

CITY OF TAMPA

REQUEST FOR QUALIFICATIONS

DUE November 18, 2011- 3:30 PM

#HCD111811



FISCAL YEAR 2012

Application Form and Program Guidelines

***East Tampa CRA – TIF and SHIP
Acquisition & Rehabilitation
of Foreclosure Property,
Single-Family- Home Ownership***

Purchasing Division
306 East Jackson Street
Tampa, FL 33602
(813) 274-8351

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TENTATIVE TIMELINE***All dates are subject to change.**

October 7, 2011	Request for Qualifications Issued (Homeownership Program)
October 14, 2011	RFQ Pre-Qualification Workshop (Attendance Recommended)
November 18, 2011	RFQ Submission Deadline
November 2011	RFQ Reviews, Interviews, and Recommendations
December 2011	Housing Providers Notified of Recommendation to serve as Housing Providers

General Program and Guidance

I. PURPOSE OF THE PROGRAM

The purpose of this Request for Qualifications (RFQ) is to establish the eligibility criteria to become a qualified Housing Provider for the East Tampa Community Redevelopment Area (CRA) Acquisition/Rehabilitation of foreclosed property Program. Housing Provider eligibility criteria includes organizational capacity, financial capacity, housing rehabilitation experience, and property management experience. Once selected, the Housing Providers will be responsible for finding qualified foreclosed or abandoned, single-family properties (one unit per property) and submitting those properties to the City for eligibility. The Housing Providers must have each property approved by the City, before any funds are awarded for acquisition and rehabilitation. The acquisition of foreclosed or abandoned property will be funded on a performance and capacity basis. The Housing Provider will not be awarded, or guaranteed a lump sum of funding or specific number of units.

Foreclosed or abandoned single-family properties, vacant for 90 days, acquired and rehabilitated under this program shall be made available for **homeownership only** to households earning at or below 120% Area Median Income (AMI). All private Housing Providers are required to market and sell their property(ies) to qualifying homeowners. All single-family homes must be sold within ninety (90) days from the date the Certificate of Occupancy is issued. All housing acquired and rehabilitated through this program must meet all local land development regulations, local building codes, Housing and Community Development Division Rehabilitation Standards, and ordinances pertaining to providing housing that is decent, safe, sanitary and fit for habitation.

Once an acquisition is approved, the City will allow and pay for fees that are normal and customary as part of the construction or rehabilitation process. Construction management fees and other soft and project-related costs associated with construction, rehabilitation and property management during the marketing period shall be considered “Program Delivery” costs and will be charged to the individual projects assisted. Such costs/fees will be included in all written funding agreements. Developer fees shall not exceed 12% of Total Project costs and will be negotiated on a case by case basis. Real estate fees will not exceed 6% of the sale price for each house, paid at closing. Real estate fees during the acquisition process will be the cost of the Sellers. The City will not pay real estate commissions for acquisitions.

The source of funding for the East Tampa CRA Acquisition/Rehabilitation of Foreclosed Property Program includes, East Tampa’s Tax Increment Finance (TIF) funds, and State Housing Initiative Partnership (SHIP) funds.,

Acquisition Process

The selected Housing Providers will be responsible for finding qualified foreclosed or abandoned single - family properties, and for submitting those properties under contract (or offers) to the City for review. City staff will evaluate each property to determine if the acquisition is feasible. The Housing Providers will negotiate with local lenders and mortgage holders to acquire such properties. City Staff will obtain all appraisals, surveys, environmental reports and title searches, and assist in these negotiations to obtain the maximum reasonable discount for each property.

The City will provide funding at 0% interest for approved Housing Providers to acquire and rehabilitate residential single-family (detached) units for home ownership. Simultaneously with closing, the City will

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require that each Housing Provider to execute and deliver to the City mortgage documents encumbering the property or properties acquired by the housing Provider and securing all funding extended under this program, both for acquisition and rehabilitation. Single-family housing units funded under this program will be secured with a deferred payment loan mortgage and note recorded on each property at the time of closing. The City will limit the number of properties that any Housing Provider can obtain based on its organizational and financial capacity. **Rehabilitation costs will be limited to \$65,000 maximum per unit.**

All properties must be acquired with an approved rehabilitation budget by February 29, 2012 and all rehabilitation complete and funding expended by June 30, 2012.

Prospective homebuyers are required to complete City and HUD approved homebuyer counseling before obtaining a mortgage loan. Buyers must obtain a first mortgage from a City approved lender. The City will provide financial assistance to the buyer, secured by a 0% deferred payment second mortgage and note, if needed. All properties shall remain under ownership of the original qualified homeowner for the maximum affordability period. The City will monitor properties for the entire affordability period.

HOUSING PROVIDER AGREEMENT INFORMATION

Housing Providers will be expected to execute financing documents in favor of the City of Tampa which shall include, in addition to securing any and all funded amounts, the obligation to comply with applicable land use and zoning restrictions, scope of services, reporting and monitoring requirements. The scope of services shall specify eligible activities to be conducted by the organization, identifying goals, performance measures and outcomes. The Agreement will outline the City's expectations for the Housing Provider's reporting of their goals and outcomes on a quarterly and annual basis. The Housing Provider must submit various documents including but not limited to the following:

- Permits
- Rehabilitation plans and specifications
- Agreements with real estate firms for marketing

Minimum Affordability Period

The City will use the minimum affordability period of the federal HOME Investment Partnership Program, 24 CFR 92.252(a), (c), (e) and (f), and 92.254. Homeowners will have a deferred payment mortgage placed on the home they purchase at close based on the amount of HOME funding invested into the property. The City will annually monitor these periods of affordability for income compliance and Housing Quality Standards The minimum affordability period is listed below:

- Up to \$15,000 = 5 Years
- \$15,001 - \$40,000 = 10 Years
- Over \$40,000 = 15 Years

II. ELIGIBILITY- OBJECTIVES

In order to be eligible for assistance, activities must meet the following national objective:

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To primarily benefit very low, and low to moderate-income persons up to 120% area median income (AMI). The project must be located in selected census tracts that make up the City’s East Tampa Community Redevelopment Area (CRA) boundary ONLY.

ELIGIBLE ACTIVITIES for Homeownership Programs

- **Acquisition** of real property that has been abandoned or foreclosed (and vacant for 90 days).
- **Deconstruction**, which is the selective and systematic dismantlement of a building and building components specifically for re-use, recycling, and waste management, with the purpose of recovering valuable materials for reuse in construction, renovation or manufacturing into new building products, primarily wood.
- **Rehabilitation** activities for eligible properties including code enforcement, and historic preservation brought to current code.
- **Sale** of rehabilitated property to eligible home buyers

INELIGIBLE ACTIVITIES

- Funds spent on buildings for the general conduct of government.
- Purchase of equipment is ineligible.
- Furnishings and personal property are generally ineligible.
- Maintenance and operating expenses without providing a service is ineligible.
- Acquisition of property not Foreclosed or abandoned single-family (vacant for 90 days).

