

CITY OF ELK GROVE



Request for Proposals

for

Neighborhood Stabilization Program Acquisition/Rehabilitation/Resale Program

**Office of the City Clerk
City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758**

Proposals Due by 3:00 p.m. on Friday, February 16, 2010

Introduction:

The City of Elk Grove (the "City") is accepting proposals from qualified non-profit and for-profit affordable housing developers ("Proposers") for the acquisition, rehabilitation, and resale of foreclosed or abandoned residential properties in accordance with the included specifications, terms, and conditions shown in this Request for Proposals (RFP). Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One signed original and three (3) copies of the proposals should be submitted to the Office of the City Clerk by 3:00 p.m. on Friday, February 16, 2010. Proposal shall be submitted in a sealed envelope clearly marked NSP Acquisition and Rehabilitation Program and addressed to:

**OFFICE OF THE CITY CLERK
CITY OF ELK GROVE
8401 Laguna Palms Way
Elk Grove, CA 95758**

Questions regarding this RFP are to be directed by e-mail to Sarah Bontrager, Grants and Housing Specialist, at sbontrager@elkgrovecity.org. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or proposal procedures will only be transmitted by written addendum. Answers to submitted questions will be available via the City of Elk Grove Web site by clicking the "View" under View Details/Documents for the Bid announcement. Questions may be submitted until February 5, 2010, and answers will be posted by February 9, 2010.

Proposals will not be accepted by fax or electronically.

Late Proposals:

Proposals arriving after the specified date and time will not be considered, nor will late proposals be opened. Each Proposer assumes responsibility for timely submission of its proposal.

Withdrawal or Modifications of Proposals:

Any proposal may be withdrawn or modified by a written request signed by the Proposer and received by the City Clerk prior to the final time and date for the receipt of proposals. Once the deadline is past, Proposers are obligated to fulfill the terms of their proposal.

Proposal Acceptance and Rejection:

The City of Elk Grove reserves the right to accept any proposal, to reject any and all proposals if said rejection is deemed in the best interest of the City, to call for new proposals, and to award the contract to other than the lowest proposal if deemed "proposal most advantageous to the City".

Proposal Evaluation and Award:

Evaluation will be made on the basis of weighted scoring criteria that take into account Proposer's experience, qualifications, capacity, overall plan, ability to leverage funds, ability to meet timelines and comply with federal regulations, cost, and other factors determined relevant by the City. Award shall be made to one or more responsible Proposers whose proposals are determined in writing to be the most advantageous to the City, taking into consideration price and adherence to the included specifications. The City will enter into an agreement with the successful Proposer(s) for the specified products, services, and installation. All Proposers that were not selected by the City shall be notified in writing. Nothing herein shall obligate the City to award a contract to any responding Proposer.

Waiver of Irregularities:

The City retains the right, in its sole discretion, to waive any irregularities in proposals that do not comply with the strict requirements of this RFP, and the City reserves the right to award a

contract to a Proposer submitting any such non-compliant proposal, all in the City's sole discretion.

Validity of Pricing:

Proposers are required to provide line item descriptions and pricing, for proposed services. Provide any estimated hourly, event, and/or project costs and fees. No cost increases shall be passed onto the City after the proposal has been submitted. All proposals shall show the approximate date of delivery. Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the proposal, the unit price quoted will govern. No attempt shall be made to tie any item or items contained in this RFP with any other business with the City.

Warranty of Usage:

Any quantities listed in this RFP are estimated or projected and are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Proposer will furnish the City's needs as they arise.

Use of Other Governmental Contracts:

The City reserves the right to reject any part or all of any proposals received and utilize other available governmental contracts, if such action is in its best interest.

Qualification/Inspection/Interviews:

Proposals will only be considered from firms normally engaged in providing the types of products and services specified herein. The City reserves the right to inspect the Proposer's facilities, products, personnel, and organization at any time, or to take any other action necessary to determine Proposer's ability to perform. The City reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform. The City reserves the right to interview any or all responding Proposers and/or to award a contract without conducting interviews.

