

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS**

**REQUEST FOR PROPOSALS  
HOUSING REHABILITATION PROGRAM  
AND  
FIRST-TIME HOMEBUYER PROGRAM SERVICES**

**May 14, 2010**

**I. COMPETITIVE SEALED PROPOSALS:**

**NOTICE IS HEREBY GIVEN** that pursuant to a fair and open process, sealed proposals will be received by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") for the administration and delivery of a housing rehabilitation program and a first time homebuyers program.

Respondents must submit their written proposal by **5:00 p.m.** prevailing time on **Tuesday June 15, 2010.**

County management personnel will be available by telephone (on an appointment basis) to answer questions of potential respondents. Respondents desiring to schedule a telephone conference should contact Maria Elkins, Lackawanna County Chief of Staff at 570-963-6800.

Proposals received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all proposals.

The Board has determined that in order to select the most advantageous proposal to serve to provide Administration Services for the Dunmore HOME Housing Rehabilitation Program and a First-time Homebuyer Program for the County of Lackawanna Department of Planning and Economic Development comparative judgments of technical factors will be necessary. The County believes that the individual or firm serving in this capacity must have a broad range of experience in the provision of housing rehabilitation and homebuyer assistance programs, including federal regulations, program outreach, program design, and program implementation.

The Board reserves the opportunity to modify this Request for Proposal at its own discretion and without prior notice, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

**II. INTRODUCTION:**

The purpose of this Request for Proposal is to solicit proposals from qualified individuals or firms for services to assist low- and moderate-income county residents to purchase and/or rehabilitate properties. The funding for this "Program Administration" will be by way of a grant funded by approximately \$350,000 from the HOME Program and \$117,500 from the County's Act 137 First-time Homebuyer Program. The Housing Rehabilitation and Homebuyer Assistance Programs are important components of the county's affordable housing strategy.

**Housing Rehabilitation Program:** The primary purpose of the Housing Rehabilitation Program is to correct code violations and substandard living conditions, including the removal of health hazards associated with lead paint, asbestos, mold and underground oil storage tanks. The Housing Rehabilitation Program also provides assistance for persons with disabilities who require accessibility improvements such as the installation of handicap ramps, bathroom grab bars, etc.

The County's desired outcome is to rehabilitate twelve (12) to thirteen (13) units through use of deferred payment loans at zero (0) percent interest and forgivable grants. Funding is for eligible low and moderate-income individuals and households throughout the Borough of Dunmore.

**First-time Homebuyer Program** has allocated a total of \$117,500 from ACT 137 Funds for down payment assistance and closing costs for eligible First-time Homebuyers. The program will provide up to 3% of the purchase price of the home and up to \$1,200 for closing costs. The purchase price of the home cannot exceed \$150,000.

### **Housing Rehabilitation Program & First-time Homebuyer Program Administration Services**

#### **III. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSAL:**

- A. **DEADLINE FOR SUBMISSION:** Six (6) copies of the proposal must be provided. Qualifications must be submitted to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, PA 18503. Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email is not permitted. The final selection will be made in the sole discretion of the Board.
- B. All questions regarding this Request for Proposal should be made in writing to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, PA 18503. Proposals must be submitted in two separate sealed envelopes, one marked "Technical Proposal" the other marked "Price Proposal". Price Proposals shall NOT be submitted with Technical Proposal. Any Technical Proposal containing any part of a Price Proposal shall be deemed non-responsive. Six (6) copies of the technical proposal must be submitted in a sealed envelope, plainly marked:  
Technical Proposal, "Housing Rehabilitation Program and First-time Homebuyer Program Administration Services" along with your company name on the front of the envelope. One copy of the Price Proposal, sealed and marked "Housing Rehabilitation Program and First-time Homebuyer Program Administration Services" along with your company name on the front of the envelope.

Proposals received after the deadline will not be considered. The name of all parties submitting proposals will be recorded but no proposal content will be made public until the County has completed the evaluation of the submittals.

- C. **EXAMINATION OF DOCUMENTS:** Each proposer shall be satisfied as to the requirements of the contemplated services to enable the intelligent preparation of this proposal. The proposer shall be familiar with all RFP Documents before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information.
- D. **ADDENDUM:** Each proposer shall be required to acknowledge any and all Addenda at the top of the Letter of Interest page of the "Technical Proposal" as well as in the "Price Proposal". Addenda will be faxed or mailed First Class postage by the USPS, to every individual or firm on record as having taken a set of Contract Documents. If you have downloaded the Request for Proposal from the internet, you must make your company known to the County of Lackawanna Department of Planning and Economic Development by emailing or faxing your company's: Name, Address, Phone and Fax Number and include **RFP for Housing Rehabilitation Program & First-time Homebuyer Program Administration Services** you would like to be recorded as taking out.