III. CRITERIA FOR EVALUATION

An evaluation committee shall be established to review and evaluate all RFQ responses. The Committee shall conduct a preliminary evaluation of all RFQ responses to ensure they are complete and meet the minimum qualifications and mandatory requirements of the RFQ. Failure to comply with any mandatory requirements may disqualify an RFQ response. Upon project eligibility determination, the Evaluation Committee shall review and rank each RFQ response based upon the evaluation criteria as set forth in this RFQ. All RFQ responses submitted shall be evaluated by the Committee and shall be ranked by the criteria provided in this RFQ, including the following:

Organizational Capacity & Housing Experience of Development Team (30 points).

Proposers shall receive up to 30 points and will be evaluated based on the financial and staff capacity to complete projects in a timely and efficient manner, while providing high quality workmanship and organization. Please include client references and resumes of key personnel. Previous experience in housing development must be identified. List the previous housing development experience of the principals of the organizations that comprise the Housing Provider team.

Financial Capacity (25 points). Proposers shall receive up to 25 points for providing complete financial statements and proforma, which demonstrates their financial soundness. Please provide most recent 2 years of financial statements as attachments (990’s or Audited Statements). Proposer must demonstrate the entity has the financial capacity to fund rehabilitation on reimbursement basis.

Project Readiness (15 points). Proposers shall receive up to 15 points, and will be evaluated based on the Proposer’s capacity and proposed schedule to complete the project, expend the funds and have units sold

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in a timely manner. **All properties must be acquired with an approved rehabilitation budget by February 29, 2012 and all rehabilitation complete and funding expended by June 30, 2012.**

Leveraged Funds (10 points). Proposers shall receive up to 10 points for demonstrating other funds are available to match grant funds.

Job Creation (5 points). Proposers shall receive up to 5 points for Job Creation efforts. Emphasis shall be placed on projects that provide for job creation and retention using local labor. Please discuss the number of temporary construction and permanent jobs for property management and maintenance that will be created. Provide list of contractors and sub contractors.

CRA Special Instructions - Local Labor Force Initiative

Planned funding for this project is Tax Increment Financing (TIF) generated by the East Tampa Community Redevelopment Area (CRA). To the extent that Housing Providers (including subcontractors) hire additional persons to perform activities on this project, the City of Tampa encourages efforts to hire and utilize qualified individuals that reside within the East Tampa CRA. Boundaries of the East Tampa CRA are depicted at:

http://www.tampagov.net/dept_economic_and_urban_development/programs_and_services/Community_re_development_areas/East_Tampa/Boundary_map.asp .

Assistance in identifying and recruiting potential qualified individuals may be obtained from the following sources:

Ernest Coney, Jr., Chief Operations Officer

CDC of Tampa, Inc.

1907 E. Hillsborough Avenue, Suite 100

Tampa, FL 33610

(813) 231-4362 ext. 312 Fax (813) 231-4680

www.CDCofTampa.org

The Contractor and its subcontractors are also encouraged to utilize other resources as applicable and available, such as, state or local employment services or schools, targeting minority persons, women, and veterans. Each Contractor shall provide a plan for its activities related to this initiative. Report shall include information from the Contractor and its Subcontractors identifying:

- Existing employees that reside in the East Tampa CRA (these employees may, or may not, be expected to be utilized on this project).
- Anticipated additional employees hired for this project that reside within the East Tampa CRA.
- Planned payroll for the project utilizing U.S. Department of Labor Payroll Form (OMB 1215-0149) with East Tampa CRA residing employees denoted and provided for both Contractor and Subcontractors.

With each monthly pay request, workforce forms shall be completed and updated to reflect any changes in personnel utilized for the project.

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The City may request additional information to understand efforts made in the recruitment and hiring of individuals from the East Tampa CRA and for verification of individuals reported as residents of the CRA. Nothing in this initiative is intended to require the replacement of existing employees planned for use on this project.

Green Building/Deconstruction (5 points). Proposer(s) shall receive up to 5 points based upon those who will offer sustainable rehabilitation/construction and deconstruction practices. Please describe the sustainable construction and property maintenance practices.

Women/Minority Business Enterprise Participation (W/MBE) (5 points).

Proposer(s) shall be eligible to receive up to 5 points based upon the proposer’s utilization of City certified WMBE subcontractors and/or subconsultants. Documentation of certification must be included in RFQ responses. The involvement of minorities and/or females on the Development Team is strongly encouraged. Provide list of Contractors and Subcontractors.

Small Local Business Enterprise Participation (SLBE) (5 points). A Prime Proposer(s) that is a City of Tampa certified SLBE firm shall be eligible to receive up to 5 points in the evaluation.

RFQ responses for the Program will be evaluated and selected based on the following criteria and point system. Minimum score to be considered for funding is 85 points. An Evaluation Committee will review and evaluate all qualification packages submitted in response to this RFQ. The Committee shall conduct an evaluation of all submittals on the basis of the information provided and other evaluation criteria as set forth in this RFQ. All submittals will be ranked by the criteria provided in this RFQ, including the following:

CRITERIA	MAXIMUM POINTS
Organizational Capacity & Housing Experience of Development Team	30
Financial Capacity	25
Project Readiness	15
Leveraged Funds	10
Job Creation	5
Green Building/Deconstruction	5
Women/Minority Business Enterprise Participation (W/MBE)	5
Small Business Enterprise Participation (SBLE)	5
TOTAL POINTS POSSIBLE	100

To ensure fair consideration for all entities, the City prohibits proposers to communicate with any department or employee during the submission process. Questions relative to the interpretation of specifications or the process in regard to this RFQ should be referred to: **Sharon M. West, Housing and Community Development Manager.** Questions shall be submitted in writing or by email to sharon.west@tampagov.net.

Additionally, the City prohibits communications initiated by an entity with any City official or employee evaluating or considering the submittals prior to the time an award decision has been made, except as initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the submittal. Communications so initiated by an entity may be grounds for disqualifying the offending entity from consideration for qualification.

