupant. Affordability restrictions apply regardless of the term of any financing or the transfer of ownership. Liens will be imposed on homeownership properties that will recapture a portion of the NSP2 subsidy if, at any time during the affordability period, the home is sold to a no income qualifying household or

is refinanced in an amount that effectively "cashes out" the NSP2 investment.

3. All homebuyers will be required to receive eight (8) hours of homebuyer counseling from a HUD-certified counseling agency.
4. If a buyer is not found for a property, GCLBA may at the discretion of MSHDA and HUD decide to offer the property for a purchase money mortgage, lease to purchase or rental if necessary.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Qualifications, The GCLBA will take into consideration the scale and financial capacity that is being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

Experience and Capacity

The point system outlined below is to evaluate the capacity and experience of the Respondents. Points will be used as a guideline to determine the number and type of properties that the Respondent will be eligible to purchase and redevelop.

1. The CHDO Experience in Redeveloping and Constructing Residential Properties in the City of Flint in the last 10 years

Single-family	Points
1-3 Years	5 points
4-6 Years	10 Points
7-10 Years	15 points

2. Number of units the Respondent completed in the timeframe indicated in question #1

Single-family	Points
1 -5 units	5 points
6 -20 units	10 points
> 20 units	15 points

3. Respondents will be awarded up to 20 points for demonstrated capacity to complete work in the NSP 2 program with the GCLBA.
4. Respondents will be awarded up to 20 points for their experience in meeting MBE/WBE, City of Flint Local Hiring, Davis-Bacon, and HUD/ City of Flint Section 3 requirements.
5. Innovation: Respondents will be awarded up to 20 points for their experience and proposed practices regarding the following:
 - a. Community hiring
 - b. Engaging community stakeholders and building effective community partnerships and collaborations
 - c. Utilizing local suppliers and retailers
 - d. Green/energy efficient retrofits
 - e. Effective schedule and budget management throughout the development process
 - f. Security measures.
7. Respondents up to 20 points for their sales and marketing strategy.

SUBMITTAL REQUIREMENTS

RFQ responses must be submitted via hard copy. Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. **Responses not submitted via hard copy will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.

GCLBA reserves the right to seek additional information to clarify responses to this RFQ. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the developer and development team.
3. Description of the organization, listing of Board of Directors, organizational chart and mission statement of the organization.

4. The Certification attached hereto at the end of this RFQ and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

B. Threshold Requirements

These documents must be submitted and acceptable before GCLBA will review the Experience and Capacity proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000.
3. State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)
4. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist the GCLBA in determining the Respondent's financial condition. The GCLBA is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance. Funds will be provided on a reimbursement basis.
5. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
6. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the GCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
7. 2011 Certificate to do Business with Genesee County (If you do not have a Certificate at the time of submission, include a letter indicating the date your company's equity & diversity plan was submitted to the Genesee County Office of Equity & Diversity for review.)
8. Community Housing Development Organization Certification received from a Principal Jurisdiction (PJ) agency that works within the City of Flint (City of Flint or MSHDA).

Responses that do not include all of the applicable threshold requirements will not be evaluated.

C. Main Proposal

Part 1: Please provide the following information

1. Years of CHDO experience in acquiring and/or redeveloping vacant and foreclosed properties, including key staff persons and their years and areas of experience.
2. Define and describe your CHDO service area(s) and neighborhood(s). Explain how your CHDO engages with the community and your CHDO's plans for neighborhood improvement. Please attach any additional maps, plans or documents to support this.
3. Number of housing units and addresses of single-family or multi-family residential rehabilitation projects and/or new builds completed in last 10 years in the City of Flint, of these please list the ones that have been sold, are rental, lease-purchase or still on the market. Please include main funding source for each project. Table format is preferred with total number of units completed included.
4. Describe the current projects that you are working on regarding housing redevelopment and/or new construction projects, include any projects that are funded and planned for 2011 and 2012. Include the number of units, location and funding source.
5. Describe your development process for single family residential rehabilitation or/ new construction. Do you have a general contractor's license? What types of work do you do in-house, what types of work do you contract out? Who manages your construction process? Who develops specifications for your rehabilitation and/or new build single family residential projects?
6. Describe how many single family residential rehabilitation and/or new builds that you are interested in completing with the NSP 2 program in partnership with the GCLBA. Please show how you would ensure that you have the capacity to complete the project in the timeframe you have identified.
7. Number of rental units that the Respondent is directly or through a third-party property manager currently managing (if applicable)
8. Respondent's experience in meeting MBE/WBE, City of Flint Local Hiring, Davis-Bacon, and HUD and City of Flint Section 3 requirements. State whether CHDO is a certified MBE/WBE. If so, please provide a copy of a current MBE/WBE, or City of Flint Section 3 certification letter.
9. Innovation: Describe the Respondent's experience and proposed approach to The GCLBA NSP2 initiative with special focus on experience and proposed practices in the following areas:
 - a. Community hiring
 - b. Engaging community stakeholders and building effective community partnerships and collaborations
 - c. Utilizing local suppliers and retailers

