

Chicago Neighborhood Stabilization Program

Request for Proposal: Scope Writing Services

August 27, 2010

A Partnership of:

The City of Chicago

Mercy Portfolio Services

Para una versión en Español, por favor llamar a Yanet Garcia (312) 428-4123

Mercy Portfolio Services (MPS)

REQUEST FOR PROPOSAL

This Request for Proposals (“RFP”) is being issued by Mercy Portfolio Services (“MPS”) in its capacity as manager of the Neighborhood Stabilization Program (NSP) for the City of Chicago (the “City”). MPS invites the submission of proposals from Scope Writers with expertise and experience in scope writing for property rehabilitation and preservation planning.

Scope Writers with demonstrated experience in these areas and an interest in making their services available to MPS are invited to respond to this RFP. “**Respondents**” means the companies or individuals that submit proposals in response to this RFP.

MPS is seeking to encourage participation by respondents who are MBE/WBE and Section 3 Business Concerns, and has a goal for minimum MBE/WBE participation of at least 24% MBE and 4% WBE participation; and, 3% Section 3 Business Concerns. Contracts will be subject to the requirements of Section 3 of the HUD Act of 1968 as amended.

The work contemplated is professional in nature. 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 RFP document.

Nothing in this RFP shall be construed to create any legal obligation on the part of MPS or any respondents. MPS reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall MPS be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from MPS for any costs, expenses or fees related to this RFP. All documentation submitted in response to this RFP will become the property of MPS.

Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

TIME of COMPLETION

Any contract awarded pursuant to this RFP solicitation shall have property rehabilitation scopes, completed within a mutually agreed upon expedited timeframe.

TERM of CONTRACT

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

BACKGROUND

In 2008, Congress passed and the President signed into law the Housing and Economic Recovery Act of 2008 (“HERA”). A provision of the law, known as the Neighborhood Stabilization Program (“NSP”), provides states and local governments with funds to address the impact of vacant and foreclosed homes. On September 26, 2008, the U.S. Department of Housing and Urban Development

("HUD") announced that it had allocated \$55,238,017 to the City. Further, NSP 2 a term that references the NSP funds authorized by [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), (the Recovery Act) provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis. On January 14, 2010, the U.S. Department of Housing and Urban Development ("HUD") announced that it had allocated \$98,008,384 to the City. For more information go to www.chicagosp.org

In order to expedite the effective use of the NSP funds, the City of Chicago is sub-granting the funds to MPS, a non-profit corporation that is an affiliate of Mercy Housing Inc. MPS will coordinate all REO property acquisitions, rehabilitation and sales, and ensure compliance with all federal, state, and City regulations.

MPS is issuing this Request for Proposal. All responses and questions should be directed to MPS at the address indicated below and not to the City.

CITY OF CHICAGO OBJECTIVES

Given the scale of the foreclosure issue and its adverse impact on neighborhoods, the City has established the following neighborhood stabilization goals:

1. Stabilize neighborhoods by getting vacant and foreclosed homes up-to-code and occupied as quickly as possible.
2. Strategically target interventions to protect neighborhoods impacted by foreclosure, preserve public and private investments, and make a measurable impact in targeted areas.
3. Create efficiencies and economies of scale by acquiring vacant, foreclosed properties in bulk at a discount from lending institutions and redeveloping those properties with a broad network of qualified development partners.
4. Prioritize interventions on vacant, foreclosed 1-6 unit properties and other larger buildings that adversely impact neighborhood stability and quality of life in targeted areas.
5. Ensure compliance with affordability restrictions on rehabilitated homeownership and rental housing units.

NSP REQUIREMENTS

The regulations governing NSP were published in the Federal Register on October 6, 2008 (Volume 73, Number 194) and can be viewed at www.hud.gov/nsp. Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP.

HERA requires that all NSP funds be spent by March 27, 2013. ARRA requires that all funds be spent by February 11, 2013.

SCOPE OF WORK

MPS seeks sealed proposals from Respondents to provide scope writing for properties located in Chicago Community Areas identified as NSP target areas (see list of areas at the end of this RFP). MPS is interested in facilitating the acquisition of vacant/foreclosed properties from various mortgage loan servicers for the purpose of rehabilitation, new construction, and demolition to foster neighborhood stabilization.