It is the contractor's sole responsibility to ensure that they have received all addenda's prior to the RFP submittal date.

Copies of addenda will be made available for inspection at the location listed in the Request for Proposals where Contract Documents are on file in addition to the County's website:

[www.lackawannacounty.org/rfp\\_rfq.aspx](http://www.lackawannacounty.org/rfp_rfq.aspx)

- E. **EVALUATION OF PROPOSALS:** The Technical proposals shall be evaluated by an evaluation committee. They shall prepare their evaluation based on the criteria attached hereto. The top three proposers will be considered and an interview required as part of the evaluation of this proposal.
  
- F. **AWARD:** The contract award will be made within 30 calendar days, only to a responsive and responsible proposer who is determined to be the most advantageous taking into consideration pricing, evaluative criteria, capability of performing the services contemplated and meeting the minimum criteria set forth in the RFP. Each proposal will be evaluated in order to determine whether it meets all of the proposal submission requirements as described in the RFP.
  
- G. **CONTRACT TERM:** Housing Rehabilitation Component: The term of this portion of the contract shall extend from the day contract execution for a period of 2 years with an option to extend for an additional one year term, at the sole discretion of the County, providing funding is available. There shall be no change in the contract price and terms and conditions during the option to extend.  
  
First-Time Homebuyer Component: The term of this portion of the contract shall extend from the day contract execution for a period of 1 year with an option to extend for an additional time at the sole discretion of the County, providing funding is available. There shall be no change in the contract price and terms and conditions during the option to extend.
  
- H. **FORMAT OF PROPOSAL:** Proposals shall be submitted with a table of contents showing the page number of each item. All proposals shall follow the same order of this RFP. Each page in the proposal shall have a footer displaying the page number.

**SCHEDULE:**

RFP Release Date – May 14, 2010

Proposals Due Date – June 15, 2010, 5:00 PM

Proposal Screening, Evaluation and Interviews Complete – by July 10, 2010

Contract Award – July 14, 2010 Contingent upon completion of the ERR

**IV. BACKGROUND**

The County of Lackawanna requests proposals and qualifications for the day-to-day administration, management and implementation of its Dunmore HOME Program grant and the administration and management of the First-time Homebuyer Program funded with local Act 137 Funds. The scope of responsibilities includes providing grant compliance, financial management and implementation of the two programs. The services being solicited are comprehensive and the County is seeking to contract, in its entirety, the professional, technical and administrative services necessary to successfully manage these programs with the direct oversight by the County's Dept. of Planning and Economic Development. The services and responsibilities being solicited are presented in greater detail below.

**V. SCOPE OF WORK**

The consultant team, firm, or individual selected to assist the County in its Housing Rehabilitation Program and First-time Homebuyer Program shall perform all duties professionally to ensure successful implementation of the programs and employ sound grant management practices. The

functional responsibilities of the consultant positions are needed to complete the tasks/milestones for the housing rehabilitation and homebuyer assistance activities and to meet programmatic, administrative and regulatory objectives, as applicable. The tasks under this RFP are partially funded through the County's Dunmore HOME Program Grant therefore all work must be compliant with 24 CFR Part 570 and 24 CFR Part 92, respectively, as appropriate.

## **Program Tasks**

### **1. General Administration of Rehabilitation Program Tasks**

The County is seeking assistance to manage the day-to-day operations of the Housing Rehabilitation Program, including marketing and outreach, application intake, applicant income verification and qualification for assistance, case file creation and maintenance, preparation of HUD IDIS Setup and Completion forms, preparation of all applicable legal documents (UCC-1; mortgage, note, Owner/County agreement, etc) and other related responsibilities, as needed, to implement the program.

### **2. First-time Homebuyer Program Tasks**

The County is seeking assistance in the day-to-day management of the First-time Homebuyer Program including marketing and outreach, application review, determining eligibility (income verification and underwriting) and project management including the development of legal documents, with the assistance of the County's Law Department.