Acceptance and Conditions:

The products and services supplied in response to the RFP award shall remain the property of the Proposer until a physical inspection is made and the products and services are accepted to the satisfaction of the City. The products and services must comply fully with the terms of the RFP, be of the required quality and new unless specified by the City. Any substitutes of products or services not meeting specifications will be rejected, and returned if applicable, at the Proposers expense. Payment will be made only after receipt and acceptance of products or services by the City.

Federal Requirements:

Should this procurement require the use of Federal Funds, all Federal requirements shall apply and all Proposers must consent to each certification and assurance, which will be incorporated into the agreement.

Payment Terms:

Payment on non-disputed invoices will be paid net 45 days from date of receipt of invoice. In submitting proposals under these specifications, Proposers' should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.

Performance:

It is the intention of the City to acquire products or services as specified herein from a Proposer that will give prompt and convenient shipment and service. Any such contract will be non-exclusive, and the City reserves the right to seek products or services from other sources, in the City's sole discretion.

Term of Agreement:

The term of the contract will be established upon identification of a site, property and/or project, commencing upon contract execution. The contract may be extended by mutual agreement of the two parties.

Change Orders:

If, in the course of the Agreement, Proposer or the City proposes changes to the Project, and informal consultation with the other party indicates that a change in the terms and conditions of the Agreement may be warranted, Proposer or the City may request a change in the Agreement. The parties to the Agreement will meet to discuss and negotiate the required change order documents. Upon completion of those negotiations, the negotiated change order documents will be submitted to the City for approval. Upon approval by the City, an "Order to Proceed" with the approved changes will be submitted to Proposer. Any Amendment to this Agreement will not render ineffective or invalidate any unaffected portions of this Agreement.

Performance Bond:

Proposer selected for this project may be required to provide a performance bond in the value of 100% the value of the contract. Cost of bond must be line itemed in cost proposal.

Substitution:

If Proposer elects to propose an alternate manufacturer's item that is of the same or better quality, samples of the items to be substituted are to be submitted with the proposal. The sample must be readily identified with the manufacturer's name and model number or order number, along with the Proposers name & phone number. All substitutions must be proposed as options and clearly identified as a substitution.

Service and support:

All Proposers shall explain how all on-going service and support will be handled by the Proposer and the City of Elk Grove.

Insurance:

Contractor Shall Maintain Insurance:

Contractor shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract the policies of insurance specified in this Section. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A:VII. See sample contract agreement for specifics.

Contractor to Provide Evidence of Insurance:

Prior to execution of this Contract and prior to commencement of any work, the Contractor shall furnish to the City, and the City must approve, original certificates of insurance and endorsements effecting coverage for all policies required by the Contract. The certificates shall be signed by a person authorized by the insurer, or insurers, to bind coverage on their behalf. Certificates of insurance and endorsements shall be on standard Acord, Department of Insurance, and Insurance Services Office approved forms or on forms approved by the City. As an alternative to providing the City with approved forms of certificates of insurance and endorsements, the Contractor may provide complete, certified copies of all required insurance policies, including endorsements, effecting the coverage required by this Section. At anytime at the written request of the City, the Contractor agrees to furnish one or more copies of each required policy including declarations pages, conditions, provisions, endorsements, and exclusions. Such copies shall be certified by an authorized representative of each insurer. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor.

City May Obtain Insurance at Contractors Expense:

In addition to any other remedy the City may have, if Contractor fails to maintain the insurance coverage as required in this Section 20, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due Contractor under this Contract.

No Suspension of Insurance:

Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be suspended, voided, canceled, terminated by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City, except in the event of non-payment of premium, in which case no less than ten (10) days prior written notice by certified mail, return receipt requested, must be given to the City.

Deductibles:

Any deductibles exceeding five thousand dollars (\$5,000) must be declared to, and approved by, the City.

Coverages Shall Not Limit Obligations:

The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Contractor are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Contractor under the Contract.

Required Limits:

See sample contract agreement for specifics.

Verification of Coverage:

Contractor shall furnish City with original certificate of insurance and endorsements effecting coverage required by this clause. The certificates of insurance and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates of insurance and endorsements are to be received and approved by City before work commences.