During the program period, which runs through March 2013, MPS anticipates up to 4,000 assignments across the respective NSP areas. Further, MPS anticipates multiple requests within a short timeframe. Arrangements will be made by MPS to schedule entry to the respective properties.

Respondents will provide Scope reports for properties in need of a range of rehabilitation from minor to extensive. The housing types and scope of specification work will range from single-family units to multifamily units, to historic preservation, historic Chicago bungalows, energy retrofits, and homes that would benefit from “green” technologies. At times there will be properties that will require a less extensive scope for properties targeted for demolition; such report would be referred to as a Demo Scope.

At a minimum, the City of Chicago adheres to HUD Quality Standards (24 CFR, Subtitle B, Chapter IX, Part 982, Subpart I). In addition, rehabilitation standards must also adhere to all aspects of the Municipal Code of Chicago, specifically Title 7 (Health and Safety), and 13 (Buildings and Construction).

Selected Respondents will be required to upload the NSP scope template electronically and be able to export the completed scope report to MPS via Excel file to the web based data system Community Central.

In addition to the scope writing services respondents will provide Construction Draw Review services to include:

- Initial review of Developer’s scope of work and budget, establish and accept Schedule of Value for draw process.
- Conduct field assessment; evaluate work complete to date as compared to Application request.
- Review quality of workmanship as compared to code requirements and industry standards.
- Evaluate costs changes to Development agreement and provide recommendations to Mercy Portfolio services.
- Provide executive summary of findings of field assessment.
- Provide photographs of relevant work for the period.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, MPS will take into consideration experience, capacity, and cost that are being proposed by the respondent. The following Evaluation Criteria will be considered in reviewing submittals:

Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

- 1) Experience in providing rehabilitation scopes for single family and multifamily buildings in compliance with HUD Quality Standards (24 CFR, Subtitle B, Chapter IX, Part 982, Subpart I); and, all aspects of the Municipal Code of Chicago, specifically Title 7 (Health and Safety), and 13 (Buildings and Construction):

Less than one (1) year of experience in scope writing for rehabilitation projects.	5 Points
One (1) to three (3) years of experience in scope writing for rehabilitation projects.	10 Points

Greater than three (3) years of experience in scope writing for rehabilitation projects or a state license as a state certified engineer or architect.	20 Points
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2) Capacity to Produce Scope Reports and Deliver Electronically on a Weekly Basis

Demonstrated capacity and experience to produce less than ten scope reports per week.	5 Points
Demonstrated capacity and experience to produce up to twenty scope reports per week.	10 Points
Demonstrated capacity and experience to produce greater than twenty-one scope reports per week.	20 Points

3) Pricing Proposal

Pricing proposals that are in highest cost 1/3 of proposals	5 Points
Pricing proposal that are in the middle 1/3 of proposals	10 Points
Pricing proposals that are in the lowest cost 1/3 of proposals	20 Points

4) Respondents will be awarded up to 20 points for their experience in handling various housing types coupled with expertise in the following areas: historic preservation, the Historic Chicago Bungalow Initiative, energy retrofits, and green technologies.

SUBMITTAL REQUIRMENTS

RFP responses must be submitted **both** via hard copy and electronic copy (i.e. fax copy sent to 1.877.228.4917 or emailed to chicagosp@mercyhousing.org). Each respondent shall submit one (1) original and one (1) bound copy of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. **Responses not submitted both via hard copy and electronic copy will not be considered.**

Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals. MPS reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

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 scope writer and scope writing team.
3. A description of the business organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
 - a. If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
 - b. If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

Threshold Requirements

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

1. Affidavit of Child Support Compliance*
2. City of Chicago Indebtedness Profile Form (s)*
3. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Illinois 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.)
4. 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.
5. Non-For-Profit Documentation
 - a. IRS 501(c)(3) determination
 - b. Articles of Incorporation
 - c. Corporate By-Laws
 - d. Listing of Board Members

6. Evidence of Lead-Based Paint certification under the Federal certification program or under a federally accredited State certification program.
7. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.

