

# REQUEST FOR PROPOSALS

## Rehabilitation Specialist/Construction Manager /Real Estate Sales/Property Management/Down Payment or Closing Cost Assistance Services

Catawba Regional Council of Governments is applying for funding from the South Carolina Housing Finance & Development Authority's Neighborhood Stabilization Program. The funding will be utilized to purchase, rehab and resell or lease foreclosed residential properties in targeted neighborhoods within York and Lancaster Counties. Catawba Regional Council of Governments will be searching for one or more qualified respondents to provide services for the target project areas. All services will be under the direction of the Neighborhood Stabilization Program Manager or his/her designee. If awarded, funding should be available in February or March 2009.

Respondent must provide services of a (1) certified home inspector and a licensed contractor, (2) licensed real estate sales (3) licensed property manager (4) administrative services for down payment /closing cost assistance. Subcontracting is allowed and should be identified in response to this solicitation. Respondent must demonstrate prior experience with services. CDBG and/or HOME program experience is desirable, as is availability to a pool of perspective tenants or buyers.

The services to be provided may include, but not be limited to:

- Inspect and prepare cost estimates and work write-ups for rehabilitation of housing units.
- Hold weekly, pre-scheduled, on-site visits to the project.
- Develop work write-ups and cost estimates for housing units to be rehabilitated.
- Perform rehabilitation work, including work related to lead paint requirements.
- Coordinate and work with lead paint inspector.
- Coordinate activities with homeowners, Lancaster County and Catawba Regional Council of Governments.
- Prepare pay request and change orders.
- 
- Market rehabilitated housing units for resale.
- Coordinate down payment/ closing cost activities.
- Provide property management services for any retained units.

Project activities are scheduled to start February 2009. All work on the project must be completed within a 48 month period.

### Response Requirements

The response to this solicitation for services should include the following:

1. A task completion schedule including cost of the tasks to be undertaken. The schedule should include the following:
  - Initial inspection, work- write up, cost estimate.
  - Construction Management, including preparation and submission of pay requests and change orders.

- Construction (this will be determined based on the work write-ups performed)
- Provide warranties for final inspection.
- Coordinate and work with Lead paint requirements.
- Market rehabilitated homes for sale.
- Provide Property management services.
- Administration of house counseling services.
- Coordinate Down payment and closing cost activities.

2. Provide copies of all licenses and certifications

Responses to this solicitation will be reviewed by Catawba Regional Council of Governments' Neighborhood Stabilization Program Review Committee. Responses may be reviewed either from a holistic approach or by service. The following criteria will be used for evaluation:

- (1) Recent experience of the firm with similar projects (20%).
- (2) Ability and qualifications of personnel assigned to the project (20%).
- (3) Knowledge of and experience with CDBG, HOME and other federal funding (15%).
- (4) Availability of firm and its personnel (15%).
- (5) Ability to coordinate all services (15%).
- (6) Costs (15%).

Catawba Regional Council of Governments reserves the right to accept or reject any responses received as a result of this solicitation, to negotiate responses with all qualified responders, and to cancel in part or in its entirety this solicitation for response if it is in the best interest of Catawba Regional, York County and Lancaster County.

Project will be awarded to responder who ranks the highest for services, based on the criteria as listed.

Catawba Regional Council of Governments is an equal opportunity employer.

**Responses to this request must be received no later than 4:00 p.m., Wednesday, January 14, 2009:**

Neighborhood Stabilization Funding /York and Lancaster Counties  
Catawba Regional Council of Governments  
P.O. Box 450  
Rock Hill, SC 29731

Email: [cmcmeekekin@catawbacog.org](mailto:cmcmeekekin@catawbacog.org) or [grhea@catawbacog.org](mailto:grhea@catawbacog.org)

For additional information, contact Carol Mason McMeekin or Grazier Rhea at above address or by calling 803-327-9041.

Fax and email responses will be accepted. (Fax number: 803-327-1912)

Catawba Regional Council of Governments is not responsible for any late responses to this solicitation. No late responses will be accepted.