Failure to comply with mandatory requirements may disqualify a submittal. The City reserves the following rights to:

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- Conduct pre-award discussion or pre-award negotiations with any or all responsive and responsible entities who submit qualifications determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations prior to selection; and make investigations of the qualifications as it deems appropriate, including, but not limited to, a background investigation conducted by the Tampa Police Department or any other law enforcement agency.
- Request that the entity(s) modify their submittal to more fully meet the needs of the City or to furnish additional information as the City may reasonably require.
- Accord fair and equal treatment with respect to opportunity for discussions and revisions of submittals. Such revisions may be permitted after submission and prior to award.
- Negotiate modifications that it deems acceptable, waive minor irregularities in the procedures, and reject any and all submittals.
- Process the selection of the successful proposer(s) without further discussion.
- Waive irregularity in any submittal, or reject any and all submittals, should it be deemed in its best interest to do so. The City shall be the sole judge of the entity’s qualifications and reserves the right to verify all information submitted.
- Perform site visits to existing facilities or potential sites for acquisition.

Basis of Qualification. The City of Tampa reserves the right to select as many Housing Providers as it deems fit, which qualify, based on experience, qualifications and ability to perform. The City may qualify for profit and not for profit Housing Providers.

Qualification Term. Sites must be identified and acquired by February 29, 2012 . Rehabilitation on each property must be completed within 90 days of the acquisition, and no later than June 30, 2012. All funds must be disbursed by June 30, 2012. All projects will be monitored throughout the acquisition/construction process to ensure compliance with federal regulations. Projects will then be monitored for the entire affordability period for compliance.

Assignment. No Housing Provider shall assign their submittal or any rights or obligations there under without the written consent of the City. In the event of such approved assignment, the Housing Provider agrees to provide the City with written documentation relative to the assignees ability to fulfill the contract, per the original agreement.

IV. GENERAL REQUIREMENTS

Once an award is made, the City of Tampa requires the following from each entity:

Compliance agreements. Approved Housing Providers will be required to sign one or more documents with the City in order to insure compliance with the appropriate program regulations. Agreements are not binding until accepted and signed by all parties and approved by City .

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Leveraged Funds: If the applicant wants to demonstrate that funds will be leveraged with other federal, state, local, or private sources it must be indicated in their project budget. Leveraged resources identified in the budget must be available during the project period but are not required for funding approval.

Readiness: Each individual projects must display evidence of readiness to proceed (i.e. property identified, and financial commitments in place). Matching funding, if applicable, should be in place and all other requirements met prior to submission of a project for consideration. Housing Providers should identify specific items needed to carry out each project. Funds must be spent within the specified amount of time determined for each project.

Indemnification: All Housing Providers and team members approved for funding must agree to defend, indemnify and hold harmless the City, its officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

Insurance: For-profit organizations and individuals as developers, public or private non-profit and any Housing Provider team member approved for funding will be required to obtain the following insurance coverage (if applicable), each of which shall contain a provision which forbids any cancellation, changes or material alterations without prior notice to the City at least thirty (30) days in advance. The insurance coverage shall be evidenced by an original Certificate of Insurance provided to the City prior to the execution of the agreement. The required insurance is as follows:

- a. Commercial General Liability Insurance - shall be written on Insurance Services Office (ISO) form or its equivalent form to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be \$1,000,000 each occurrence and a \$2,000,000 general aggregate. This insurance shall not exclude coverage for sexual molestation.
- b. Automobile Liability Insurance - shall be maintained in accordance with the laws of the State of Florida as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles used. For Agreements with less than \$100,000 in total grant funds, the minimum limit shall be \$500,000 combined single limit for bodily injury and property.
- c. Workers' Compensation/Liability Insurance - shall cover all employees engaged in work for the agency in accordance with the laws of the State of Florida. The minimum employer's liability limit shall be \$1,000,000 each employee, \$1,000,000 aggregate, and \$1,000,000 each accident.
- d. Professional Liability Insurance - shall cover any act or omission in rendering of professional services pursuant to the contract and the insurance coverage shall be in the amount of no less than \$1,000,000 per claim/incident.
- e. Homeowners must provide hazard insurance at close naming the City of Tampa as additional insured.

Program Monitoring. Housing Providers approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement.

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Audited Statement and IRS Form. Upon request, Housing Providers must submit the most current audited financial statements provided by an independent auditor and the most recent IRS Tax Form 990T.

Notification. All Housing Providers will be notified of recommendations. Receipt of an award letter is not a guarantee of funding and will specify the requirements of the award.

RFQ Due Date. Sealed RFQ's (**one original, four complete copies**) will be received no later than the date and time indicated on page one of this document. Submittals will not be accepted after this time. The City reserves the right to seek new RFQ's when such is in the best interest of the City.

RFQ Workshop. Attendance at the workshop is highly recommended for anyone interested in applying for funding through this process.

Addenda and Amendment to RFQ. If it becomes necessary to revise or amend any part of this RFQ, the City will furnish a revision by written Addendum and will post the information on the City's website.

Florida Public Records Law. In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by other applicable State and Federal Laws, all entities should be aware that the RFQ and the responses thereto are in the public domain and are available for public inspection. The entities are requested, however, to identify specifically any information contained in their submittals which they consider confidential or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All submittals received in response to this RFQ will become the property of the City of Tampa and will not be returned.

City of Tampa Ethics Code. The entity shall comply with all applicable governmental and City rules and regulations including the City's Ethics Code, which is available on the City's Website. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-522)

Moreover, each entity responding to this RFQ acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such contract or obligation. The Contractor shall ensure that no City employee receives any such benefit or interest as a result of the award of this RFQ. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-514(d))

Please note that the City's Ethics Code may be accessed on the Internet by utilizing the web link http://www.tampagov.net/appl_Message_Center/external.asp?strServiceID=246

Conflict of Interest Statement/Procurement Policy. Housing Providers must submit the attached conflict of interest statement along with a current Procurement Policy approved by each partnering organization and must sign the attached certification.

Hold Harmless. Successful proposer(s) shall agree to release, indemnify and hold harmless the City of Tampa from and against any and all liabilities, claims, suits, damages, charges or expenses (including attorneys' fees, whether at trial or appeal) which the City may suffer, sustain, incur or in any way be subjected to by reason of or as a result of any act, negligence or omission on the part of the Successful RFQ responses (s), its agent or employees, in the execution or performance of the obligations assumed under, or incidental to, the contract into

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which the Successful entity(s) and the City will enter, except when caused solely by the fault, failure or negligence of the City, its agents or employees.

Incurred Expenses. The City is not responsible for any expenses which entities may incur in the preparation of submittals requested by this RFQ, including but not limited to, costs associated with travel, accommodations, interviews or presentations.

Compliance with Applicable Laws, Rules, and Regulations for HUD Programs. Housing Providers who are awarded funding must act in accordance with all relative laws, rules, and regulations. This includes, but is not limited to, the following.