### **3. Technical Rehabilitation-Related Assistance to Homeowners Tasks**

The County is seeking, at its sole discretion, technical rehabilitation-related assistance to homeowners, including the following: site inspections, development of work specifications as a result of the inspection, preparation of cost estimates, assistance and coordination with any lead paint, asbestos, or other hazard tests that may need to be done, assisting the owner with the bidding process, construction management including approving contractor requisitions, periodic inspections during construction and a final inspection of the work including the development of punch lists, and all final paperwork.

#### **The Technical Proposal must include the following information:**

1. A letter of interest including company history.
2. Acknowledgment of any/all Addendum with the following paragraph:  
"Proposer acknowledges Addendum # , , , , "
3. Technical Proposal (not to exceed twenty (20) pages)
  - A. Project Goals
  - B. Planning Philosophy and Approach
  - C. Project Leadership, Organization and Management
    1. Project Manager
    2. Project Team
    3. Task assignments
    4. Time commitments by Team Member
  - D. Work Program Objectives and Anticipated Outcomes (see Scope of Services)  
Timetable for Completion of Work.
  - E. Work Schedule by Tasks
4. Example(s) of comparable rehabilitation and homebuyer assistance projects (no more than three), including a one paragraph synopsis, dates of service, a contact name, address, and telephone number.
5. Resumes of all project team personnel.
6. Minimum of three (3) references from related projects.

## **VI. MINIMUM CRITERIA**

All proposers must provide complete and correct information necessary to demonstrate their compliance with all Minimum Criteria identified herein. Proposers who do not meet the Minimum Criteria will be considered non-responsive.

1. The proposer must have a minimum of three (3) years of experience administering HOME-funded housing rehabilitation program(s) in Pennsylvania.
2. The proposer must have a minimum of three (3) year's experience administering homebuyer assistance program(s) within the past 5 years.

## **VII. COMPARATIVE EVALUATION CRITERIA**

Proposers must submit a resume and technical information that demonstrates experience or achievement in the following categories, including references.

The COUNTY will evaluate each written proposal and determine if oral discussions with the OFFERER are necessary. Based on the content of the written proposal and any oral discussion, the COUNTY will make a selection that will be most favorable to the COUNTY and the Community. The factors for award will include consideration of the factors identified in Sections V, VI and VII hereof, as well as qualifications, experience, timeliness, past performance, costs, and overall determination of the OFFERERS ability to meet the COUNTY's need for services as described herein. The COUNTY encourages Small Business Firms and firms owned and controlled by socially and economically disadvantaged individuals including Minority Business Enterprises and Women Business Enterprises and also Not-for-profit entities to submit proposals. Personnel/subcontractors working on the project shall be listed in the proposal. During the contract period, use of any personnel and/or subcontractors by the successful OFFERER that were not previously identified in their proposal must be approved in advance in writing by the COUNTY. All successful OFFERERS must meet the terms and conditions of the attached Part II - Terms and Conditions. The COUNTY reserves the right to reject any or all proposals, including, but not limited to, proposals exceeding the budget after negotiations. Evaluation factors and their relative importance (maximum points to be awarded) are as follows:

Proposals will be evaluated based on the following prioritized criteria:

1. Previous relevant experience managing and implementing federally funded housing rehabilitation program(s) in Pennsylvania.  
**8 to 10 Points:** More than 7 years of relevant experience.  
**3 to 7 Points:** 3-7 years of relevant professional experience.  
 Unacceptable: Less than three years of relevant professional experience.
2. Previous relevant experience managing and implementing federally funded homebuyer down payment assistance program(s).  
**8 to 10 Points:** More than 7 years of relevant professional experience.  
**3 to 7 Points:** 3-7 years of relevant professional experience.  
 Unacceptable: Less than three years of relevant professional experience.
3. Previous relevant experience providing Technical Rehabilitation-Related Assistance in federal-funded housing rehabilitation program(s).  
**8 to 10 Points:** More than 7 years of relevant professional experience.  
**3 to 7 Points:** 3-5 years of relevant professional experience.  
 Unacceptable: Less than three years of relevant professional experience.
4. References (3)  
 One member of the Evaluation Committee will check three (3) references of all proposers who are interviewed asking the same questions of each reference. The person who checks the references will prepare a report for the remaining evaluators.  
**8 to 10 Points:** All three references stated that all tasks were completed to a satisfactory level and within the time frame required.  
**4 to 7 Points:** Less than three references were satisfied with the results of their completed project and/or time frames were met.  
**1 to 3 Points:** References were satisfied with the end results, but project was not completed in a timely manner or references were not satisfied with the end results, but project was completed on time.

