

REQUEST FOR PROPOSAL

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)
COMMUNITY BASED ORGANIZATIONS RENTAL VERY LOW INCOME HOUSING PROGRAM**

RFP NO. 10-0040/kcb

NOTICE IS HEREBY GIVEN that the Hernando County Board of County Commissioners will accept sealed proposals from qualified Community Based Organizations (CBO's) until 4:00 P.M., LOCAL TIME, MONDAY, MARCH 1, 2010, in the Hernando County Purchasing and Contracts Department, 20 N. Main Street, Room 365, Brooksville, Florida to provide:

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)
COMMUNITY BASED ORGANIZATIONS RENTAL VERY LOW INCOME HOUSING PROGRAM**

Sealed proposals must be submitted in one (1) original and seven (7) copies. Sealed proposals must be marked in the lower left-hand corner with the RFP number 10-0040, "SEALED PROPOSAL FOR NSP: CBO SERVICES" and date and hour of opening of proposals. The Purchasing and Contracts Office is open, on normal workdays, between the hours of 8:00 A.M. and 5:00 P.M

Copies of the Proposal Documents are on file and available for inspection by prospective offerors at the Hernando County Purchasing and Contracts Department, 20 N. Main Street, Room 365, Brooksville, Florida, 34601-2828, Telephone Number (352) 754-4020. Also, Offerors may download the proposal document from the County's website: www.hernandocounty.us

A Pre-Proposal Conference meeting is scheduled for February 9, 2010 at 6:00 PM at the Commissioner Chambers Room, First Floor, 20 N. Main Street, Brooksville, FL 34601. Attendance, while NOT mandatory, is STRONGLY RECOMMENDED.

****The Purchasing and Contracts Department will post addenda on the County's website at www.hernandocounty.us, follow the link to "Public Bids". It is the responsibility of prospective offerors to visit the County's website prior to submitting a proposal to ensure they are aware of all addenda issued relative to this solicitation.****

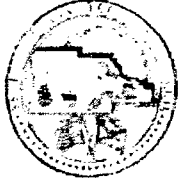
In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendor list following conviction of a public entity crime may not submit a proposal to provide services to a public entity. Hernando County is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. Hernando County supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Providing Handicapped Access.

The Board of County Commissioners of Hernando County, Florida reserves the right to accept or reject any or all proposals and waive informalities and minor irregularities in offers received in accordance with the proposal documents and Hernando County Procurement Ordinance.

**BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY**


James D. Gantt, C.P.M., CPPO
Purchasing and Contracts Director

PUBLISH: **FEBRUARY 2, 2010**



HERNANDO COUNTY
PURCHASING & CONTRACTS DIVISION
20 NORTH MAIN STREET, ROOM 365
BROOKSVILLE FL 34601
(352)754-4020 FAX (352)754-4199

REQUEST FOR PROPOSALS

PROJECT NAME: HERNANDO COUNTY NEIGHBORHOOD STABILIZATION PROGRAM (NSP) COMMUNITY BASED ORGANIZATION (CBO) SERVICES: - 'TURN-KEY' RENTAL VERY LOW INCOME HOUSING PROGRAM

RFP NUMBER: RFP #10-0040

REFER TECHNICAL QUESTIONS TO:
KATHLEEN C. BUFFUM, PURCHASING AGENT I, CPPB
FAX: (352) 754-4199 **E-MAIL: kbuffum@hernandocounty.us**

REFER GENERAL TERMS & CONDITIONS QUESTIONS TO:
KATHLEEN C. BUFFUM, PURCHASING AGENT I, CPPB
FAX: (352) 754-4199 **E-MAIL: kbuffum@hernandocounty.us**

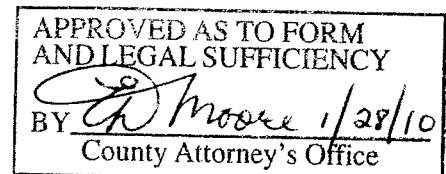
PROPOSAL DEADLINE DATE: MARCH 1, 2010
PROPOSAL DEADLINE TIME: 4PM

ALL PROPOSALS MUST BE RECEIVED IN THE PURCHASING DIVISION LOCATED IN COUNTY GOVERNMENT BUILDING, 20 NORTH MAIN STREET, ROOM 365, BROOKSVILLE, FLORIDA 34601, PRIOR TO THE DATE AND TIME SHOWN ABOVE.

LATE PROPOSALS WILL BE RETURNED UNOPENED. PLEASE SUBMIT ONE (1) ORIGINAL AND SEVEN (7) COPIES OF YOUR PROPOSAL

HERNANDO COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

HERNANDO COUNTY PROMOTES FAIR HOUSING AND HANDICAP ACCESIBILITY



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ACKNOWLEDGEMENTS OF AMENDMENTS:

All requests for information and/or clarification shall be made in writing and the Proposer submitting the request will be responsible for its prompt delivery. Any interpretation of the Proposal terms, conditions and/or specifications, if made, will be only by Addendum duly issued. **ADDENDUM WILL BE POSTED ON THE COUNTY'S WEBSITE at www.hernandocounty.us - follow the link to "Public Bids".** *It is the responsibility of prospective bidders to visit the County's website to insure that they are aware of all addenda issued relative to this solicitation.* No verbal instructions or interpretations will be made other than indicated above.