Subcontractors:

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

Indemnification:

The Contractor shall indemnify, keep, and save harmless the City, its Authorized Representatives, agents, officials, and employees (individually and collectively "Indemnitees") against all losses, damages, claims, suits, penalties, liens, liabilities, judgments, costs, and expenses, (collectively "Liability" or "Liabilities") including but not limited to fees of attorneys and other professionals, arising out of, in connection with, resulting from or related to any act, omission, fault or negligence of the Contractor or any of its Subcontractors, Contractors, employees, servants, or agents (individually and collectively "Indemnitors") in connection with or related to the Contract, including but not limited to Liabilities on account of personal injury to or death of any person (including employees of Indemnitees) or for damage to or loss of use of property (including property of the City).

The indemnification specified in this Section shall apply even in the event of the act, omission, fault, or negligence, of the Indemnitees, but shall not apply to Liability arising from the sole or active negligence or willful misconduct of the Indemnitees.

The indemnification specified in this Section shall survive termination of the Contract or final payment thereunder and is in addition to any other rights or remedies that the Indemnitees may

have under the Law or under the Contract. In the event of any claim or demand made against Indemnitees, the City may at its sole discretion reserve, retain, and/or apply any monies due the Contractor under the Contract, for the purpose of resolving such claims; except that the City may release such funds if the Contractor gives the City reasonable assurance that the City's interests will be protected. The City shall, in its sole discretion, determine whether such assurance is reasonable.

Claims against Indemnitees by any employee of Indemnitors shall not in any way limit the Contractor's indemnification obligation as set forth above, including the amount and/or type of damages, compensation, and/or benefits payable by or for Indemnitors under workers' compensation acts, disability benefit acts, and/or other employee benefit acts and/or insurances.

Nothing contained in the Contract is intended to or shall have the effect of creating any rights in any third party against any Indemnitee.

Except as permitted by California Civil Code §2782.1, 2782.2 and 2782.5, such indemnities shall not inure to the benefit of an Indemnitee so as to impose liability on the Contractor for the active negligence of the City, or to relieve the City of liability for such active negligence.

Records:

Contractor shall maintain complete and accurate records with respect to labor costs, material expenses, parcels abated or serviced and other such information required by City that relates to the performance of services under this Contract. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible and in a form acceptable to the City, which the City may specify and change from time to time. Contractor shall provide free access to the representatives of City or its designees, at reasonable times, to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Contract. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

Guidelines for Proposal

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist the City by simplifying the review process providing standards for comparison of submissions.

Statements submitted in response to this RFP shall include a complete response to the requirements in this section in the order presented. Statements should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFP, and should not contain redundancies and conflicting statements.

Proposals shall be printed double-sided, submitted on 8-1/2" x 11" recycled paper, with easy to read font size and style. Pages shall be numbered, tabbed, and presented bound or in a three-ring binder. Tabbed dividers should separate and identify the response items described below.

One signed original and three (3) copies of the proposals should be submitted to the Office of the City Clerk by 3:00 p.m. on Friday, February 16, 2010. Proposal shall be submitted in a sealed envelope clearly marked NSP Acquisition and Rehabilitation Program and addressed to:

**OFFICE OF THE CITY CLERK
CITY OF ELK GROVE
8401 Laguna Palms Way
Elk Grove, CA 95758**

Proposals shall contain the following information in the order listed:

1. Introductory letter

The introductory letter should be addressed to:

Sarah Bontrager
Grants and Housing Specialist
City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758

The letter should state the prime Proposer and include the Proposer's name submitting the proposal, their mailing address, telephone number, and contact name. The letter shall address the Proposer's understanding of the project based on this RFP and any other information the Proposer has gathered. Include a statement discussing the Proposer's interest and qualifications for this type of work.

2. Table of Contents

The Proposer shall insert a comprehensive table of contents denoting sections three through seven of the proposal as indicated below.

3. Qualifications and Experience

Describe the Proposer's capability for actually undertaking and performing the work. List types and locations of similar work performed by the Proposer in the last five (5) years that best characterizes the quality and past performance. Include names and current phone numbers for a minimum of five (5) contacts on work quality and performance. References may be contacted as part of the selection process.