5. Amount of time that the firm has available to commit to the project, based on the current workload of the firm: **1 point.**
6. Firm's familiarity with the Community: **1 point.**
7. Other qualifications:
  - A. Small Business Firm (a firm with less than \$4 million in annual gross receipts): 1 point.
  - B. Minority Business Enterprise (MBE) (MBE's must be certified by the Pennsylvania Department of General Services and/or the Pennsylvania Department of Transportation): 5 points.  
 A Minority Business Enterprise is a for-profit business concern that is one of the following (minority persons are persons who are citizens of the United States and who are African Americans, Hispanic Americans, Native American, or Asian-Pacific Americans):
    - (1) A sole proprietorship, owned and controlled by a minority; or
    - (2) A partnership or joint venture controlled by minorities in which 51% of the beneficial ownership interest is held by minorities; or
    - (3) A corporation or other business entity controlled by minorities in which at least 51% of the voting interest and 51% of the beneficial ownership interest are held by minorities.
  - C. Women Business Enterprises (WBE) (WBE's must be certified by the Pennsylvania Department of General Services and/or the Pennsylvania Department of Transportation): **3 points.**  
 A Woman Business Enterprise is a for-profit business concern that is:
    - (1) a sole proprietorship, owned and controlled by a women in which at least 51% of the beneficial ownership is held by women; or
    - (2) a partnership or joint venture controlled by women in which at least 51% of the beneficial ownership is held by women; or
    - (3) a corporation or other entity controlled by women in which at least 51% of the voting interest and 51% of the beneficial ownership interest are held by women.
  - D. Labor Surplus Area Business Firm (a civil jurisdiction (cities with a population of at least 25,000 and all counties, in addition to township of 25,000 or more population) whose average unemployment rate is at least 20% above the average unemployment rate for all states (including the District of Columbia and Puerto Rico) during the previous two calendar years.: **1 point.**
  - E. Section 3 Business Firm: (Section 3 Business Concern means:
    - (1) That is 51 percent or more owned by section 3 residents; or
    - (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently section 3 residents, or within three years of the date of first employment business concern were section 3 residents; or
    - (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) above.
 Section 3 Resident means: A public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the section 3 covered assistance is expended (Lackawanna, Luzerne, and Wyoming Counties), and who is a low-income or very low-income person.  
 Category 1 – Section 3 Resident (Business concerns of 51% or more owned by residents of the community or public housing development for which the work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees): **4 points.**  
 Category 2 – Section 3 Resident (Business concerns of 51% or more owned by residents of the community or public housing development other than the housing development where the work is to be performed; or whose full-time, permanent workforce includes 30% of these persons as employees): **3 points.**  
 Category 3 – Section 3 Resident (HUD Youthbuild programs being carried out in the community in which Section 3 covered assistance is expended): **2 points.**

Category 4 – Section 3 Resident (Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents; or that subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns): **1 point.**

Section 3 Strategy for meeting greatest extent feasible requirement to comply with the Section 3 training and employment preference, or contracting preference, or both, if applicable.: **5 points.**

F. Not-for-profit Entity – A corporation having a 501(c) 3 status from the IRS: **3 Points**

## **SECTION VIII.**

### **PARAGRAPHS A – H MUST BE SIGNED AND RETURNED WITH TECHNICAL PROPOSAL**

#### **IX. CONTRACT TERMS AND CONDITIONS**

The following is an outline of contract provisions that will be finalized for signature when the contract is awarded.

##### **A. PERFORMANCE OF SERVICES**

Under the awarded contract the Proposer shall agree to the following:

1. Proposer shall at all times perform their services in accordance with the highest professional standards of skill, care and diligence.
2. The proposer shall not subcontract any portion of this contract without the prior written approval of the County of Lackawanna.
3. The proposer shall not sell, assign or transfer this contract.
4. Proposer shall get written authorization on all formatting pertaining to reports, tracking databases, & records required to be developed and maintained within this RFP.
5. The proposer shall provide the COUNTY with a Certificate of Insurance in an amount of \$1,000,000 or greater covering General Liability including Bodily Injury, Property Damage, and Personal Injury. The COUNTY shall be named as an additional insured on this certificate. The Contractor shall attach the Certificate of Insurance to this Agreement at the time of contract execution and thereafter shall submit a new certificate on the annual anniversary date.