Proposers shall acknowledge receipt of any addendum to the solicitation by identifying the addendum number when returning a signed copy of the issued addendum with the submitted Proposal. The acknowledgement must be received by Hernando County by the time and place specified for the receipt of Proposals. Failure to acknowledge an issued addendum may result in Proposal rejection.

ADDITIONAL INFORMATION:

During the Proposal period, questions of interpretation and clarification must be written and submitted to Kathleen Buffum via facsimile to: (352) 754-4199 or by email transmission to: kbuffum@hernandocounty.us. Proposers are cautioned that any statements made by individuals, or employees of Hernando County, that materially change any portion of the Proposal document shall not be relied upon unless subsequently ratified by a formal written addendum to the Proposal document. No contractual or technical questions will be accepted after ten (10) days prior to the date set for Proposal opening.

ASSIGNMENT:

No interest under a contract resulting from this request for Proposal may be assigned, nor duties hereunder delegated without the prior written approval of the Board of County Commissioners.

PROPOSAL ENVELOPES:

Envelopes containing Proposals must be sealed and marked in the lower left-hand corner with the request number 10-0040, "SEALED PROPOSAL FOR NSP CBO SERVICES", and date and hour of opening of Proposals. Failure to do so may cause Proposal not to be considered. Express mail envelopes containing a sealed Proposal shall also be sealed and marked in the lower left-hand corner with the invitation number, "SEALED PROPOSAL FOR NSP CBO SERVICES", and date and hour of opening of Proposals.

PROPOSAL RECEIPT AND OPENING:

Hernando County will receive sealed Proposals until date and time indicated on RFP cover sheet. Proposals must be delivered, by hand or mail, to the Hernando County Purchasing & Contracts Department, located at 20 North Main Street, Room 364, County Government Building, Brooksville, FL 34601. Proposals must be time stamped in the Purchasing Division before or on the hour and date indicated on the RFP cover sheet for the Proposal opening. Proposals received after the date and time of the Proposal opening will be returned to the Proposer unopened. It is the responsibility of the

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Proposer to ensure that Proposals arrive at the designated opening place on time. Late Proposals will not be considered, regardless of the reason. **NO PART OF A PROPOSAL MAY BE SUBMITTED VIA FAX OR EMAIL.** Pursuant to Florida Statutes section 119.071, the Proposal(s) are exempt from disclosure until the County provides notice of a decision or intended decision or within 10 days after Proposal opening, whichever is earlier.

INSURANCE REQUIREMENTS:

Prior to the time contractor is entitled to commence any part of the project, work, or services under this contract, contractor shall procure, pay for, and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to the County of 1) certificates of insurance executed by the insurers listing coverage's and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies; and 2) if requested, a certified copy of each policy, including all endorsements. The insurance must be underwritten through a company licensed to do business in the State of Florida and have an AM Best rating of at least A- VII. The insurance requirements shall remain in effect throughout the life of the contract resulting from this solicitation.

1. Workers' Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than \$100,000 for each accident, \$500,000 disease policy limit, and \$100,000 disease each employee.
2. Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$1,000,000, each occurrence, and property damage of not less than \$1,000,000, each occurrence. Combined single limit of not less than \$1,000,000, each occurrence will be acceptable unless otherwise stated.
3. Commercial Automobile and Truck liability covering any owned, hired, and non-owned vehicles with a combined single limit of not less than \$1,000,000, each occurrence. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.
COVERAGE AS FOLLOWS: COMBINED SINGLE LIMIT (CSL) \$1,000,000
BODILY INJURY (PER PERSON).....\$1,000,000
BODILY INJURY (PER ACCIDENT)..... \$1,000,000
PROPERTY DAMAGE\$1,000,000
4. Professional Liability Insurance (including Errors and Omissions) with minimum limits of \$1,000,000 per occurrence, if occurrence form is available; or claims made form with "tail coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", consultant may submit annually to the County a current Certificate of Insurance proving claims made insurance remains in force throughout the same three (3) year period.

Each insurance policy shall include the following conditions by endorsement to the policy:

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1. Each policy shall require that thirty (30) days prior to expiration, cancellation, nonrenewal, or any material change in coverage or limits, a notice thereof shall be given to County by certified mail to: Hernando County, Purchasing & Contracts Department, 20 North Main Street, Room 365, County Government Building, Brooksville, FL 34601, fax number (352) 754-4199. Contractor shall also notify County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal, or material change in coverage received by said contractor from its insurer; and nothing contained herein shall absolve contractor of this requirement to provide notice.
2. Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of contractor.
3. The term "County" or "Hernando County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments, and Offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Hernando County.
4. Hernando County Board of County Commissioners shall be endorsed to the required policy or policies as an additional insured.
5. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County, to any such future coverage, or to County's self-insured retention of whatever nature.

County hereby waives subrogation rights for loss or damage against the County.

CERTIFICATES AND LICENSES:

The successful Proposer(s) shall possess all valid licenses and certificates required for performance of the work specified herein. Current notarized copies of licenses and certificates shall be provided to Hernando County within twenty-four hours upon demand at any time prior to or during the contract term.

CONTRACTUAL CONDITIONS:

For this RFP, the Proposal must remain valid for at least 120 (one-hundred and twenty) days. Moreover, the contents of the Proposal of the successful Proposer may become contractual obligations if a contract is entered into.