4. Work Plan

The work plan should indicate the Proposer's ability to meet each specification as outlined in this document. The work plan should address the items of work as described in this RFP. The plan should be simple, easy to read and follow, and addresses and satisfies the objectives and tasks as listed in the Scope of Work in this RFP.

5. Conflict of Interest Statement

The Proposer shall disclose any financial, business, or other relationship with the City that may have an impact upon the outcome of this contract.

6. Supportive Information/References

This section may include graphs, charts, photos, resumes, references, etc. in support of the Proposer's qualifications.

7. Budget/Pricing

This section should include the cost for requested products and services outlined in the Scope of Work. Proposers are required to provide line item descriptions and pricing, applicable sales tax, and a total final price. No cost increases shall be passed onto the City after the proposal has been submitted. Tax is to be listed as a separate line item.

The budget should indicate acquisition and rehabilitation pricing assumptions, as well as the cost for marketing and transferring each unit. The budget should also include leveraged funds for which the Proposer has a firm commitment. In the event that the City decides to allocate less than the full amount to one or more Proposers, please indicate the minimum award necessary for a successful project.

Please provide one budget for the initial investment (up to \$1 million) and a separate budget if the Proposer wishes to use program income generated from the sales of units to continue the program.

8. Delivery

Indicate the approximate date of delivery to the City, at the specified address as listed in the RFP.

SCOPE OF WORK

Background:

The City of Elk Grove received an allocation of nearly \$2.4 million in Neighborhood Stabilization Program (NSP) funding by the U.S. Department of Housing and Urban Development (HUD) as a special allocation of Community Development Block Grant (CDBG) funds, authorized by the federal Housing and Economic Recovery Act (HERA) of 2008. NSP funding has been distributed to jurisdictions across the nation to help address the important issue of abandoned and foreclosed properties.

The City dedicated \$1,000,000 of its available NSP funding to produce housing for low- and moderate-income households (those earning up to 120 percent of the area median income). The City seeks an eligible non-profit or for-profit developer ("Proposer") to purchase foreclosed residential properties, rehabilitate them, and sell the units to households meeting income requirements. Units will be deed-restricted to ensure they remain as affordable housing for a minimum of 55 years.

The City is searching for an experienced Proposer with the capacity and resources to analyze the local real estate market, strategically select and acquire foreclosed single-family residential properties, perform all required rehabilitation services, and successfully market and transfer the units to target-income households.

The location of such properties is not restricted by any City-established NSP target areas. However, the City will work closely with the selected Proposer to identify and evaluate potential properties. The City's goal in the NSP Acquisition/Rehabilitation/Resale Program is to address 1) properties that have been foreclosed upon when they were only partially constructed, and 2) properties that need substantial rehabilitation to become habitable. Many of the Elk Grove's foreclosed homes were built during or after the year 2000 and are in generally good condition. As such, proposers should not include these types of properties (homes in generally good condition) in their workplans.

The City will also review Proposer's cost estimate for the acquisition/rehabilitation of each potential property.

The City will provide funding for property acquisition and/or rehabilitation, up to the full cost of the project plus a modest developer fee, if deemed necessary by the City. These costs may not exceed \$1,000,000. Unit resale prices may not exceed prices determined by the City and the Proposer to be affordable to target-income households.

Objectives:

The goal of this RFP is to solicit the proposals from non-profit or for-profit affordable housing developers ("Proposers") with the expertise and capacity to assist the City in meeting its requirement to fund low- and moderate-income housing, as further described in the City's NSP Substantial Amendment. The successful Proposer shall comply with all federal requirements placed upon the NSP funds.

The primary objectives of the City's implementation of the NSP Acquisition/ Rehabilitation/Resale Program are:

1. Fight against the foreclosure and abandonment issues affecting the community.
2. Eliminate blighted properties and removing unsafe, partially-completed structures.
3. Provide new affordable housing opportunities to low- and moderate-income households.
4. Stabilize local neighborhoods in the vicinity of these rehabilitated developments/projects.
5. Obligate NSP funding through an eligible activity within HUD enforced timeframe.
6. Fully comply with HUD and other applicable laws and regulations.

