



**REQUEST FOR QUALIFICATIONS**

**FOR**

**PROFESSIONAL SERVICES FOR  
Neighborhood Stabilization Program**

**QUALIFICATIONS PROPOSALS DUE: October 16, 2009, 4:00 PM PST**

**PROPOSAL CONTACT:**

**Claudia Cázares  
Planning and Development Department  
Housing and Community Development Division  
(559) 621- 8300**

**NOTICE INVITING QUALIFICATIONS FOR:**

**PROFESSIONAL SERVICES FOR  
Neighborhood Stabilization Program**

The City of Fresno is soliciting qualifications from qualified firms with recent professional experience as realtors, appraisers and title companies, as applicable and identified in this RFQ.

The deadline for submission of qualifications for this work is 4:00 p.m. on Friday, October 16, 2009. Please send 2 originals and 4 copies of your qualifications, marked clearly on the outside "Professional Services: Neighborhood Stabilization Program" to:

City of Fresno  
Planning and Development Department  
Housing and Community Development Division  
Attention: Claudia Cázares  
2600 Fresno Street, Room 3070  
Fresno, CA 93721

The City of Fresno hereby notifies all proposers that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.

The City of Fresno is an equal opportunity employer. Women, minorities, and individuals with disabilities are encouraged to apply.

The City reserves the right to reject any and all qualification proposals.

**SECTION 1**  
**BACKGROUND INFORMATION**

**REQUEST FOR QUALIFICATIONS**

THE CITY OF FRESNO IS INVITING PROFESSIONAL FIRMS/COMPANIES TO  
SUBMIT QUALIFICATIONS FOR

PROFESSIONAL SERVICES FOR NEIGHBORHOOD STABILIZATION PROGRAM  
ACTIVITIES

The City of Fresno is soliciting qualifications from qualified firms with recent experience as realtors, appraisers and title companies, as applicable and identified in this RFQ.

**Background**

The Neighborhood Stabilization Program (“Program”) residential purchase, rehabilitation, and resale activities will be funded with 2008 Housing and Economic Recovery Act funds, which have been provided as a supplemental allocation to the City’s Community Development Block Grant (CDBG) Program. The purpose of the Program is to acquire and redevelop abandoned or foreclosed properties that may otherwise become sources of blight. Through this Program, the City proposes to stabilize neighborhoods, affected by the high incidence of abandoned and foreclosed homes, by facilitating the resale of these rehabilitated homes to low, moderate and middle income families.

Program funds are being made available to City-selected developers/agencies to purchase, rehabilitate and resell abandoned or foreclosed homes in eligible target areas. The selected developers/agencies include: Fresno Housing Authority, Coalition for Urban Renewal Excellence (CURE), Redevelopment Agency (RDA), and 2M Development Corporation.

In implementing Program activities, these developers/agencies will require the assistance of appraisers, realtors, and title companies at various stages of the Program activity process. The City is issuing this RFQ to help developers/agencies in their selection of qualified appraiser, realtors, and title companies to assist with Program activities.

*Program Administration*

The Program will be jointly administered by the City’s Budget and Management Studies Division and the Housing and Community Development Division. Daily activities will be carried out by the City selected developers/agencies.

*Program Priority*

Funding under this Program will be directed first to homes located within the Lowell Neighborhood (Exhibit A: Lowell Neighborhood Map) and second to other Program eligible areas (Exhibit B: NSP Eligible Areas Map).

### *Program Process*

Developers/agencies will be responsible for selecting homes that are feasible to rehabilitate and for ensuring an appraisal is prepared before a home is purchased. City Housing and Community Development Division staff will work jointly with the developers/agencies to develop a City-approved scope of work for each home to ensure the work adheres to federal guidelines and local ordinances and laws for rehabilitation of residential housing. Upon completion of the rehabilitation work, the developer/agency will provide a project close out report. The City staff will provide final inspection of the rehabilitation work, and will issue a Certificate of Completion.