The Request For Proposal #10-0040 document and the successful Proposal document will become an integral part of the contract, but may be modified by the provisions of the contract.

The successful Proposer shall include a disclosure statement of any potential conflicts of interest that the firm may have due to other clients, contracts, or interest associated with this project.

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All materials submitted become the property of the County, and may be returned only at the County's option. The County has the right to use any or all ideas presented in any reply to the RFP. Selection or rejection of the Proposal does not affect this right.

INDEMNIFICATION:

To the fullest extent permitted by Florida law, the Proposer covenants and agrees that it shall indemnify, defend, and hold harmless the County and all of the County's officers, agents, and employees from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from the performance of the work, provided that any such liability, claim, damage, loss, or expense: a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there-from; and b) is caused in whole or in part by any negligent act or omission of the contractor, and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in whole or in part by the County.

In any and all claims against the County or any of its officers, agents, and employees by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under Workers' Compensation Acts, disability benefit acts, or other employee benefit acts.

DEBARMENT:

By submitting a Proposal, the Proposer certifies that it is not currently debarred from submitting Proposals for contracts issued by any political subdivision or agency of the State of Florida and that it is not an agent of a person or entity that is currently debarred from submitting Proposals for contracts issued by any subdivision or agency of the State of Florida.

ELIGIBILITY:

The Proposer shall demonstrate that they or the principals assigned to the project have successfully completed services similar to those specified in the Scope of Services to at least one Governmental Entity and have successfully performed services in operating income restricted lease units similar to the requirements of this RFP for at least 5 years.

EXPENSES INCURRED IN PREPARING PROPOSAL:

Hernando County accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of a Proposal. Such expenses shall be borne exclusively by the Proposer.

INFORMALITIES AND IRREGULARITIES:

Hernando County has the right to waive minor defects or variation of a Proposal from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted in the

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Proposal to limit the proper evaluation of the proposal, Hernando County has the right to require such additional information as it may deem necessary after the time set for receipt of Proposals, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured. The Hernando County Board of County Commissioners reserves the right to reject any or all Proposals in whole or in part; to award by any item, group(s) of items, total Proposal, or accept the Proposal which is most advantageous and in the best interest of Hernando County. Hernando County also reserves the right to request best and final offers from qualified Proposer.

NONCONFORMING TERMS AND CONDITIONS:

Proposal responses that include terms and conditions that do not conform to the terms and conditions in the Proposal document are subject to rejection as nonresponsive. Hernando County reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its Proposal response prior to a determination by Hernando County of non-responsiveness based on the submission of nonconforming terms and conditions.

FISCAL NON-FUNDING CLAUSE:

In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the Community Based Organization(s) (CBO) of such occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the County.

NON-EXCLUSIVE CLAUSE:

Award of a contract or contracts resulting from this RFP shall impose no obligation on the County to utilize the Proposer for all work of this type that may develop during the contract period. This is not an exclusive contract. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such to be in the County's best interest.

RIGHT TO AUDIT:

Hernando County reserves the right to audit the CBO's records as such records relate to purchases between Hernando County and said CBO. Records should be maintained for six (6) years from the date of final payment.

VENUE:

The laws of the State of Florida shall govern this agreement. Venue for any lawsuit brought by either party against the other party or otherwise arising out of this agreement shall be in Hernando County, Florida, or, in the event of federal jurisdiction, in the United States District Court for the 5th District of Florida.

PUBLIC ENTITY CRIMES:

Pursuant to Florida Statutes Section 287.133(2)(a), all Bidders are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity

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crime may not submit a bid, Proposal, or reply on a contract to provide any goods or services to a public entity (defined as the State of Florida, any of its departments or agencies, or any political subdivision); may not submit a bid, Proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, Proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes Section 287.017 for CATEGORY TWO [currently \$25,000] for a period of 36 months from the date of being placed on the convicted vendor list. A "public entity crime" means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, Proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

A PRE-PROPOSAL MEETING HAS BEEN SCHEDULED. **ATTENDANCE IS STRONGLY RECOMMENDED.**

THE PRE-PROPOSAL MEETING WILL BE HELD ON FEBRUARY 9, 2010, at 6:00pm, COMMISSIONER CHAMBERS, 1ST FLOOR, 20 NORTH MAIN STREET, BROOKSVILLE, FL 34601-2828.

END OF GENERAL PROVISIONS

STATEMENT OF WORK

SUMMARY OF PROGRAM:

To implement the Hernando County Neighborhood Stabilization Program initiative for very low income rental set aside, this RFP has been issued to attract Community Based Organizations (CBOs) to provide a full service ‘turn-key’ very low income rental program comprising of acquisition/development/owner/management services on foreclosed single and/or multifamily properties in the Hernando County geographical area of greatest need.

Qualified CBO’s are encouraged to submit Proposals describing their ability to perform the services as outlined herein. Additional partnering or a consortium of partners may be required by the CBO to provide a Turn-Key very low income rental program.