- **Administrative Procedures** – The rules issued by the City of Tampa in relation to process and procedures.
- **ADA Compliance.** The Housing Provider shall comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and implementing regulations at 28 CFR part 35 (All local, state and federal codes shall apply). These regulations govern the availability of housing with accommodations for handicapped individuals.
- **Women and Minority Business Enterprises (W/MBE) Participation.** The City of Tampa administers Women/Minority Business Enterprise (W/MBE) Program and a Small Local Business Enterprise (SLBE) Program to promote the inclusion of W/MBE and SLBE Companies in procurement solicitations and contract awards. Thus the City is actively encouraging participation in this project by City Certified W/MBE and SLBE Companies. To obtain a list of the City's Certified W/MBE and SLBE Companies, visit the City's website at: www.tampagov.net, select Purchasing Department, from the menu select Minority Business Development and select Publications. W/MBE and SLBE Certified Companies directories are listed by Type of Services and by Company Names. If you need further assistance, please contact Ardail Allen C.C.A., W/MBE Specialist at (813) 274-5542.
- **Small Local Business Enterprise (SLBE)** In an effort to promote increased opportunities for Small Local Business Enterprise (SLBE) participation, the City has determined that a rating preference shall be awarded to City-certified SLBE firm(s) when evaluating and scoring their proposal. There shall be five bonus points given under the evaluation process for a City of Tampa certified SLBE firm in the proposal. The Proposer or subcontractor must be SLBE certified prior to the opening date and time of the RFQ. As proof of certification, include copies of all SLBE certificates in the RFQ responses. **SEE ATTACHMENT: SUBCONTRACTING FORMS AND PAYMENT FORMS** as an attachment to this RFQ. The “**Schedule of All Sub (Contractors/Consultants/Suppliers) Solicited**” and the “**Schedule of Sub (Contractors/Consultants/Suppliers) to be Utilized**” forms shall be submitted with your RFQ responses.

Other requirements for Proposers

- Proposer may be required to provide verification that financial obligations such as Ad Valorem Taxes, Liens and other evidences of debt are current**
- Short Sales are eligible, however time line for acquisition is short. All properties must be acquired by February 29, 2012 and all rehabilitation complete by June 30, 2012.**

- Proposers must submit current Insurance Certificate for Lead Entity with proposal.**
- Existing COT housing partners must demonstrate significant progress with the rehabilitation/sales of the existing properties to be eligible under this program.**

V. INCOME LIMITS

The Federal HUD 2011 income limits are provided below. The current Income Limit schedule will be provided by the City on an annual basis.

FEDERAL HUD & STATE SHIP INCOME LIMITS								
HOUSEHOLD SIZE =	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
MODERATE INCOME (120%)	47,475.00	54,300.00	61,050.00	67,800.00	73,275.00	78,675.00	84,075.00	89,550.00
LOW INCOME (80%)	31,650.00	36,200.00	40,700.00	45,200.00	48,850.00	52,450.00	56,050.00	59,700.00
VERY LOW (50%)	19,825.00	22,625.00	25,437.50	28,250.00	30,525.00	32,780.00	35,025.00	37,300.00
EXTREMELY LOW (30%)	11,895.00	13,575.00	15,262.50	16,950.00	18,315.00	19,668.00	21,015.00	22,380.00

*When the project is funded beyond 2010, a current Income Limits Table will be provided as required.

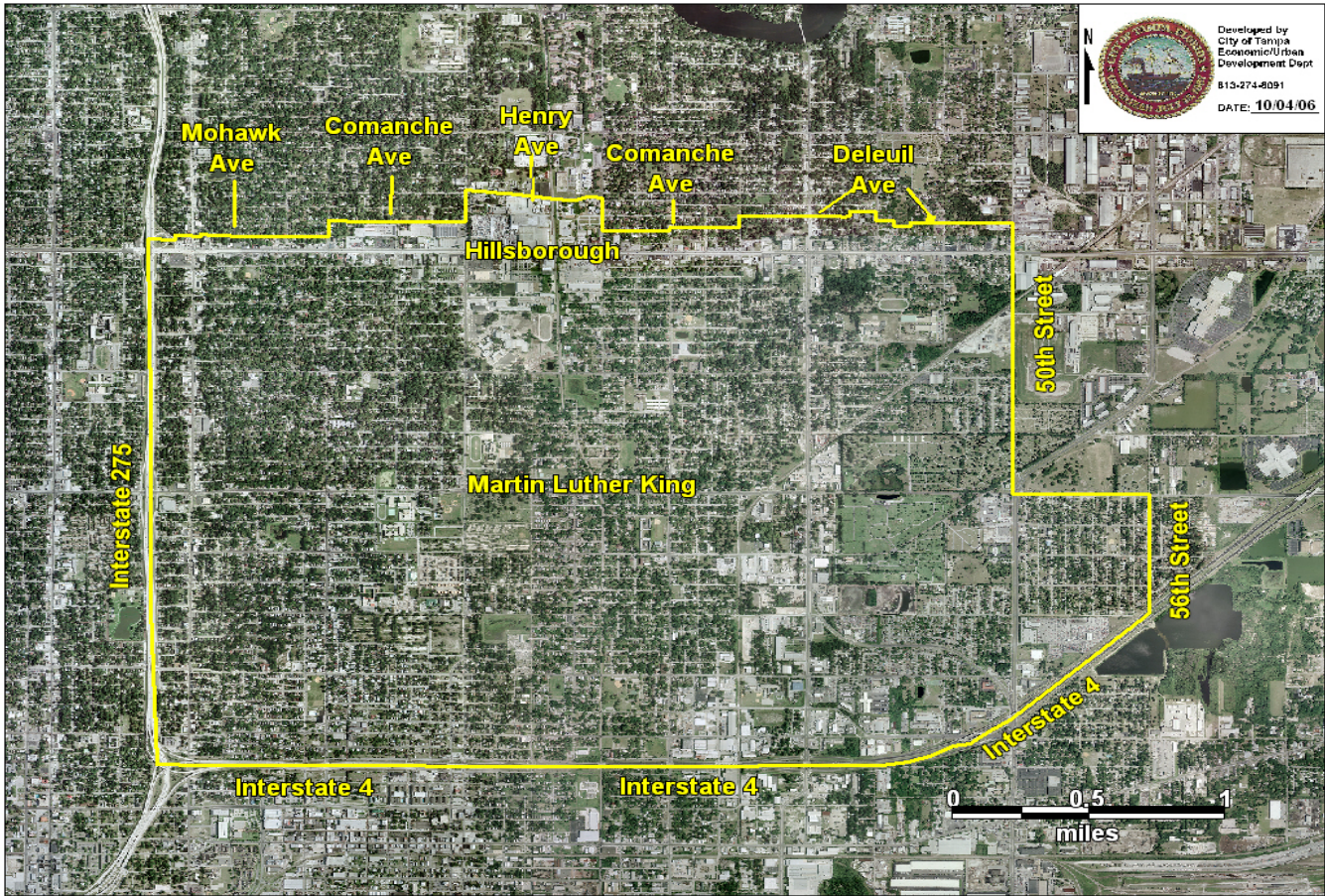
VI. TARGET NEIGHBORHOODS

The map below illustrates the City of Tampa’s East Tampa Community Redevelopment Area (ET-CRA) Target Neighborhoods for this RFQ Acquisition and rehabilitation activities will only take place in the neighborhoods specified. Fund sources will be determined on the location of each property.