*Items can be found at the end of this RFP

Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in scope writing for rehabilitation projects in compliance with HUD Quality Standards (24 CFR, Subtitle B, Chapter IX, Part 982, Subpart I); and, all aspects of the Municipal Code of Chicago, specifically Title 7 (Health and Safety), and 13 (Buildings and Construction).
2. Capacity to produce scope reports in an electronic format within two business days from inspection.
3. Pricing proposal associated with Scope writing services on a per property basis.
4. Pricing proposal associated with Demolition Scope writing services.
5. Pricing proposal associated with Construction Draw Review services.
6. Experience in handling various housing types coupled with expertise in the following areas: Historic Preservation, Historic Chicago Bungalows, Energy Retro Fits, and Green Technologies.
7. Respondents should state whether they are an MBE/WBE and or a Section 3 Business Concern. If so, please provide a copy of a current MBE/WBE certification letter and or Certification for Business Concerns Seeking Section 3 Preference (see attachment at the end of this RFP).

SELECTION PROCESS

The Selection Committee comprised of MPS staff will review qualifications in accordance with the evaluation criteria set forth herein and City objectives and policies.

Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, the contract shall be awarded to the complaint vendor whose proposal received the most points in accordance with evaluation criteria set forth in the RFP.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to chicagosp@mercyhousing.org.

SUBMITTAL DUE DATE: Responses to this RFP are due by 1:00 P.M. on October 22, 2010.

Responses to this RFP **must be faxed to 1.877.228.4917 or emailed to chicagonsp@mercyhousing.org**. Two hard copies must be delivered to:

Mercy Portfolio Services

Attn: Yanet Garcia

120 S. LaSalle Street, Suite 1850

Chicago, IL 60603

City of Chicago Neighborhood Stabilization Program Areas of Greatest Need

Albany Park
Auburn Gresham
Austin
Burnside
Chatham
Chicago Lawn
East Garfield Park
Englewood
Fuller Park
Grand Boulevard
Greater Grand Crossing
Hermosa
Humboldt Park
Logan Square
New City
North Lawndale
Oakland
Pullman
Riverdale
Roseland
South Chicago
South Deering
South Lawndale
South Shore
Washington Park
West Englewood
West Garfield Park
West Pullman
Woodlawn

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 RFP submittal to Mercy Portfolio Services is accurate and complete ,and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Typed Name of Authorized Representative)

(Signature of Authorized Representative)

(Title)

(Date)

**City of Chicago
Neighborhood Stabilization Program
City Indebtedness Profile Form**

Name:	
Home Address:	
Date of Birth:	
Social Security Number:	
Driver's License Number:	
License Plate Number:	

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

Type of Business: Partnership Corporation
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- Copy of resident lease
- Copy of receipt of public assistance
- Copy of evidence of participation in a public assistance program
- Other evidence

For business entity as applicable:

- Copy of Articles of Incorporation
- Assumed Business Name Certificate
- List of owners/stockholders and % ownership of each
- Partnership Agreement
- Certificate of Good Standing
- Corporation Annual Report
- Latest Board minutes appointing officers
- Organization chart with names and titles and brief function statement
- Additional documentation

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- List of all current full-time employees
- List of employees claiming Section 3 status
- PHA/IHA Residential lease less than 3 years from day of employment
- Other evidence of Section 3 status less than 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

(Corporate Seal)
Authorizing Name and Signature

Attested by: _____

NSP SUBMITTAL REQUIREMENTS CHECKLIST

- _____ Letter of Interest
- _____ Certification
- _____ Affidavit of Child Support Compliance
- _____ City of Chicago Indebtedness Profile Form (s)
- _____ Certificate of Good Standing (Corporation) or Certification of Existence (Limited Liability Company) issued by the Illinois Secretary of State. or Certification of Existence (Limited Liability Company) issued by the Illinois 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
- _____ Non-For-Profit Documentation
- _____ Evidence of Lead-Based Paint Certification under the Federal Certification Program or under a federally accredited State certification program.
- _____ References
- _____ Description of Company
- _____ Capacity of Company
- _____ Pricing Proposals
- _____ Historic Preservation, the Historic/Green Chicago Bungalow Initiative, Energy Retro Fits, and Green Technologies.
- _____ Current MBE/WBE certification letter if applicable
- _____ Certification for Business Concerns Seeking Section 3 Preference