##### **B. CONTRACT TERM**

Under the Contract awarded, the Proposer agrees to adhere to the requirements in the contract. The Proposer agrees the contract is subject to termination if the Proposer cannot provide satisfactory evidence of starting the program within the period specified in the contract. The contract term shall be from date of the notice to proceed for a period of one year for the First-time Homebuyer Program, and for a period of two years for the Dunmore HOME Housing Rehabilitation Program. The County of Lackawanna has the option, at its sole discretion, to extend the contract for an additional one (1) year term, with no change to the contract price and terms and conditions, provided funding is available. The exercise of each option to renew shall be subject to appropriation and /or continuation of funding. If for any part thereof during the term of this Agreement, funds for the discharge of the County's obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate.

##### **C. COMPENSATION**

1. For the Dunmore HOME Program, compensation shall not exceed as follows
  - a. For delivery costs: \$26,248;
  - b. For administrative costs: \$10,000.
2. For the First-Time Home Buyers Program, compensation shall not exceed \$10,000.

The County does not pay for sales tax, therefore, sales tax is not reimbursable by the County.

3. Proposer shall submit invoices on a monthly basis to the Director of Planning and Economic Development. The invoice shall include a narrative description of services performed in such form and detail and with such supporting data, including hours spent for tasks performed as the County of Lackawanna may request.
4. The County will use best efforts to pay invoices within 30 calendar days, following approval of the received invoice.
5. There will be no compensation for services not included in the contract scope of work.

##### **D. OWNERSHIP OF MATERIAL**

Under a contract awarded, the Proposer's proposal and all materials developed and other



material, including data and material stored on electronic media, furnished during the course of this project shall become the County of Lackawanna's property and the property of the Department of Planning and Development and may be used by these entities in such manner and for such purposes as they may deem advisable, without further employment of or additional compensation to the proposer.

#### **E. COMPLIANCE WITH LAW AND REGULATIONS**

Under the contract awarded, it is the Proposer's responsibility that the contract be conducted and that all services and other work performed by the contractor under the contract be performed so as to comply with all applicable federal, state and municipal laws, regulations, codes. If selected, the firm will then be required to submit/adhere to the following:

- CONFLICT OF INTEREST: All applicable federal, states and County laws and regulations governing conflict of interest, in accordance with 24 CFR Part 84, Sec.84.42.
- POLITICAL ACTIVITY/ANTI-LOBBYING CERTIFICATION
- NON-DISCRIMINATION: Certification that firm is familiar with Executive Order 11246
- CIVIL RIGHTS ACT OF 1964: Certification that firm is familiar with Title VI of the Civil Rights Act of 1964
- HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974: Certification that firm is familiar with Section 109, Title I of the Housing and Community Development Act of 1974, as amended
- CRANSTON-GONZALEZ NATIONAL AFFORDABLE HOUSING ACT: Certification that firm is familiar with HOME Investment Partnerships Act at title II of the Cranston-Gonzalez National Affordable Housing Act, as amended.
- PROHIBITION OF AGE DISCRIMINATION: Familiarity with Section 504 of the Rehabilitation Act of 1973 and the Discrimination Act of 1975.

#### **F. EQUAL OPPORTUNITY EMPLOYMENT**

In connection with the performance of work under the contract awarded, the Contractor shall not discriminate against any employee, or applicant for employment because of race, color, religion, creed, national origin, ancestry, gender, age or handicap.

The Contractor shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Pennsylvania Department of Labor and Industry setting forth the provisions of the Fair Employment Practices Law of the Commonwealth. The Contractor shall comply with all applicable laws and regulations pertaining to non-discrimination, equal opportunity and affirmative action, including without limitation executive orders and rules and regulations of federal and state agencies of competent jurisdiction.

#### **G. CERTIFICATIONS BY SUCCESSFUL PROPOSER**

By execution of a contract with the County of Lackawanna, the Contractor certifies:

1. The Contractor has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract.
2. No subcontractor to the Contractor has given, offered or agreed to give any gift, contribution or offer of employment to the Contractor or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the subcontractor of a contract by the Contractor.
3. No person, corporation or other entity, other than a bona fide full time employee of the Contractor, has been retained or hired by the Contractor to solicit for or in any way assist the Contractor in obtaining the contract upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the contract to the Contractor.