Map of target neighborhoods:

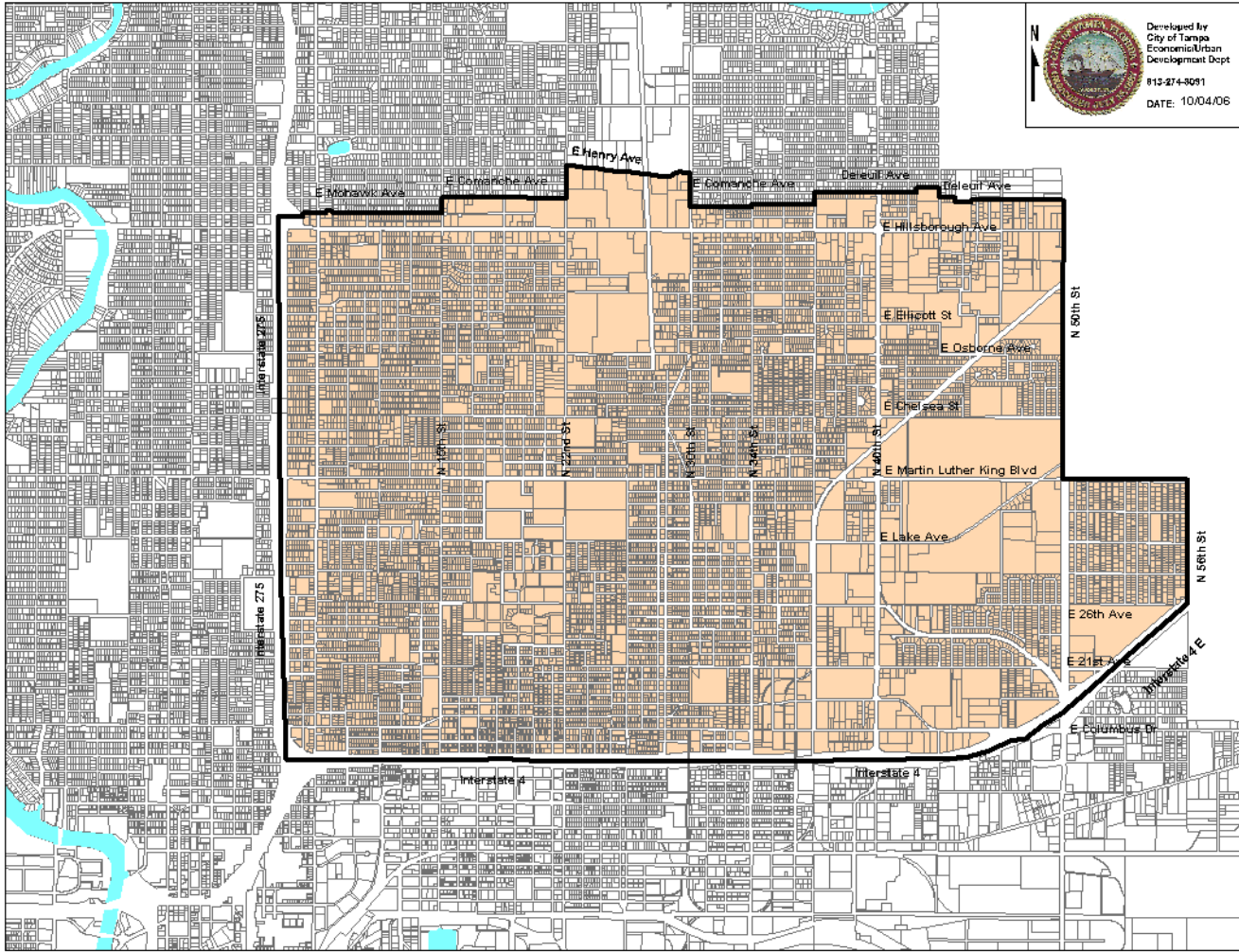
East Tampa Community Redevelopment Area (ET-CRA)

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Application and Instructions

A. General Instructions

Sealed RFQ's for, **ACQUISITION/REHABILITATION OF FORECLOSED PROPERTY HOME OWNERSHIP PROGRAM** will be received by the Purchasing Division, City of Tampa, until November 18, 2011 **at 3:30 PM.**

A **pre-qualification conference workshop** will be held on **October 14, 2011 2:00 PM** at Ragan Park Community Center (1200 E. Lake Ave.). The purpose of this conference is to answer questions that may arise from these submittal documents. If you are unable to attend the pre-qualification conference, questions must be submitted to Sharon West via fax within 24 hours of the conference. **Attached are important instructions and specifications regarding responses to this Request for Qualifications. Failure to follow these instructions could result in the Entity's disqualification.**

Questions regarding this RFQ should be referred to: **Sharon M. West, Housing and Community Development Manager.** Questions shall be submitted in writing or by email to sharon.west@tampagov.net.

Submission of qualification responses by mail, hand delivery or express mail must be in a sealed envelope with the Entity's name and return address indicated. Type or print the RFQ Title on the carrier envelope.

Submittals may be mailed, express mailed or hand delivered by November 18, 2011 by 3:30 PM to:

**Purchasing Division
306 E. Jackson St.
Tampa, Florida 33602**

APPLICATIONS MUST BE RECEIVED BY 3:30 P.M. on November 18, 2011. The application must be **typed**. The original shall have signatures in **blue ink**. Incomplete applications or applications submitted after the published deadline will not be considered. Housing Providers requiring additional forms should contact Israel Segarra at Israel.Segarra@tampagov.net.

Once submitted, no RFQ responses may be amended, unless the amendment has been requested by the City. The City, at its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any or all RFQ responses either in whole or in part, waive any informalities or irregularities of any RFQ responses, cancel this RFQ at any time or take any action in the best interest of the City. The City's decision in all matters shall be final. The City reserves the right to contact an applicant if additional information is required.

B. RFQ responses Content

- Keep responses to questions brief and concise.
- All forms need to be submitted in a typed format. Paperclip all documents (no binding).
- Each RFQ responses should be submitted with one original and four copies of the application only.
- RFQ responses must follow established outline, instructions and be submitted in the order provided on the checklist.
- Please verify that all dates, figures, and budgets are for the appropriate year and are accurate.