The purpose of this NSP initiative is to identify and contract with Community Based Organizations (CBO’s) with actual hands-on experience and the technical capacity to acquire, rehabilitate and operate foreclosed single and multifamily residential units to rent to very low income households – VLI - using Neighborhood Stabilization Program (NSP) funds as one source of financing. All properties are located within the County boundaries and must be consistent with the Florida Neighborhood Stabilization Program (NSP) – Title III of Division B of the Housing and Economic Recovery Act of 2008 (HERA) – and its implementation rules; and related federal and local plans, ordinances, policies and procedures. *The County’s NSP application and Housing Assistance Plan (HAP) have been scanned and posted on the County’s website. They are available for download at: <http://www.co.hernando.fl.us/HealthandHumanServices/NSPComments.htm>*

NOTE: NSP Initiative requirements are subject to change by the State of Florida.

PURPOSE:

Hernando County requests proposals from community based firms to provide the following services for the Neighborhood Stabilization Program (NSP): Provide developer/housing experience and capacity to assist in the acquisition, repair and rental of eligible Real Estate Owned (REO) residential properties in the Areas of Greatest Need.

Housing Partners can be non-profit housing developers or Community Based Organizations (CBO)’s including housing authorities, affordable housing organizations, eligible municipalities within the County, community redevelopment agencies (CRA’s), public/private partnerships, Community Housing Development Organizations (CHDO’s), community development corporations (CDC’s) and any other public or not-for-profit organizations or for benefit combination thereof with at least 5 years of relevant experience in the area of income restricted rental property management and operation.

The proposer must demonstrate experience with very-low income households at or below 50% of Area Median Income. The lead agency submitting the proposal must be an eligible Not-for-Profit Housing Developer or CBO as described and not a for-profit developer, though for-profit firms or agencies may be a part of a team or prime/sub proposal. Proposers must demonstrate financial

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capacity to complete units awarded. The successful proposer(s) shall provide the County with developer/very-low income rental housing services on an as-needed basis in support of the NSP initiative.

OVERVIEW:

Hernando County is a rapidly growing County in Central Florida, encompassing approximately 477 square miles. The population of the County is approximately 170,000. The major highways are Interstate 75, State Road 50/US Highway 98, Toll 589 (Suncoast Parkway) and U.S. Highway 19. There are two incorporated municipalities within the County. The Area Median Income is \$56,500 for family of 4. The unemployment rate is currently 14.3%. The Poverty rate is approximately 11%. The current number of foreclosures (REO/Real Estate Owned Properties) in the County currently exceeds 3,000. According to the Florida Department of Community Affairs (FDCA) the County ranked high for risk factors among all counties in Florida for Neighborhood Stabilization need. The allocation and task to complete the State NSP requirements will be significant. The time frame for obligation of funds is ten (10) months. The time frame for completion of the NSP activities is twenty-four (24) months.

On July 30, 2008, President Bush signed into law the Housing and Economic Recovery Act of 2008 (HERA) to address the severe housing crisis. Title III of the Act appropriates \$3.92 billion of grant funds under the Neighborhood Stabilization Program (NSP) for states and local governments to purchase and redevelop abandoned or foreclosed properties. The Housing and Economic Recovery Act of 2008 directed the United States Department of Housing and Urban Development (USHUD) to target funding to areas with the greatest needs based on the extent of foreclosures, sub-prime mortgages, and mortgage delinquencies and defaults. *The Federal Notice USHUD [Docket No. FR-5255-N-01], which was released on September 30th, 2008 provides information regarding method of allocation, program requirements, application procedures, and waivers granted. Please refer to the US HUD Website for more information:*

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/nspnotice.pdf>

Proposals must comply with HUD monitoring and reporting requirements including but not limited to Section 3, MBE/WBE, EEO (Equal Employer Opportunity) and purchasing requirements.

More than 250 cities and counties received grants as well as all 55 states and territories, including Puerto Rico and the District of Columbia, with each state receiving at least \$19.6 million. The State of Florida has been allocated \$541 million, which includes \$91,141,478 being awarded to the Florida Department of Community Affairs, under the State's Community Development Block Grant program, and approximately \$450 million being allocated directly to 48 local governments. ***For more information on the use of State NSP funds and a complete breakdown of Florida's NSP funds, please refer to the Florida Neighborhood Stabilization Program Substantial Amendment December 1, 2008 and visit the FDCA web site:***

<http://www.floridacommunitydevelopment.org/cdbg/Files/NSP/NSPAmendmentFinal12-1-08.pdf>

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NSP funds must be used by local governments to purchase and develop foreclosed or abandoned properties. NSP funding was allocated to the County by the Florida Department of Community Affairs as part of Florida's December 1st, 2008 Neighborhood Stabilization Program Action Plan Substantial Amendment. This includes \$4,299,472 in Regular State NSP Funds for benefit to Low, Moderate and Middle Income Households (LMMI HH). LMMI HH's are those with incomes less than one hundred and twenty percent (120%) of area median income (AMI) as determined by USHUD. *Also included is an allocation of \$1,344,912, which must be used to provide rental housing for households of Very Low Income, (whose incomes do not exceed fifty percent (50%) of AMI).* The County anticipates receiving all State allocated NSP funds through a formal application developed by the Florida Department of Community Affairs and submitted April 6, 2009.

NSP COMPLIANCE AND PREVENTION OF FRAUD AND ABUSE:

Hernando County encourages and supports expeditious, appropriate, and compliant use of grant funds, as well as monitoring the program in cooperation with the monitoring requirements from HUD and DCA to prevent fraud, waste, and abuse of funds

Hernando County Health and Human Services and the County's contract Grants Manager will administer the NSP program to ensure compliance. Inspection of all work in compliance with NSP requirements will be required before any payments may be issued. Guidance and technical support is available to CBO(s) to assist them in NSP compliance.

