

**City of Nanticoke
Request for Qualifications**

HOME First-Time Homebuyers Program Project Manager

6/10/2022

Direct questions regarding this RFQ to Donna Wall, City Manager, City of Nanticoke at dwall@nanticokecity.com. All questions must be submitted by email, no later than 6/22/2022.

Introduction

The City of Nanticoke has been awarded a Home Investment Partnerships Program (HOME) grant from the Pennsylvania Department of Community and Economic Development. With this Request for Qualifications (RFQ) the City of Nanticoke seeks a firm with excellent qualifications related to the administration of federally-funded housing programs to provide project management services for a new First-Time Homebuyer Program. This program will provide assistance to 35 first-time homebuyers in the City of Nanticoke through down payment and closing cost assistance of up to \$15,000 provided in the form of a non-interest-bearing forgivable loan.

The responsibilities of the project management firm will be as follows:

- Design and implement an outreach and affirmative marketing campaign for the program.
- Collect and analyze information to qualify applicants.
- Perform underwriting for all qualified applicants to determine eligibility, need, and appropriateness of the HOME subsidy and complete an underwriting certification form and subsidy layering form for each household.
- Prepare and execute a written agreement with all beneficiaries and ensure signatures are secured.
- Attend closing with beneficiaries.
- File liens for assisted properties.
- Obtain proof of insurance from each homeowner.
- Maintain project and property files and all relevant documentation.
- Inspect each assisted property to ensure they meet DCED minimum quality housing standards prior to loan closing.
- Ensure the housing counseling agency provides service for each assisted homeowner as described in the City's application to the Commonwealth of Pennsylvania.
- Implement the program in accordance with the City's application to the Commonwealth of Pennsylvania.
- Ensure compliance with all HOME, DCED, and City requirements.
- Prepare and submit quarterly program reports detailing all program activities.
- Prepare and submit quarterly detailed invoices distinguishing between funds for assisted households and non-assisted households.

- Advise the City of changes in federal or state regulations impacting the program design and update policies and procedures accordingly.

These services will be provided over a 15-month period following execution of a signed agreement between the City and the project management firm.

Statement of Qualifications

The City of Nanticoke is seeking a project management firm to manage a new HOME-funded First-Time Homebuyers Program. Please aim to be thorough, but also keep your responses direct and relevant. We ask that, at a minimum, your Statement of Qualifications include the following:

A. Cover Letter

The cover letter should highlight your experience, your capability, and your understanding of the HOME program. Identify and introduce the project firm and key personnel. If you will be partnering with other firms, please identify them and describe their anticipated contributions.

B. Project Team

Identify key personnel and their roles and responsibilities related to this project. Describe the skills and project experience of these personnel that are most relevant to this project. Include resumes of key members of the team.

C. Approach to the Project

Describe how you expect to approach this project. How will your experience inform your strategy?

D. Relevant Project Experience

Provide information on up to five projects that are relevant to this project.

E. Capacity

Provide information about your firm and team's capacity to complete this project within the timeframe.

F. References

Provide at least three (3) references, including name, title, organization, telephone, and email address for previously executed projects of a similar scope. The reference must be able to speak of direct experience with the key team member(s) proposed for this project.

Qualifications must be submitted to Donna Wall, City Manager, City of Nanticoke at dwall@nanticokecity.com by 6/29/22 at 3:00 p.m.

Evaluation Criteria

Statements of Qualifications will be evaluated according to the following criteria:

Criteria	Maximum Points
Experience of the firm with HOME and other federally-funded housing programs	35
Relevant experience and knowledge of the project team	35
Approach to the project	15
Firm's capacity to implement the project within the timeframe	15

Selection Process

The selection process will consist of two parts. The RFQ (Part 1) requires submission of a statement of qualifications, from which the City will select a shortlist of candidates. In Part 2, candidates on the City's shortlist will be asked to interview.

The City of Nanticoke reserves the right to amend or withdraw this RFQ, and to withdraw at any time from the process and negotiations with no recourse for any Applicant. The City reserves the right to adjust the timeline, and to waive minor deficiencies in meeting the stated requirements of the qualifications package. The City reserves the right to request additional information from Applicants.

The City is not liable to pay or reimburse any costs incurred by Applicants in the development, submission or review of qualifications packages.

All applications will generally be considered public records which are subject to public inspection.

In the event an Applicant considers its submittal as a proprietary trade secret or otherwise exempt from disclosure under the Public Records Act, the Applicant must designate its submittal as confidential. The City will withhold designated applications from public disclosure only if permitted by applicable law.

Timeline

Questions must be submitted by 6/22/2022

Statements of Qualifications must be submitted by 6/29/2022 at 3:00 p.m.

The City will review qualifications and develop a short list of candidates by 7/1/2022

A project management firm will be selected by 7/6/2022.