



## **Neighborhood Stabilization Program** **Frequently Asked Questions**

**Q: Are the insurance requirements (in XVIII) uniform to all applicants, including the non-profits?**

Yes, the insurance requirements are required of all vendors participating in this program.

**Q: Does past projects awarded (section 10, The Volume of Current.....) include subsidy that was applied to housing products provided by the CHDOs and/or operating support awarded as part of a previous housing service year?**

Yes, this scoring category will take into account all work paid for and/or performed on the city's behalf.

**Q: How does a company interested in bidding the work for this program become eligible to participate?**

Make sure that you're on the certified contractors list if you plan to work with the programs as a contractor.

**Q: Referring to the RFP section: Rehabilitation,7 construction management. You are asking for "home inspectors" for inspections, but experienced contractors will be much better qualified to estimate the cost of the work.**

If a potential participant feels their experience fits with the criteria apply for that area of the RFP.

**Q: Please provide directions to find Section 8 Housing Quality Standards.**

More information on property standards required by the HOME program can be found at  
<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/>

**Q: The RFP refers to Housing Safety Codes and Fire Prevention Codes. Do these refer to the same codes as the Fire Marshall uses?**

A copy of the HQS checklist is attached. All units rehabilitated under this program must meet these minimum guidelines, as well as all local building and safety codes.

**Q: What is the “eligible buyer” criteria for NSP financing?**

Can get bank financing for a mortgage, and does not have an annual household income of more than 120% of area median income

**Q: Define the Rehabilitation Standards that are a requirement for this project. I have copies of OSHA codes, Florida Building Code and other standard codes in our office but I am not familiar with items listed in the RFP.**

The Housing and Neighborhoods Department is revising its local rehabilitation standards, a copy of which will be provided at the time of bid.

**Q: In responding to the RFP, would an entity that proposes to be a Property Developer be precluded from also being a Management Consultant under the Administrative Functions?**

The RFP clearly states that an entity may apply for one or more categories. Selection will depend on the capacity to perform, along with the other criteria in the RFP.

**Q: Under which section would a firm submit a proposal to actually handle the proposed sales of the single family homes once they are rehabilitated?**

The sales would normally be a function of a Property Developer.

**Q: #7 construction management, asks for certified home inspector. The home inspector is not qualified to provide cost estimate. Can a building contractor subcontract the inspection part of this work to a certified home inspector to form a team with both areas of expertise? There is not time to form a formal joint venture.**

The City will have a certified home inspection firm under contract to perform all aspects of the work write up, construction management, and inspections. Therefore, the contractor will not need to subcontract this work on his own.

In addition, the City wants to maintain full control of all aspects of the construction process to maintain quality control. That is the reason a certified home inspection firm will be working on the City's behalf.

**Q: In responding to the RFP, would an entity that proposes to be a Property Developer be precluded from also being a Management Consultant under the Administrative Functions?**

Applicant entities should respond to one or more of the services listed below in accordance with the agency's expertise and qualifications.

**Q: Section XVIII. Insurance Requirements. As this RFP is seeking proposals from many different types of businesses – and since insurance coverage is based upon what type of business you are in – I wanted to ensure that I fully understood the applicable insurance requirements. Ability Housing will be submitting a proposal to act as Rehabilitation/Rental Developer (as described in section II.8.). Please advise which insurance types (as per the RFP) are required from a Rehabilitation/Rental Developer.**

All coverage listed in the RFP is required.

**Q: The referenced RFP establishes a 25% participation by JSEBs based on a percentage of the dollar value of the contract. However, the goal of the RFP is to identify qualified, interested, available people to help implement the Neighborhood Stabilization Program. There is no contract dollar value since this is a time and materials contract and there may be more than one provider per task. Further, while a firm may bid several tasks they may not be selected for all of them thus potentially impacting the JSEB participation in the contract. How do you recommend firms meet the 25% participation by JSEBs given the design of the procurement?**

The JSEB participation requirement applies to the NSP work as a whole, not under the various categories. However, respondents are encouraged to articulate in their response how they plan to include minority and small business participation.

**Q: How do I apply to be on the Contractors list, as well as minority business, and the Property Development category?**

Instructions for getting on the contractor's list are found on page 4 of the RFP.

**Q: What are the audit requirements for new companies composed of experienced owners?**

All firms are required, as indicated in the RFP, to have a current audit (for the most recent fiscal year ended) conducted in accordance with Generally Accepted Auditing Standards. Agencies with a December 31, 2008 year end may submit their December 31, 2007 audit providing that the 2008 audit is received no later than April 30, 2009.

**Q: What are the audit requirements for joint ventures?**

Joint ventures must submit the current audit for all participants in the joint venture under as indicated in the RFP, to have a current audit (for the most recent fiscal year ended) conducted in accordance with Generally Accepted Auditing Standards. Agencies with a December 31, 2008 year end may submit their December 31, 2007 audit providing that the 2008 audit is received no later than April 30, 2009.