Please Note: NSP Initiative requirements are subject to change by State of Florida.

NEGOTIATION AND DRAW SCHEDULE:

A "Draw Schedule" will be negotiated and agreed upon at the time of execution of each agreement and will be part of each contract. All payments, fees, reimbursements, and costs will be based on the Draw Schedule established for the successful Proposer(s). The Draw Schedule will designate the amount to be paid at each milestone requiring NSP funds including as a minimum, the closing, the certificate of completion for repairs, the occupancy of the VLI family, and release of the developer fee (last). The Draw Schedule provides a breakdown of components including soft cost, each closing fee or cost, total cost of repairs, appraised value of the REO unit, etc. The Draw Schedule may not be deviated from without the prior written consent of the County, Board of County Commissioners. Draw requirements will be detailed in the subsequent contract(s) resulting from this RFP.

TECHNICAL REQUIREMENTS AND QUALIFICATIONS

Community Based Organizations for 'Turn-Key' Acquisition, Repair and Rental Property Management and Operation –The successful proposer(s) must be capable and qualified to provide as a minimum, the services outlined below. (CBO's may partner with other professional service providers such as Real Estate Professional, Financial Institutions for Mortgage Lending, Appraisal Services, Title Agencies and General Contractors.) The Lead Proposer(s) must have

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documented experience working with very low-income families participating within affordable housing programs. Typical services for ‘turn-key’ operations will include, but not be limited to the following:

- Acquisition of eligible REO residential properties in the County’s predetermined area of greatest need;
- Rehabilitation of REO residential properties including energy efficient (Energy Star) and green features wherever possible;
- Rental and Management of renovated REO properties to households with incomes at or below 50% of the area median income (VLI);
- Provide VLI income restricted rental program management and oversight;
- Any coordination of acquisition/repair and resale services required for loan closings including professional service providers, such as Real Estate Professionals, other Financial Institutions for Mortgage Lending, Appraisal Services, Title Agencies, and General Contractors.

The County reserves the right to award one or more NSP rental project(s) to one or multiple Proposers.

Community Based Organizations for Acquisition, Repair and Rental Property Management and Operation Qualifications — The successful proposer(s) must demonstrate and provide the following minimum qualifications:

- Provide evidence of not-for-profit status and copy of certificate from State of Florida Division of Corporations with active status to do business with all local, state and federal regulatory agencies;
- Provide a list of references demonstrating experience in the rental development and property management industries;
- Must be knowledgeable in banking, financial, and real estate market and demonstrate experience with providing rental development and property management/operation related services for single and multifamily foreclosed properties acquisitions;
- Provide the number of units delivered on other projects provided to very-low income families within affordable housing programs and provide five rental references with occupancy rates for each;
- Provide any proposed project subsidy;
- Provide minimum of 5 years experience in operating and managing VLI income restricted rental properties.
- Provide list of all sites and numbers of VLI income restricted units operated and managed in the past five years and list generally all sources of grant or public funding utilized, if any (e.g. section 8, SHIP, tax credits).

The successful proposer(s) shall work closely with the County staff and the designated Grants Administration Manager to perform the assigned scope of services on an as-needed and non-exclusive basis.

PROJECT REQUIREMENTS

Project Summaries:

Hernando County has carefully selected the target areas where NSP funding is to be distributed in accordance with the Housing and Economic Recovery Act (HERA). This was done utilizing the best available data by determining the greatest percentage of homes in foreclosure, areas with the highest percentage of homes financed by a subprime mortgage and areas where there is likelihood of facing a significant rise in the rate of home foreclosures.

As of March 5, 2009 the number of foreclosed properties in Hernando County is in excess of 3,000. The majority of these foreclosed properties are located within and directly adjacent to the areas of Spring Hill and surrounding areas in the SW area of the County (Centralia to County Line and US19 to SR589) (includes Timber Pines, Brook Ridge, High Point and parts of North Weeki Wachee) and the City of Brooksville. The target area has been selected based on these Areas of Greatest Need (AGN) and not based on geographic local government boundaries or census boundaries. Refer to the County HAP for more details on assistance procedures.

VERY LOW INCOME RENTAL PROJECT SUMMARY:

A minimum of 10 foreclosed units (including single family and multifamily structures) will be acquired, rehabilitated and rented to very low-income households through non-profit Community Based Organizations (CBO's). The units acquired by CBO's will be rented to households of less than 50% of Area Median Income (VLI). NSP funds in the amount of \$1,344,912 is available for this project.

Non-profit CBO's must have at least five (5) years experience in property management to very low-income persons. CBO's must provide information concerning the number of units delivered, any other funding or subsidy, repair cost, need, occupancy rates for other facilities for which services have been performed, references and similar criteria.