C. Acquisition/Rehabilitation of Foreclosed Property Program Application Cover Checklist

– RFQ Responses must contain the following information. All questions must be answered completely or the application will be considered non-responsive.

Organization:
Project Title:

*Applicant **MUST** place this checklist on top of your application and submit in the order below. (INCLUDE FOUR (4) SETS OF APPLICATION CONTENT)*

APPLICATION CHECKLIST (APPLICATION CONTENT)

- DEMONSTRATED EXPERIENCE AND CAPACITY – Page ____
- SUSTAINABILITY PRACTICES – Page ____
- FINANCIAL FEASIBILITY – Page ____
- READINESS TO IMPLEMENT– Page ____
- LEVERAGING – Page ____
- JOB CREATION – Page ____
- WOMEN/MINORITY/SMALL LOCAL BUSINESS ENTERPRISE – Page ____

A successful proposer who is a private for-profit entity or individual as developer MUST includes all attachments at the end of this application.

ATTACHMENTS

- Entity’s name, Street/Mailing Address, Phone, Fax and email contact information - Page ____
- Taxpayer Identification Number - Page ____
- Type of Organization. (Sole Proprietorship, General Partnership, Limited Partnership, Corporation, Subchapter S Corporation, Limited Liability Company, Joint Venture, Trust organization, etc.) and Date Organization established – Page ____
- List of Florida Counties where entity is licensed and/or has done business during the previous five years – Page ____
- List of All Principals or Organization Chart. (Ownership Information – Partners – Stockholders and % of Business Owned by each.) – Page ____
- Date Organization established under present name, and list of any former business names, if applicable, during the previous five years – Page ____
- Parent Company information, if applicable – Page ____
- If “Yes” to any of the questions below please provide detailed information:
 - Have you or any of your affiliates ever filed for bankruptcy? ____ -Page ____
 - Do you have any judgments, liens, or pending suits? ____ – Page ____
 - Have you or any of your business affiliates discontinued business operations with outstanding debts? ____ – Page ____
 - Have you been a principal in any other entities over the last five years? ____ – Page ____

CITY OF TAMPA

East Tampa Acquisition/Rehabilitation of Foreclosed Property Program
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- List of four of your largest projects completed within the past two years to include: Location, Contract Amount, Amount Sublet, Owner’s name, address and phone number, Type of Work, Starting and Completion Dates, Consulting Engineers and Architects. Both local references and references from outside the Tampa Bay area may be verified. – Page ____
- Most Recent Financial Statement or Tax Return – Page ____

A successful proposer who is a public or private non-profit entity MUST include all attachments at the end of this application.

ATTACHMENTS

- Proof of Non-Profit Status from State of Florida – Page ____
- Resumes and Job Descriptions – Page ____
- Articles of Incorporation – Page ____
- By-Laws – Page ____
- Organizational Chart – Page ____
- 501 (c) IRS Tax Exemption Letter – Page ____
- 990 IRS Tax Form – Page ____
- List of Board of Directors – Page ____
- Most Recent Audit or Financial Statement – Page ____
- Copy of the organization’s Board Approved Conflict of Interest Policy- Page ____
- Provide a copy of the organization’s financial and procurement policies- Page ____
- List the properties and addresses if applicable, and how long the organization has owned/managed them. – Page ____
- Procurement Policy for each partnering Agency – Page ____
- Resolution from Board of Directors authorizing submittal of application to RFQ – Page ____

CITY OF TAMPA
ACQUISITION/REHABILITATION OF FORECLOSED PROPERTY PROGRAM
 LEAD ENTITY Yes or No

APPLICATION

ENTITY INFORMATION (Fill out for EACH ENTITY in Housing Team)

Name of Entity: _____

Street Address: _____ **Physical Address (If Different Than Mailing):** _____

P. O. Box: _____ **Street:** _____

City: _____ **City:** _____

State: _____ **State:** _____

Zip Code: _____ **Zip Code:** _____

Contact person: _____ **Cell Phone:** _____

Title: _____ **Office Phone:** _____

E-mail: _____ **Fax:** _____

Name of General Partner(s), LLC Managing Member(s), Principles, (Non-Profit Board of Directors on separate sheet)

1.	% Ownership:	Phone:
2.	% Ownership:	Phone:
3.	% Ownership:	Phone:

State of Florida Occupational License Number(s) (List All By Type): _____

Year Entity was incorporated: _____ **Tax Identification Number:** _____

Type of Entity: Public Non-Profit, Private Non-Profit, For-Profit Organization or an Individual as a Developer?

HOUSING DEVELOPMENT (Private Non-Profit) HOUSING DEVELOPMENT (Public Non-Profit)

Sole Proprietor Limited Partnership

Limited Liability Company (LLC) General Partnership

Corporation (S Corp) OTHER _____

Corporation (C Corp)

(Select One) **Principle Purpose of Entity:** _____

CERTIFYING REPRESENTATIVE
(Person authorized to sign HUD contract, if approved) Please Sign in Blue Ink.

To the best of my knowledge and belief, data in this RFQ response are true and correct and the governing body of the applicant has duly authorized the document.

NAME: <i>(Please Print)</i>	Signature <i>(Signature)</i>
TITLE:	DATE SIGNED:

*** Is Board Authorization required prior to submission? Yes or No

Original	Copy

FORMS

- A.** Complete the attached Application Form and *Form 1* and include **each** member organization and the Lead Entity. **If all forms are not submitted, the RFQ will be deemed non-responsive**
- B.** Complete the RFQ Signature form provided in the RFQ Package (*Form 2*) for **each** member organization and the Lead Entity. This form must be signed by an authorized representative of the firm as defined below. **If all forms are not submitted, the RFQ will be deemed non-responsive:**
- C. Complete and sign the Conflict of Interest form (*Form 3*) attached.**
- D. Housing Provider’s Affidavit (*Form 4*)** This form must be signed by an authorized representative of the firm as defined below. **If all forms are not submitted, the RFQ will be deemed non-responsive:**
- When the entity is a corporation, including a non-profit organization, the president or vice president signing shall set out the corporate name in full beneath which he/she shall sign his/her name and give the title of his/her office. It shall also bear the seal of the corporation attested by its corporate secretary.
 - When the entity is a partnership, the submittal shall be signed in the name of the partnership by a general partner or other person duly authorized to bind the partnership. The capacity and authority of the person signing shall also be given.
 - When the entity is an individual or sole proprietorship, the individual owner, stating name and style under which the entity is doing business, shall sign the submittal.
 - If the entity is doing business under a fictitious name, they must submit a copy of Certificate of Registration with the Florida Secretary of State.
 - When the entity is a joint venture (or consortium), each member must sign the submittal as indicated above.