- d. Green/energy efficient retrofits
 - e. Effective schedule and budget management throughout the development process
 - f. Security
10. Describe your strategy for sales and marketing of the NSP 2 development rehabilitation and/or new build homes.
11. Please provide any additional information that you feel will assist the GCLBA in understanding how you can assist in revitalizing our neighborhoods with NSP 2 funding and any ideas you have on how to improve the structure and outcome of the program.

Part 2: Community Areas of Greatest Need and Property Types

The Issuers would like to learn more about the Respondent's interest in working in the various NSP 2 census tracts/ community areas of greatest need (see Attachment A) and the number and type of properties the Respondent is interested in developing through The GCLBA's Neighborhood Stabilization Program. This information will not be used to evaluate the Respondent and will not influence the decision on whether a Respondent will be deemed "qualified."

Please provide a brief narrative identifying the community areas of greatest need in which the CHDO is interested in redeveloping properties and any potential development targets you have identified. Please provide addresses in the community areas of greatest need, to the extent known, e.g., "North side of 600 block of W University Ave."

Please also provide a description of the property type (single-family/homeownership) and quantity of each that the developer prefers to secure and over what time period, e.g., "25 units of all single-family homes over six months". Please provide that description for each community area of greatest need.

SELECTION PROCESS

The Selection Committee comprised of GCLBA staff will review Proposals in accordance with the evaluation criteria set forth herein and Michigan NSP2 Consortium objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ.

QUESTIONS

Questions regarding this RFQ should be submitted in writing via email to Heidi Phaneuf, Community Resource Planner, Genesee County Land Bank Authority, hphaneuf@thelandbank.org.

SUBMITTAL DUE DATE

Responses to this RFQ are due by 3:00 pm on March 9, 2011 EST. Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

Heidi Phaneuf
Genesee County Land Bank Authority
452 S. Saginaw St. 2nd Floor
Flint, MI 48502

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFQ submittal to GCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQ

- Letter of Interest
- Certification Form Note
- Main Proposal
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- 2011 Certificate to do business with Genesee County
- Community Housing Development Organization Certification
- Evidence of Financial Stability
- References
- Conflict of Interest Statement & Supporting Documentation:
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFQ Submittal Requirements Checklist

APPENDIX B: CITY OF FLINT AND GENESEE COUNTY INCOME LIMITS

Income includes any amount received by any Resident, age 18 or over. 2011 income data for Genesee County is not available at this time, when it becomes available the new income data will be used.

FY 2010 MEDIAN FAMILY INCOME FOR FLINT AND GENESEE COUNTY -- \$56,500**NSP MAXIMUM INCOME LIMITS**

Household Size	Very Low Income 50%	Low Income 60%	Moderate Income 80%	Middle Income 120%
One Person	\$19,800	\$23,800	\$31,650	\$47,500
Two Person	\$22,600	\$27,200	\$36,200	\$54,300
Three Person	\$25,450	\$30,600	\$40,700	\$61,100
Four Person	\$28,250	\$33,900	\$45,200	\$67,800
Five Person	\$30,550	\$37,700	\$48,850	\$73,300
Six Person	\$32,800	\$39,400	\$52,450	\$78,700
Seven Person	\$35,050	\$42,100	\$56,050	\$84,100
Eight Person	\$37,300	\$44,800	\$59,700	\$89,500