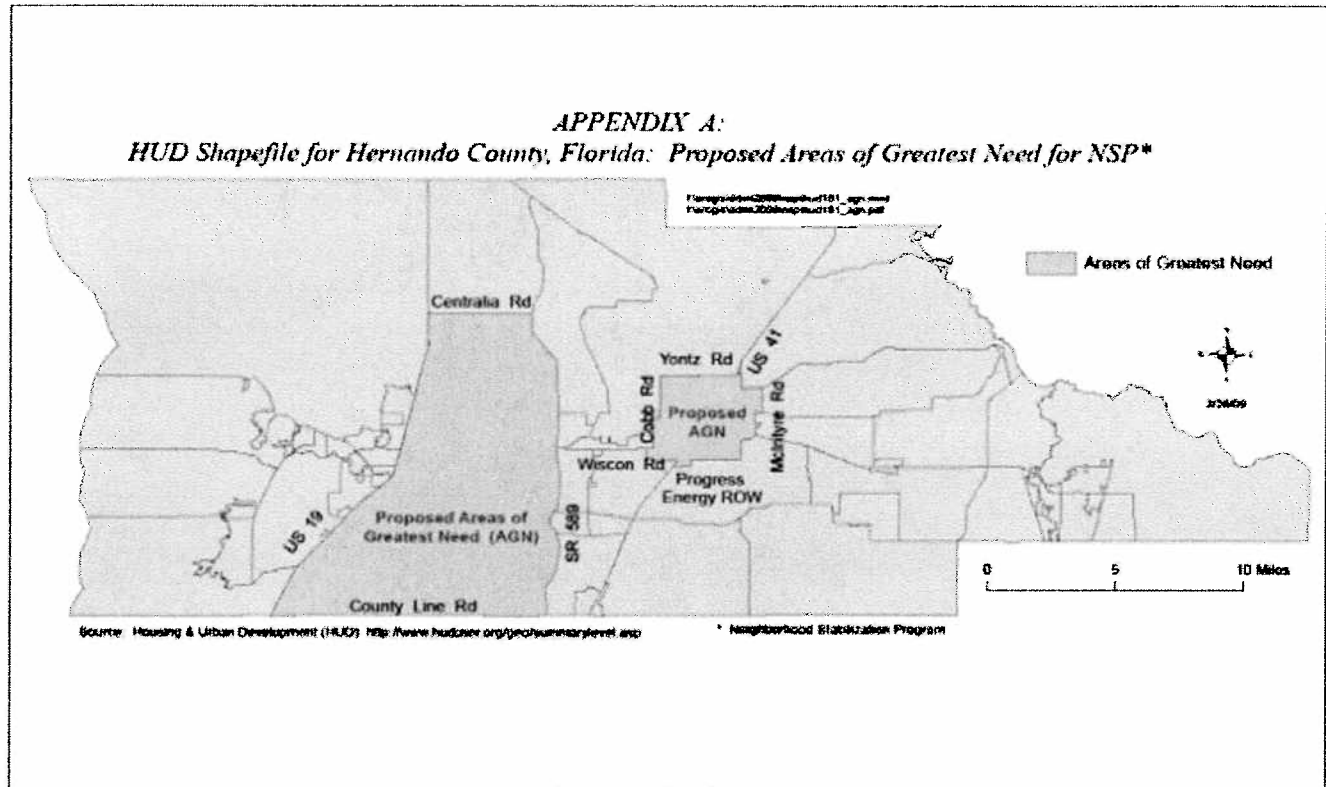
HOME affordability period requirements apply to any contract resulting from this RFP, including a mortgage and deed restrictions. HOME affordability period is 20 years.

HUD Section 3 and WBE/MBE hiring goals apply to this project. Measures to ensure fraud prevention and overcome language barriers, as well as fair marketing of the units is also required.

NSP Closing Requirements:

See attached Map of proposed Area of Greatest Need (Appendix A - enlarged).

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As a CDBG recipient, the County is required to follow CDBG regulations regarding procurement and contracting. Consequently, certain federal and state requirements (such as equal employment opportunity provisions) will apply to the contract for this project.

SUBMISSION, REVIEW AND CONTRACT AWARD SCHEDULE

February 2, 2010	RFP Advertised and Issued
February 9, 2010, @ 6PM	Pre-Proposal Meeting
March 1, 2010, @ 4PM	RFP Submission Deadline
March 10, 2010@ 1:30PM	RFP Screening Committee Meeting
March 19, 2010 @10AM	RFP Ranking Order due by 10AM
April 13, 2010	County Commission Approval of NSP/RFP Ranking Order

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RESPONSE FORMAT

Proposers shall present their responses to this Request for Proposal in the manner and format listed below, identifying each response by its respective tab numeral. **Proposer(s) shall certify in the letter of transmittal ‘that no collusion has taken place during the RFP process with any other RFP interested parties.’**

The County does not allow for lobbying of selection committee members or County Commission members during the RFP process. Ethical conduct and professional silence will be maintained during the RFP process. **Proposer(s) shall certify in the letter of transmittal ‘that no lobbying of any selection committee members or County Commission member has taken place and professional silence concerning the RFP has been maintained during the RFP process.’**