**Q: Please provide details on the reimbursement process and timing?**

Reimbursement requests will be submitted monthly (with the appropriate monthly report). Payment on contracts takes typically 14-21 days, depending on whether or not the billed activity requires physical inspection.

**Q: The RFP references single-family, duplexes, quads or other multi-family properties and this policy applies to properties with eight or more units. Is there another policy for properties with less than eight units?**

Yes, found on the NSP web page is a link to the guidelines for properties with 1-7 units.

**Q: Is the 60% of the developer's commitment to purchasing the property included within the 26,000,000 or is that a burden that is carried with the developer until the property sells? In other words the 40% the city is committing to the property is the only amounts removed from the grant pool?**

The 60/40 requirement does not apply to any category other than property developer for homeownership activities. The developer will be required to carry that debt until permanent financing is in place.

**Q: Can for-profit organizations participate in the program?**

Yes, for-profit entities are eligible to apply in all but the last two categories – homeownership counseling and land banking.

**Q: There are limited terms in the RFP and it makes reference to a "contract Agreement." I do not find that document provided. Does the City contemplate negotiating contract terms following proposals and selections? Should we submit our proposal with our standard terms with agreement to revise/modify as appropriate in light of those terms provided?**

A contract will be developed for each entity selected. Terms and conditions will be contained therein, and all parties will be able to review the contract prior to signing.

**Q: If an entity is a certified contractor with the Housing and Neighborhoods Department, and they apply to be a property developer, can the developer use themselves as contractor? If not, does the entity need to apply separately to be a building contractor for the NSP, or are they automatically on the list for the NSP if they are a certified contractor?**

Yes. The answer of “yes” to the first question pre-empts the need to answer the second question.

**Q: 1. There are other national home inspection certifying firms such as the National Association of Certified Home Inspectors, NACHI. Their website is [www.nachi.org](http://www.nachi.org). We would like to have this firm added as a qualifier for construction management inspection certificates. This organization has been approved in several states.**

**2. Can we extend the bid opening date by 1 week?**

1. We will consider all certifications a plus when evaluating capacity. We do not feel it necessary to modify the RFP to accommodate this request.
2. Due to the very short time frame for expending funds, we do not want to extend the deadline date for the RFP.

**Q: If an entity is a certified contractor with the Housing and Neighborhoods Department, and they apply to be a property developer, can the developer use themselves as contractor?**

Yes.

**Q: If not, does the entity need to apply separately to be a building contractor for the NSP, or are they automatically on the list for the NSP if they are a certified contractor?**

If you are not on the list, and plan to perform as a contractor, you are not eligible.

**Q: Will there be a uniform CDBG Environmental Assessment Checklist that will be utilized by all Environmental Engineering consultants? If so, can a copy of this checklist be provided at this time?**

The Uniform CDBG environmental checklist can be found on HUD's website.

**Q: Please confirm that the Phase I Environmental Site Assessments will adhere to ASTM 1527-05.**

All ESA must conform to all regulatory provisions.

**Q: Lead testing was mentioned in the RFQ. Please make mention of other non-ASTM scope services might be required (i.e. asbestos testing, radon testing, etc.).**

Lead testing will be required on all pre-1978 built homes. Other issues will be addressed on case by case basis.

**Q: Is the City of Jacksonville requesting mobilization and consulting services to train staff, administration and partners for planning and implementation followed up by training for sub recipients, or Full Management and implementation by RFP respondent?**

Respondents to the RFP should respond to the activity listed in the RFP that they feel they are most qualified for. Award of services will depend on a number of things, but it is possible that an award could be made on a portion of an activity.

**Q: Can we get notes from the Friday session?**

There are no notes available.

**Q: Is there a limit to the number of pages to be submitted in response to the RFP?**

There is no limitation in the number of pages.

**Q: Is there a specific outline you would like utilized for the response to the RFP?**

Please follow the outline provided in the RFP.

**Q: On page 17 of the NSP Substantial Amendment, are the unit goals shown for just this distribution, or are they taking into consideration subsequent years/distributions?**

Initial distribution with program income, however this figure is very fluid. It was provided to HUD but we are not tied to it.

**Q: Instead of an audit, can a copy of last year's tax return prepared by a Certified Public Account be utilized instead?**

Please see RFP addendum for answer to questions about audit requirements.

**Q: Can you apply for the Property Developer and Construction Management? If so, should two separate proposals be submitted or combine them both as one?**

Selected entities cannot be both developer and construction manager.

**Q: Can a licensed general contractor apply to be on the city's approved contractor list to perform any of the work after the bid deadline of February 6, 2009?**

The city's list of certified contractors is open year round.

**Q: Regarding the JSEB 25% requirement, is the 25% requirement applicable separately to each section of the NSP for which a company is applying?**

The 25% is for each category, although we may have some flexibility there.