#### **H. CONTRACT DOCUMENTS**

Agreement  
Notice to Proceed

Part II – Terms and Conditions

The successful proposer shall abide by any and all applicable federal requirements not specifically stated in this RFP or Contract Documents

**I. SIGNATORY**

1. The undersigned hereby certifies that s/he will comply fully with all applicable laws and regulations.
2. The undersigned certifies under the penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Proposer

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title of Signatory

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
E-mail address

NOTE: If the Proposer is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

**COUNTY OF LACKAWANNA  
TECHNICAL PROPOSAL  
HOUSING REHABILITATION PROGRAM  
AND  
FIRST-TIME HOMEBUYER PROGRAM SERVICES**

Provide the following information:

1. A letter of interest including company history.
2. Acknowledgment of any/all Addendum with the following paragraph:

“Proposer acknowledges Addendum # , , , , “
3. Technical Proposal (not to exceed twenty (20) pages)
  - A. Project Goals
  - B. Planning Philosophy and Approach
  - C. Project Leadership, Organization and Management
    1. Project Manager
    2. Project Team
    3. Task assignments
    4. Time commitments by Team Member
  - D. Work Program Objectives and Anticipated Outcomes (see Scope of Services)

Timetable for Completion of Work.
  - E. Work Schedule by Tasks
4. Example(s) of comparable rehabilitation and homebuyer assistance projects (no more than three), including a one paragraph synopsis, dates of service, a contact name, address, and telephone number.
5. Resumes of all project team personnel.
6. Minimum of three (3) references from related projects.

**Housing Rehabilitation Program & First-time Homebuyer Program Administration Services Price Proposal**

We herewith propose to provide the County of Lackawanna with Housing Rehabilitation and First-time Homebuyer consulting services in accordance with our Technical Proposal and otherwise as noted below. This RFP includes addenda number(s) \_\_\_\_\_

Tasks:

Unit Price Est. Qty Total Price

A. Dunmore Home Program

- 1. General administration of Dunmore HOME Program (exclusive of technical rehabilitation-related assistance to homeowners) [Unit=Per month ]

\$\_\_\_\_\_ per Month for \_\_\_\_\_ Months \$\_\_\_\_\_

- 2. Housing Rehabilitation Program Income Qualification [Unit=Income qualified case]

\$\_\_\_\_\_ per Case (Est. # of cases = 13) \$\_\_\_\_\_

- 3. Housing Rehabilitation Program Under Construction [Unit= Home under construction]

\$\_\_\_\_\_ per Unit (Est. # of cases = 13) \$\_\_\_\_\_

- 4. Housing Rehabilitation Program Under Construction [Unit= Construction Completed]

\$\_\_\_\_\_ per Unit (Est. # of cases = 13) \$\_\_\_\_\_

B. First-time Homebuyer Program

- 1. Homebuyer Assistance Income Qualification [Unit=Per completed closing]

\_\_\_\_\_ per Case (Est. # of cases = 7) \$\_\_\_\_\_

- 4. Homebuyer Assistance Closing Cost Assistance [Unit=Per completed closing]

\_\_\_\_\_ per Case (Est. # of cases = 7) \$\_\_\_\_\_

Total Price \$\_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email \_\_\_\_\_

**COUNTY OF LACKAWANNA  
REQUEST FOR PROPOSALS  
HOUSING REHABILITATION PROGRAM  
AND  
FIRST-TIME HOMEBUYER PROGRAM SERVICES**

**ADDENDUM #1  
May 28, 2010**

**ALL PROPOSERS BE ADVISED THAT THIS ADDENDUM MUST BE ACKNOWLEDGED AND SUBMITTED WITH THE PROPOSAL.**

The addendum addresses a typo and a clarification on page 2 of the RFP with regard to the First Time Home Buyer Program. The addendum changes the amount of subsidy as a percent of the purchase price and provides a maximum amount of subsidy for down payment assistance.

**The original text reads:**

**First-time Homebuyer Program** has allocated a total of \$117,500 from ACT 137 Funds for down payment assistance and closing costs for eligible First-time Homebuyers. **The program will provide up to 3% of the purchase price of the home** and up to \$1,200 for closing costs. The purchase price of the home cannot exceed \$150,000.

**The revised text is as follows:**

**First-time Homebuyer Program** has allocated a total of \$117,500 from ACT 137 Funds for down payment assistance and closing costs for eligible First-time Homebuyers. **The program will provide up to 15% of the purchase price of the home up to a maximum of \$18,000** and up to \$1,200 for closing costs. The purchase price of the home cannot exceed \$150,000.

The proposer acknowledges receipt of this addendum and has included it with the proposal:

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Proposer

Signature

---

Date

**Lackawanna County**  
**Qualification Base Selection Process**

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised the review that process, which is set forth on the county's website.