ALL HOUSING PROVIDER MEMBERS, DEVELOPERS AND CONSTRUCTION CONTRACTORS, PLEASE FILL OUT THE APPROPRIATE FORMS BELOW AND INCLUDE WITH YOUR RFQ RESPONSES.

**FORM 1
 HOUSING PROVIDER INFORMATION**

LEAD ENTITY

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

GENERAL CONTRACTOR (Also Complete Form 2)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

ENGINEER AND FIRM (IF APPLICABLE)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

SUPERVISORY ARCHITECT AND FIRM

Name:		
Address:		
City:	State:	Zip:

CITY OF TAMPA

East Tampa Acquisition/Rehabilitation of Foreclosed Property Program

(Single –Family – Home Ownership)

Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

REAL ESTATE ENTITY

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of real estate experience:	FL. Real Estate License #.	
Total number of projects currently listed:	Total Units:	
Tax ID No.	E-mail	
List Address of Properties currently listed for sale in the City of Tampa. List any government subsidized properties and how long you have been marketing each one. List MLS and Internet Web Sites used to market listings.		

ATTORNEY AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

Property Management

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

CITY OF TAMPA
 East Tampa Acquisition/Rehabilitation of Foreclosed Property Program
 (Single –Family – Home Ownership)

Tax ID No.	E-mail
License No.	Years of Experience:

OTHER

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Tax ID No.	E-mail	
License No.		

FORM 2

SIGNATURE FORM

ACQUISITION/REHABILITATION OF FORECLOSED PROPERTY PROGRAM

In compliance with this RFQ and to all the conditions imposed herein, the undersigned offers and agrees to provide RFQ for the Acquisition/Rehabilitation of Foreclosed Property Program, in accordance with the attached signed submittal, or as mutually agreed upon by subsequent negotiation. This completed signature form must be submitted with the entity's written RFQ and will become a part of any agreement that may be awarded. This Signature Form must be signed by an authorized representative as defined in the RFQ. If the Signature Form is not filled out and signed by an authorized representative of each partner organization and submitted, the qualification package is considered non-responsive.

Please type or print:

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact _____ Person: _____

Telephone No.: _____ Fax No.: _____ Email: _____

CITY OF TAMPA
East Tampa Acquisition/Rehabilitation of Foreclosed Property Program
(Single –Family – Home Ownership)

Type Organization: Individual Small Business Non-Profit
 Partnership Corporation Joint Venture

Attach copies of all such licenses, permits or certificates issued to the business entity.

Business is licensed, (unless exempt by applicable law) permitted or certified to do business in the State of Florida:

Yes No. License # _____

State of FL Corporation ID# (from Sec'y of State): _____

State of FL Fictitious Name Reg.# (from Sec'y of State): _____

Federal I.D. #: _____

Authorized Signature: _____ Date: _____

FORM 3
10B§ 570.611 Conflict of Interest

Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) *Applicability.*

(1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) *Conflicts prohibited.* The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to FORECLOSURE MITIGATION activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a FORECLOSURE MITIGATION-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a FORECLOSURE MITIGATION-assisted activity, or with respect to the proceeds of the FORECLOSURE MITIGATION-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

CITY OF TAMPA
 East Tampa CRA Acquisition/Rehabilitation of Foreclosed Property Program
 (Single –Family – Home Ownership)

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

Name _____

Conflicts/Potential _____

 Name (Printed)

 Name (Printed)

 Signature

 Signature

HOUSING PROVIDER’S AFFIRMATION AND DECLARATION – Form 4

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgements, personally appeared

AFFIANT’S NAME

Who, after being duly cautioned and sworn (or who is unsworn if that be the case) and being fully aware of the penalties of perjury, does hereby state and declare, on his own behalf or on behalf of a partnership or corporation, whoever or whichever is the Housing Provider in the matter at hand, as follows:

1. That the Housing Provider, if an individual, is of lawful age.
2. That if the Housing Provider is a partnership or a corporation, it has been formed legally; if a Florida corporation, it has filed its Articles of Incorporation with the Florida Secretary of State; if a corporation incorporated under the laws of a state other than Florida, it is duly authorized to do business in the State of Florida.
3. That if the Housing Provider is using a fictitious name, he/she/it has complied with the Fictitious Name Statute of the State of Florida.
4. That the Housing Provider has not submitted a rigged Bid, nor engaged in collusive bidding or collusive bidding arrangement or fraudulent bidding, or entered into a collusion relative to this bid, with any other person, partnership, or corporation making a bid for the same purpose. The Housing Provider is aware that “Any understanding between persons where one or more agree not to bid, and any agreement fixing the prices to be bid so that the awarding of any contract is thereby controlled or affected, is in violation of a requirement for competitive bidding and renders a contract let under such circumstances invalid.” [See McQuillian, Municipal Corporations, §26.69].
5. That the Housing Provider is not in arrears to the City of Tampa upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the City.
6. That no officer or employee of the City, either individual or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract or obligation entered into between the City of Tampa and this Housing Provider or awarded to this Housing Provider; nor shall any City officer or employee have any financial interest in assisting the Housing Provider to obtain, or in any other way effecting, the award of the contract or obligation of this Housing Provider.
7. That, by submitting this bid, the Housing Provider certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

FURTHER HOUSING PROVIDER SAYETH NOT.

Housing Provider: Complete the applicable Acknowledgement for An Individual Acting in His Own Right, A Partnership or A Corporation, according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT

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 identification and who did (did not) take an oath.

Signature of Notary Public _____
Notary Public Commission No. _____
My Commission Expires: _____

Signature of Affiant

Printed, typed or stamped
Commissioned name of notary public

Printed or typed name of Affiant

FOR A PARTNERSHIP

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____ 20____, by _____, who is a partner on behalf of _____, a partnership.
He/She is personally known to me or has produced identification and did (did not) take an oath.

Signature of Notary Public _____
Notary Public Commission No. _____
My Commission Expires: _____

Signature of Affiant

Printed, typed or stamped
Commissioned name of notary public

Printed or typed name of Affiant

FOR A CORPORATION

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20____, by _____,
who _____
is _____
(Title)
of _____
(Corporation Name)

a corporation under the laws of the State of _____, on behalf of the said corporation.
He/She is personally known to me or who has produced identification and who did (did not) take an oath.

Signature of Notary Public
Notary Public Commission No. _____
My Commission Expires: _____

Signature of Affiant

Printed, typed or stamped
Commissioned name of notary public

Printed or typed name of Affiant

FOR A LIMITED LIABILITY COMPANY

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20____, by _____,
who is _____
(Title)

of _____
(LLC Name)

A Limited Liability Company under the laws of the State of _____, on behalf of the
said Limited Liability Company. He/She is personally known to me or who has produced identification and who
did (did not) take an oath.