- I. **Cover Letter:** Provide a cover letter with the following information: name, address, telephone number, FAX number and e-mail address of the individual(s) with authority to negotiate and contractually bind the organization(s), if selected. Proposer shall also provide a comprehensive organizational chart. Evidence of a drug-free work place policy is required.
- II. **Organization and capacity:** Describe organization’s capability to perform services as described in this RFP. Identify and describe any partners with other Professional Services (i.e. Real Estate Professional, Lending Institution, General Contractor, Title Agency, etc.). Indicate the percentage of time partners may provide to services.
- III. **Experience/Staff Qualifications:** Identify staff to be assigned to the County’s RFP (including partners staff); provide detailed resumes including only practical, ‘hands-on’ experience. All assigned staff must have hands-on experience with services. ‘Hands-on’ shall mean personal experience of the key staff assigned to the County’s projects with developing or managing CDBG funded projects.
- IV. **References:** Provide references for all similar projects within the last five (5) years. Each project must include client contact name(s) and phone numbers for both open and closed projects. Include brief descriptions of project. In addition, provide the length of time of the project and whether the work was performed on time and within budget. Indicate if project(s) is ongoing. Please include a timeline for each completed project.
- V. **Approach to NSP project:** Provide a detailed description how the requested services will be provided. Any specific approach or methodology should be identified and clearly defined. Describe and identify the site(s) and units to be provided and rehabilitation and start up needs and cost. Provide a pro-forma with total project cost and how NSP funds will be used to complete the project. Detail sources and uses of all funds and start-up capital for the first two years. Provide pictures (in/out), location map and aerials as a minimum of the project(s). Proposer(s) shall provide proposed milestones and timelines for the specified services/deliverables. Specific concerns regarding the scope of work called for in this Request For Proposal and recommended potential solutions to these concerns must be identified. The Proposal must include information concerning recent, current, and projected workloads of the organization for the next 24 to 36 months. Include your organization’s understanding of the NSP grant requirements and the scope of activities. Provide the steps your organization must take to implement the services within the timeline provided. Provide any time-lines of any projects that are similar to these requirements and indicate your organization’s ability to meet the time-lines. Identify any unanticipated factors along the time-line.

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VI. **Cost:** Indicate the cost of the program (Acquisition, Rehabilitation/Repair, Owner, and Management Services) Indicate if program includes any other funding/subsidy. Additionally, identify any Developer Fees separately. Developer Fees are limited to 10% of acquisition + repair cost total.

During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any Proposal. All Proposals become County property. The County is an Equal Opportunity Employer. In compliance with the Florida Sunshine Amendment and Code of Ethics, the County strictly enforces open and fair competition in its RFP's.

The County supports a drug-free work place. Evidence of a drug-free work place policy is required.

Procurement and contracting of all services shall conform to CDBG/NSP guideline including termination for cause or convenience, state, and federal regulations including 24 CFR, Part 85.

The contract term is anticipated to be effective for a period of two years (24 months) with a twelve-month renewal option by mutual agreement of the County and the selected organization(s).

All requirements and terms and conditions set forth in this RFP as well as the awarded Proposal shall be incorporated into a contract entered into between Hernando County and the organization(s) selected unless otherwise specified in the contract. Performance and quality of work are reasons to disqualify contractor from receiving further awards pursuant to Florida Statutes.

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EVALUATION CRITERIA

Proposals shall be evaluated by a selection committee and ranked upon the criteria below. Negotiation for contracts shall follow the order of ranking from highest to lowest score. Each committee member shall perform his/her own independent ranking based upon the criteria herein and the highest-ranked firm shall be determined by the highest combined score.

Proposals will be evaluated using the following criteria:

Criteria	Maximum Points Awarded
Organization – Capability to perform services. Identify any partners or consortium included in proposal. Include firm’s workload for the next 24 to 36 months.	10
Experience - Identify staff assigned to project and provide resumes. Indicate staff with “hands-on” practical experience and number of years. Minimum of 5 years experience in property management to very low-income persons.	20
References – Provide all similar projects within the last 5 years. Include client name, address, phone, email; include description of projects; length of projects and if performed on time and within budget. Include timeline for each completed project.	20
Approach and Project – Detailed description of methodology to provide services including the site of unit(s) to be provided and rehabilitated/repared; start up costs, total project cost; what percentage NSP funding will be used to complete program. Include milestones and timelines for delivered services. Identify possible concerns/problems and recommended solutions. Include your understanding of NSP requirements and specific steps to implement program. Provide timeline from contract award to completed very low-income rental management. List any unanticipated factors along time line.	40
Cost of program (Acquisition, Rehabilitation/Repair, Owner, Management Services) - (a)	5
Developer Fees (limited to 10% of acquisition + repair cost total) - (b)	5
COMBINED TOTAL	100

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HERNANDO COUNTY RESERVES THE RIGHT TO EVALUATE AND AWARD ON THE BASIS OF INITIAL PROPOSALS WITHOUT INTERVIEW SESSIONS.

The Proposer shall be required to provide documentation that it has the necessary facilities, ability and financial resources to perform the service specified herein in a timely manner and within the time frame of the NSP funding.

The Proposer may be requested to provide a complete past history and references including financial statements in order to ensure the implementation of the program proposed in proposal.

Hernando County may take all reasonable steps to insure ability of the Proposer to perform the work, and the Proposer shall furnish to the County all information as requested for this purpose.

The County reserves the right to reject any Proposal that cannot provide documentation of the requested information or does not have the documented experience and/or qualification to coordinate the acquisition, rehabilitation or repair, and perform the management and oversight of a TURN-KEY program as stated in this RFP.

