

OCTOBER 23, 2009

PUBLIC NOTICE

**BROWARD COUNTY
HOUSING FINANCE & COMMUNITY DEVELOPMENT DIVISION**

**AS LEAD ENTITY FOR THE
BROWARD COUNTY HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)
CONSORTIUM**

**REQUEST FOR PROPOSALS (RFP)
SINGLE FAMILY HOUSING REHABILITATION PROGRAM**

Broward County Housing Finance & Community Development Division is announcing the availability of approximately \$897,648 in Home Investment Partnership (HOME) funds to provide for the rehabilitation of single family housing units located in the communities of Coral Springs and Deerfield Beach. For-profit, not-for-profit, and public entities are hereby invited to submit proposals for consideration as project manager for the HOME Consortium Single-family Housing Rehabilitation Program.

The successful respondent's team will include an experienced housing construction project manager familiar with the requirements and processes of federal housing assistance programs, and a licensed and insured general contractor registered as a qualified construction services vendor with Broward County Purchasing Division.

The evaluation of agencies submitting written proposals for these services will be based upon the following considerations:

- The respondent's team must have a demonstrated record of:
 1. Successfully administering programs and/or activities funded by the U.S. Department of Housing and Urban Development (HUD) in accordance with appropriate federal regulations, including those pertaining to determinations of client and property eligibility;
 2. Overseeing substantial rehabilitation of existing single family housing units;
 3. Administering multiple rehabilitation projects simultaneously on scattered sites;
 4. Working with and including municipality representatives in an advisory capacity related to rehabilitation projects;
 5. Effectively collaborating with multiple local government agencies to secure permitting and inspections in a timely manner; and
 6. Securing the affordability of single family housing units in a manner consistent with HOME Program regulations.

- The respondent's team must demonstrate possession of:
 1. Adequate experience and staff to perform the type of work required;
 2. The ability to meet the time schedule established for the work, which calls for all funds to be fully expended by September 30, 2013;
 3. The financial ability to undertake the work, as demonstrated by a feasible project budget showing a breakdown of project costs by line item including (at a minimum) hard and soft construction costs, and the respondent's developer fee;
 4. General Contractor's License, active and in good standing; and,
 5. Professional liability insurance.

Applicant's are encouraged to partner with Community or Economic Development Corporations (CDCs or EDCs), or Community Housing Development Organizations (CHDOs) based in Broward County.

Please submit your proposal by 5:00PM, Friday, November 20, 2009 to the address below:

John R. Batey, AICP
Housing Program Supervisor
Broward County Housing Finance & Community Development Division
110 NE 3rd Street
Fort Lauderdale, FL 33301

All pages are to be numbered consecutively, including all attachments. Applicants must submit one (1) original and four (4) copies of the proposal with all attachments. Each proposal must be submitted in a separate, bound volume with the applicant's name and address indicated on each cover.

Each proposal must include an ORIGINAL signed cover letter or it will not be accepted.

No late submittals will be accepted.

PRE-PROPOSAL WORKSHOP

Attendance at the pre-proposal workshop is strongly recommended. The workshop will be held at 10:00AM on November 6, 2009 in the 2nd Floor Conference Room of the Broward County Housing Finance & Community Development Division, 110 NE 3rd Street, Fort Lauderdale, Florida. The purpose of the pre-proposal workshop is to give potential applicants an opportunity to ask questions regarding the RFP and receive answers from Broward County staff. To insure equity and consistency during the question and answer process, no questions from applicants regarding the RFP process will receive a response from Broward County staff AFTER the date of the pre-proposal workshop. Please insure that your organization's representative signs the "sign-in sheet" at the workshop, as this is your organization's sole evidence of attendance.

Broward County reserves the right to accept or reject any or all applications, with or without cause, to waive technicalities, or to accept the proposals which, in its sole judgment, best serve the interests of Broward County.

Appeals to this RFP process must be submitted no later than 5:00PM on the fifth (5) business day following the date of publication of the Notice of Funding Recommendations. Appeals must be submitted in writing, and must clearly establish the basis for the appeal. Submit all appeals directly to:

Ralph Stone, Director
Housing Finance & Community Development Division
110 NE 3rd Street
Fort Lauderdale, FL 33301