Proposers should review the Housing and Economic Recovery Act (HERA), the HUD regulations that guide the Neighborhood Stabilization Program (NSP), and the City's NSP Substantial Amendment and subsequent amendment. In order to effectively respond to this RFP, Proposers should be familiar with the source of funding, the corresponding federal regulations, and the resulting implementation programs.

The City initially estimated that eight (8) homes would receive funding through the NSP Acquisition/Rehabilitation/Resale Program. However, the City is not limiting the number of foreclosed or abandoned properties the program can address, nor restricting Proposers from offering a larger proposed Scope of Work. The City encourages Proposers to deliver proposals that offer a financially conservative cost structure, provide the full range of requested services, and produce a high-quality, long-term affordable product.

This RFP is expected to lead to a written agreement to perform contractual services as described in the Services/Task portion of this document. Agreements executed pursuant to this RFP may be established for a specific property, development, project, or geographic area. The timeframe of the agreement will be established as to meet the needs of the City, keeping in mind that the initial funding for the activity must be fully expended by June 30, 2010.

Eligibility Requirements:

Eligible Proposer Requirements

The City will consider proposals offered by non-profit and for-profit developers ("Proposers") with the knowledge, demonstrated experience, and capacity to acquire, rehabilitate, and resell affordable residential properties.

- The Proposer must have experience successfully completing at least two affordable housing development and/or rehabilitation projects in the last five years. At least one of the completed projects must be similar to the project for which NSP funds are being utilized. Proposers must submit the following information concerning previous experience of completed projects:
 1. The type of project developed (number of units, funding sources, total development cost, new construction or rehabilitation).
 2. Location of project.
 3. Date of project start and completion.
 4. List of staff members involved in the development of the project.
 5. Source of funding for the project (particularly federal funds).
 6. The income level of the households that were served.
 7. Name, title, and telephone number of staff member of local governing body most familiar with the project.
 8. Whether the project was completed on time and on budget (relative to schedule and budget at start of construction).
- The Proposer must provide a brief narrative (no more than two pages) describing the project team's experience working with federally-funded programs that carry unique requirements, such as environmental reviews, Davis-Bacon wage determination and prevailing wage requirements under the California Labor Code.
- The Proposer must provide a brief narrative (no more than two pages) of the experience that the lead staff person assigned has regarding a similar project completed from start to finish. The similar project should be one of the same general type and complexity as to be undertaken through the City of Elk Grove's NSP Acquisition/Rehabilitation/Resale Program.
- The Proposer must submit resumes and job descriptions of the proposed project team including senior, management, and line staff.
- The Proposer must provide a list of five business references including contact name, organization, title, phone number, e-mail address, and description of coinciding business.

Eligible Subcontractor Requirements:

Any subcontractors entered into an agreement with the Proposer must meet the general terms, conditions, and requirements identified in this RFP, in addition to the detailed requirements below. The Proposer may have more than one general contractor, and may identify any or all general contractors at a later date.

Development Consultant

- If the Proposer utilizes a development consultant (“Consultant”), the development consultant must have experience successfully overseeing the completion of at least three federally-funded affordable housing development and/or rehabilitation projects in the last five years. At least one of the completed projects must be similar to the project for which NSP funds are being utilized.
- The Consultant must provide a brief narrative (no more than two pages) describing a recently completed project that was financed by similar types of federal funding sources (e.g. HOME, CDBG, HUD 202).
- If the Consultant has worked with the proposing Proposer on a previous affordable housing project, please provide a brief narrative (no more than two pages) describing the project, schedule, budget, and any other notable details that would be of value when analyzed for proposal selection.
- The Consultant must submit resumes and job descriptions of key staff.
- The Consultant must provide a list of three business references including contact name, organization, title, phone number, e-mail address, and description of coinciding business.