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SWORN STATEMENT OF DISCLOSURE OF RELATIONSHIPS

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Proposal No. 10-0040 for HERNANDO COUNTY NEIGHBORHOOD STABILIZATION PROGRAM (NSP) COMMUNITY BASED ORGANIZATION (CBO) SERVICES – ‘TURN KEY’ RENTAL VERY LOW INCOME RESTRICTED (50% AREA MEDIAN INCOME/VLI) HOUSING: NON PROFIT ACQUISITION/OWNER/REPAIR/MANAGEMENT

2. This sworn statement is submitted by: _____

(Name of entity submitting Statement)

whose business address is: _____

Federal Employer Identification Number (FEIN) is _____

3. My name is _____
(Please print name of individual signing)

and my relationship to the entity named above is _____

4. I understand that the term “affiliate” means:

A predecessor or successor of the bidder/entity named above under the same, or substantially the same, control or a group of business entities that are connected or associated so that one entity controls or has the power to control each of the other business entities. The term "affiliate" includes the officers, directors, executives, shareholders active in management, employees, and agents of the affiliate. The ownership by one business entity of a controlling interest in another business entity or a pooling of equipment or income among business entities shall be prima facie evidence that one business entity is an affiliate of another.

["Business entity" means any corporation, partnership, limited partnership, proprietorship, firm, enterprise, franchise, association, self-employed individual, or trust, whether fictitiously named or not, doing business in this state.]

5. I understand that the term “related to” means:

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, or grandchild.

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6. Sworn, under penalty of perjury, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders active in management, employees, agents, or affiliates (as defined above) have any business/financial relationship with, or are related to (as defined above), any County Commissioner or County employee of Hernando County or selection committee member.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders active in management, employees, agents, or affiliates (as defined above) have the following business/financial relationship with, or are related to (as defined above), a County Commissioner or County employee of Hernando County or selection committee member:

Name of Affiliate	Name of County Commissioner	Relationship	Entity	Employee
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC

SIGN: _____

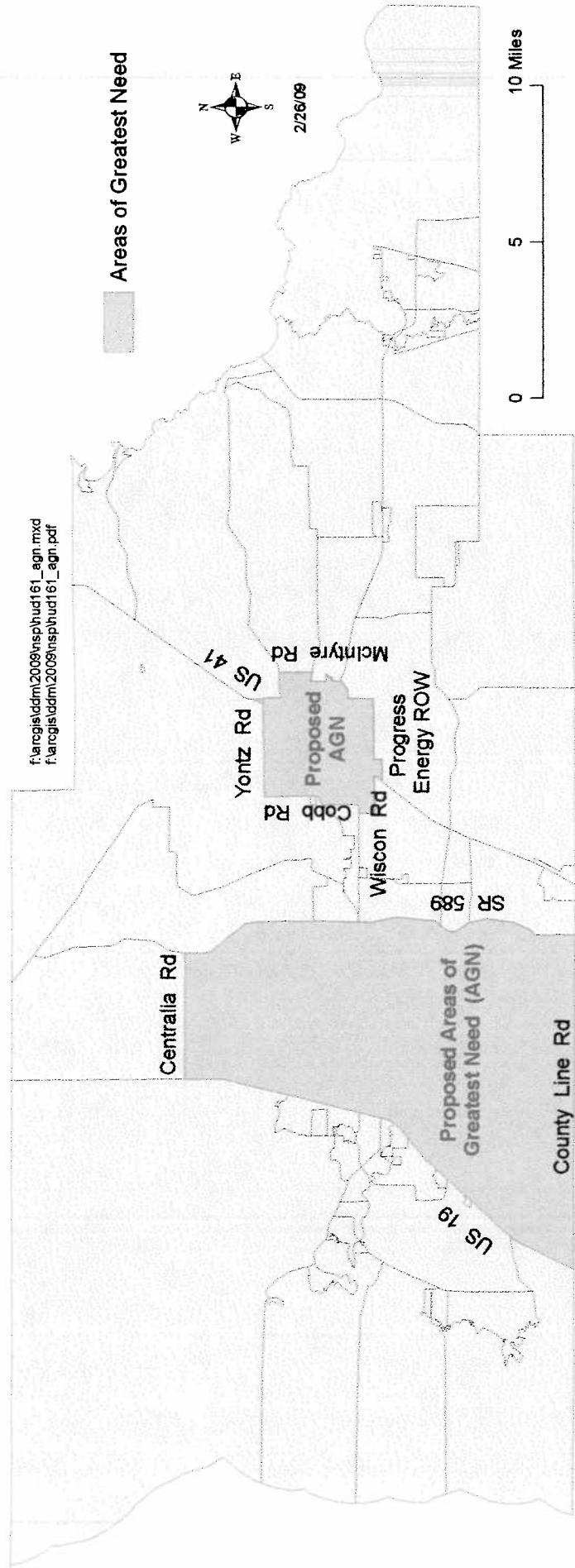
PRINT: _____

Notary Public, State at large

My Commission Expires:

(Seal)

**APPENDIX A:
 HUD Shapefile for Hernando County, Florida: Proposed Areas of Greatest Need for NSP***



f:\arcgis\ddm\2008\vsp\hud161_agm.mxd
 f:\arcgis\ddm\2008\vsp\hud161_agm.pdf

* Neighborhood Stabilization Program

Source: Housing & Urban Development (HUD) <http://www.huduser.org/geo/summarylevel.asp>