Signature of Notary Public
Notary Public Commission No. _____
My Commission Expires: _____

Signature of Affiant

Printed, typed or stamped
Commissioned name of notary public

Printed or typed name of Affiant

Frequently Asked Questions

Q1: How much down payment assistance will be available for these properties?

A: Up to \$40,000 (or 50% of Acquisition price) in Mortgage Assistance will be provided to eligible buyers. Buyers must qualify for a first mortgage from a Lending Institution and meet income eligibility requirements.

Q2: How does the Non-profit cover the costs until property is sold i.e. insurance, taxes, yard management, vandalism, etc.?

A: The City will pay for Carrying Costs for the first 90 days after Certificate of Occupancy. After that, the proposer is responsible for all costs.

Q3: When are the developers fees paid? Up front and at sale?

A: Upon sale of the house to an eligible buyer.

Q4: Are the real estate fees (when the house is sold) paid by the program directly or out of the developer's fees?

A: City will pay for Real Estate fees (up to 6%) at closing from program funds.

Q5: When is the Non-profit reimbursed for the program delivery cost? Up front or when sold?

A: When the property is sold.

Q6: Could we have a clearer definition of Program Delivery Costs?

A: Acceptable Program Delivery Costs include: Insurance, Utilities, Lawn Maintenance, Taxes. All other costs should be included in cost to rehabilitate.

Q7: What happens if house is not sold 90 days after CO?

A: Proposer will be responsible for all carrying costs after 90 days until property is sold.

Q8: Will you allow new construction if we acquire dilapidated housing and tear it down?

A: No new construction will be funded under this program.

Q9: Will The funds used to acquire and rehab properties become available initially to purchase and rehab, Or will it be reimbursed after project is completed.

A: City will provide funds to acquire properties. Rehabilitation costs are paid on a reimbursement basis.

Q10: How often can you ask for reimbursement for rehab?

A: 4 draws may be made.

Q11: How is the down payment assistance made?

A: Funds will be left in the property as a soft second mortgage if needed.

Q12: What are the eligible areas to acquire property?

A: The map included in the RFQ shows the East Tampa CRA areas only for this program.

Q13: Is there any control over who is purchasing the properties to avoid bidding wars?

A: No. The first successful proposer to provide the City with a Signed acquisition contract will be awarded the property.

Q14: Does the \$40,000 in DPA include closing costs for the buyer?

A: Yes.

Q15: Will the Title and Deed be in the Company's name or the City?

A: The Title will be in the company's name with a lien on the property by the City until sold to eligible buyer.

Q16: Who pays for the Acquisition, Title, and Environmental?

A: The City will pay for all pre-acquisition (due diligence) costs prior to the acquisition being approved.

Q17: Who pays for a Termite inspection?

A: Termite treatment should be a cost included with the rehabilitation.

Q18: Are appraisals based on Market Value?

A: Yes. An appraisal is required to determine acquisition price less 1%. Another appraisal will be done after rehabilitation to determine sales price.

Q19: Are Comps for appraisals based on area sales or HUD?

A: Area sales.

Q20: Can you provide a list of potential buyers?

A: No. The City provides clients in the home buyer education classes a list of eligible properties.

Q21: How many distressed properties are in this area?

A: City wide, over 5,000 lis pendes have been filed.

Q22: Is there an allowance to be used for any risk of vandalism or theft of materials or tools?

A: No. Contractors are required to have builder's risk insurance for all properties.

Q23: Will building permits be expedited to ensure projects conform to strict schedules?

A: Yes.

Q24: As for the insurance on the automobiles; do non-company (lead entity) owned vehicles need to carry the mentioned insurance coverage? Also, does each subcontractor have to carry the insurance coverage if it is their personal vehicle?

A: All partners, contractors and subs shall have private coverage on personal vehicles if using for City funded programs. Company vehicles shall have mentioned coverages.

Q25: If a home does not sell in the first 90 days, what expenses will the housing provider be expected to carry?

A: All costs of owning and maintaining the property in show condition until sold to end buyer.

Q26: What is the cost of funds and repayment period for the acquisition money?

A: Zero percent until property is sold.

Q27: Since the housing providers are unknown, is it necessary to obtain insurance/liability coverage before we are qualified?

A: Yes. Lead entity must submit current insurance coverage with proposal.

Q28: Is it permissible if a team member has had a foreclosure or short sale in the past and all property taxes have been paid?

A: This will be evaluated on a case by case basis.

Q29: Where on your website do I go to review updates (answers to previously asked questions, etc.)?

A: http://www.tampagov.net/dept_housing_and_community_development/Programs_and_Services/request_for_proposals.asp

Q30: Is Builders Risk Insurance required on this project? If so, who's responsible for obtaining this type of insurance (the Housing Authority or the builder)?

A: Yes, the contractor will be responsible for obtaining Builder's Risk Insurance for each property.

Q31: Regarding the insurance requirements detailed on page 9 of the RFQ: Can items such as insurance cost (because a contractor has to pay insurance costs on the amount of revenue generated on each project), management services and portable toilets be covered in the general construction costs to rehab a home? Meaning, these costs would be accounted for within the 65K to rehab the home.

A: Yes, these costs should be included in the estimate to rehab not to exceed \$65,000.

Q32: As stated on 9/10/10 the City will reimburse for up to three months after rehab is complete. Will additional carrying cost be paid at closing if disposition takes longer than three months?

A: No.

Q 33: What are leveraged funds used for?

A: Any additional costs beyond what is covered by this program.

Acquisition/Rehab/Sales Process:

- Successful proposer locates property in target area and makes sure property meets eligibility criteria of being foreclosed or abandoned (documentation must be submitted to City).
- Signed acquisition contract with seller (that includes stipulations on acquisition price/appraisal, due diligence) provided to City’s Real Estate Development Office.
- City reviews contract and provides inspection of property for ability to rehab for \$65,000 or less
- If yes, City will have appraisal, title search and environmental review done. If no, contract is canceled. Purchase price is set at 1% discount from appraised value. Environmental Review must have no significant findings.
- Pending results of the appraisal, title and Phase 1 Environmental Review, final offer is made and closing date set.
- City provides funds at closing for acquisition and closing costs. Real estate fees for the acquisition of the property are the responsibility of Seller.
- Partner provides work write up to City for approval and cost resonableness review.
- Once approved, permits are obtained and rehab work begins.
- Partners may request up to 4 draws on a reimbursement basis. Proof of payment to contractor is required. A quality inspection is completed after each draw.
- Once the Certificate of Occupancy is obtained, the house can be sold. The price of the house is determined by a new appraisal or the amount of funds invested, whichever is less.
- Buyers must attend Home buyer education class and be income certified by the City.
- At closing, City provides mortgage assistance and closing costs, including real estate fees up to 6%.