General Contractor

- The general contractor must have experience successfully completing at least three housing development and/or rehabilitation projects. No time limit is required regarding the previous housing projects.
- The general contractor must demonstrate experience working with standard and locally, state, and federally approved construction materials and techniques.
- The general contractor must demonstrate the capacity to complete a project of the proposed size and complexity. This includes the ability to secure the required labor and materials to complete the project and obtain performance bonds equal to an amount of 100% of the construction contract amount.
- The general contractor must provide a brief narrative (no more than two pages) describing previous experience that qualifies the general contractor for the proposed project, including experience working with HUD-required prevailing wage/Davis-Bacon requirements.
- The general contractor must provide a list of three business references including contact name, organization, title, phone number, e-mail address, and description of coinciding business.

Eligible Property Requirements

Properties for acquisition and rehabilitation will be identified after an agreement is completed with the selected Proposer. For reference, listed below are some guidelines on eligible properties. The City anticipates working with the selected Proposer to identify properties that are most advantageous to the City.

- All properties must be abandoned and/or foreclosed and located within Elk Grove’s geographical boundaries.

- The property must meet HUD and NSP requirements and meet the objectives of the NSP Acquisition/Rehabilitation/Resale Program.
- Homes and residential properties will be acquired at a minimum of a one (1) percent discount from the current appraised value.
- All units (100%) will be restricted to households earning up to 120 percent of the area median income). The affordability recorded deed restriction will be for a minimum of 55 years.

Tasks:

Task 1: Property Identification

Perform real estate market research to strategically identify a foreclosed or abandoned residential property suitable for the type of housing desired.

Proposals should include at least three examples of foreclosed units currently on the market that the Proposer would target using this program. Information on those units should be generally consistent with the Proposer's budget, with the understanding that those particular units may not be available at the time the contract begins.

Task 2: Project Feasibility and Work Plan

After the property is identified, assess the feasibility of acquisition, rehabilitation, and resale in relation to cost and program objectives. The feasibility analysis should account for all costs, including acquisition, rehabilitation, and environmental review, and the applicability of Davis-Bacon wage requirements and prevailing wage requirements under the California Labor Code. The analysis should also consider the Proposer's ability to complete the project by June 30, 2010 and any other additional factors that can affect the feasibility of the project.

The work plan will lay out the anticipated project schedule, detailed budget, property information, completion procedures, and the goals and objectives of the project.

Task 3: Acquisition

Develop an acquisition financing plan that includes all sources of funding required to purchase the property. Acquisition funds may come from a City loan of NSP funds, private capital, or other resources available to the Proposer. The Proposer must negotiate a sales price for the property that is at least one percent (1%) below the current appraised value. The Proposer will be responsible for the provision of standard real estate advisory and acquisition services related to the project.

The City will assist with the environmental review required of all properties prior to any choice-limiting action (i.e., purchase) being taken.

Task 4: Rehabilitation

Once acquired, prepare rehabilitation work specifications and a cost estimate. Bid the project in compliance with federal regulations. The Proposer is responsible for ensuring all construction materials and techniques meet local, state, and federal codes. The Proposer is responsible for ensuring all subcontractor and corresponding services will adhere to the original proposed budget as reasonably as to be expected and maintain a strict schedule to complete the rehabilitation services according to the proposed costs, program objectives, and fund expenditure deadline.

Task 5: Marketing and Outreach

Provide outreach and marketing services to identify qualified buyers. The Proposer will need to develop and implement an affirmative marketing and outreach campaign to connect the units with eligible, income-qualified individuals and families. The City will provide a current copy of its Housing Programs interested parties list to assist in marketing the units.

Task 6: Resale

The Proposer will be responsible overseeing the transaction of the property, in coordination with City approvals. Proposer will income-qualify buyers, ensure that they meet the City loan requirements, attend Loan Committee meetings (as necessary), prepare loan documents, and provide City staff with a complete record of the transaction.

Task 7: Project Updates and Staff Meetings

Maintain and provide accurate records and reports that provide project tracking, scheduling, budget, construction, and compliance updates to City staff as requested. Provide consistent communication with City staff through regular monthly meetings and project progress reports.

Task 8: Compliance and Monitoring

Provide any and all required project monitoring and program compliance documents and reports in accordance with local, state, and federal regulations as determined necessary by the City.