**Q: What is defined as a "reasonable and customary" development fee within the Local Housing Assistance Plan or the 2010 Comp Plan (Housing Element). Some other more specific direction regarding acceptable ("reasonable and customary" for Jacksonville) Development Fees and Program Delivery costs?**

As far as R & C, we will likely track closely with the allowances in the Florida Housing finance corporation programs. More information is on their website in the various program rules.

**Q: Can you provide one or both of the following: A sample approved contract featuring a "Development Fee" and how it would be reflected within the "Program Delivery" costs.**

We are not able to provide a sample contract.

**Q: Is the 40% of the money that will be budgeted out of the grant monies for property purchase?**

Yes.

**Q: Concerns regarding criterion 5, specifically the request for two reference letter from other clients. Our projects will fall under Rehabilitation/Rental, Rental Developers. Historically our projects have been specifically for one entity, we don not provide contracting/management/construction services for others. Does this requirement still apply, and from what type of client would we obtain letters from?**

This requirement is for all categories and can be from any entity that has done business with the applicant.

**Q: Page 11 of NSP RFP P-31-09, requires an audit for the most recent fiscal year be due within 120 days of the fiscal year end date. Page 13 of the same document requires a current financial statement certified by the president or CFO be attached to our proposal. Since we have not previously done work for the Housing and Neighborhood Department, we do not have audited statements for 2007. We can submit the financial statements as required along with 2007 tax returns as filed with our proposal and if selected, can provide the required audit for 2008 by April 30<sup>th</sup>, 2009.**

Please refer to RFP addendum for issues related to the audit requirements. The minimum requirement will remain in effect. However, despite an entity's inability to meet the minimum audit requirement, they are encouraged to apply anyway. The response(s) will still be scored. Certain categories may be impacted by the entity's inability to provide the statements, but they will not be immediately deemed ineligible to participate.

**Q: Can a not for profit organization such as SPAR can submit an application for NSP funds related to: Consultation on foreclosed properties?**

Under the Management consultant category.

**Q: Soliciting buyers and providing Historic Education and guidelines for potential buyers?**

Under the homebuyer counseling category (if the other threshold items can be met).

**Q: Formation of a partnership with a developer to restore Historic properties**

This is eligible.



**Q: Potential funding for clean up and preservation related to foreclosed properties.**

This is not an eligible activity.

**Q: If we are submitting for more than one programmatic Function such as property developers, rental developers and land banking, do we need to submit multiple proposals or can one proposal encompass all the programmatic functions?**

You can submit one proposal.

**Q: What will be accepted property for land banking?**

Responses for the Land Bank category are restricted to non-profit organizations. Both developed and undeveloped properties within the NSP target area that are abandoned and foreclosed upon are eligible for land banking.

**Q: Will an entity be allowed to participate as a construction manager without being a licensed home inspector?**

Yes. There is no specific license required to be a home inspector.

**It was discussed in the Pre-Bid meeting that the NSP would like to have 60/40 leverage when acquiring properties to rehabilitate. Does this mean that at the time of the initial acquisition by the developer, we can expect the NSP to provide 60% of the funds?**

**Example:**

**Appraised Value \$50,000**

**Purchase Price \$42,500 (85% of appraised value)**

**NSP will reimburse \$22,500 (or 60%) to developer within 30 days of closing**

To clarify, the developer will need to provide at least 60% of the total project cost needed in order to make the unit saleable. NSP will provide 40% of the funds. All funds should be recaptured upon completion AND take out by the permanent lender.

**Q: Under Section VI Number 5, can you elaborate on what a “prior client” is? As an agency providing affordable housing, we refer to our residents as clients. Perhaps, it means an individual or agency we’ve done business with – such as a state, local and/or community funding agency we’ve contracted with to develop or provide housing.**

Prior client means any entities that the applicant has done business with in the past, as listed in that section of the RFP.

**Q :It states to find out if there has been any addendums issues? If yes, can you e-mail that to me?**

Please look at the website find the addendum.

**Q: Has the City of Jacksonville already acquired the foreclosed/distressed property in order to estimate the number of units to complete the activity for which we are applying as a consultant?**

The City does not currently own any foreclosed units. Please consult the Amendment on the HAND website for an estimated number of units.

**Q: On page 11, half way down the page, 2nd bullet, it mentions previous work we with the committee consider that we have preformed. Is this work we've done that is similar in nature or work for the City of Jacksonville?**

Yes. Any contracts your firm has had or does have with the City will be considered.

**Q: I am considering that my RFP will consist of the following: cover sheet specifying what we are applying to be considered for; Statement acknowledging to be a part of all meetings and with a cost estimate; narrative form of section IV, Selection Criteria items 1-10 of section;evidence of insurance capability and Attachment "A". Are there any other documents that are needed?**

All required documents are specified in the RFP.

**Q: Do the signatures need to be in a certain color ink?**

Blue will be fine