### *Appraisals*

Appraisals must be performed in conformity with the appraisal requirements of the Uniform Relocation Act at 49 CFR 24.103 and be completed within sixty (60) days prior to a final offer being made for the residential property. The attached Exhibit C: Appraisal Requirements, provide guidelines and requirements for appraisal work for the Program.

### *Homebuyer Selection*

The developer/agency will ensure equitable and fair selection of potential homebuyers. The developer/agency will sell the assisted property to the first eligible homebuyer who offers to purchase the property at the maximum sale price. If the first offer is found to be ineligible, then the developer/agency will sell the property the second homebuyer who offers to purchase the property at the maximum sale price. If the developer/agency does not receive any offers at the maximum sales price, the developer/agency may sell the assisted property to the first eligible homebuyer who offers to purchase the property at the reduced asking price, as identified above. Additionally, the City shall verify NSP eligibility, in advance, for all homebuyers as pre-selected by the developer/agency. Homebuyer financing shall be based upon buyer's ability to pay. The developer/agency will be responsible for ensuring all eligible homebuyers complete a minimum eight-hour homebuyer counseling program through a HUD-approved counseling agency.

### *Loan Documents*

The City will prepare the necessary Program loan documents for eligible homebuyers. Deeds and restrictions will be tendered into an escrow account and will be recorded against the property.

### *Selection Process*

1. Qualifications Submittal
2. Evaluation of Submittals
3. Selection of Qualified Firms/Companies
4. Creation of a List of Eligible Vendors

**SECTION 2**  
**SERVICES TO BE PERFORMED**

**Scope of Work**

**See immediately attached for:**

- 1. APPRAISER SERVICES**
- 2. REALTOR SERVICES**
- 3. TITLE COMPANY SERVICES**

# APPRAISER SERVICES

## General Scope of Work

Real estate appraisal services for residential appraisal matters pertaining to the Program.

Proposing firms/companies shall be responsible and specifically directed to address the following issues on an as needed basis:

- Perform, generate, complete on a timely basis, property appraisals for single-family structures; and
- Provide one (1) original and/or possess the capacity to transmit the appraisal electronically using the Internet.

## Minimum Qualifications

The proposing firm/company shall be knowledgeable of California and Federal laws and regulations applicable to real estate appraisals and possess an AR - Certified Residential License. The firm/company shall also be licensed with the Appraiser Qualifications Board and the State of California. The firm/company must have the capacity and experience to perform appraisals in conformity with the appraisal requirements of the Uniform Relocation Act at 49 CFR 24.103 and the requirements found in the attached Exhibit C: Appraisal Requirements. Provide documentation in regards to the ability of your firm/company to provide appraisal(s) in a timely and expeditious manner.

## Fee Proposal

Provide your proposed fee structure, costs, and terms.

## Continuing Education

Provide a list of continuing education topics.

## Governmental Agencies

Provide a list of public/governmental agencies your firm has worked for during the past two years.

## Experience

- Provide your firm's/company's experience with written appraisal documents;
- Techniques used to value properties similar to those used by appraisers; and
- Experience with the residential appraisal process related to government assisted programs and/or projects.

# REALTOR SERVICES

## General Scope of Work

Realtor services for residential buying and selling matters pertaining to the Program.

Proposing firms/companies shall be responsible and specifically directed to address the following issues on an as needed basis:

- Assist developers/agencies in the purchase of abandoned/foreclosed properties;
- Ensure the purchase meets Program guidelines;
- Assist developers/agencies with resale of Program-assisted properties;
- Determine a price for resale homes;
- Utilize multiple listing services for the purchase and resale of homes;
- Test the market;
- Review offers;
- Assist homebuyers in obtain pre-approval for a first mortgage loan;
- Assist with closing.

## Minimum Qualifications and Selection Criteria

The proposing firm/company shall be knowledgeable of California Real Estate law and regulations applicable to residential estate and possess a California Realtors License, or other License as pre-approved by the City of Fresno. Firms/companies with prior successful experience working with public agencies, non-profits or government assisted programs will receive first consideration for provision of services. Provide documentation in regards to the ability of your firm/company to provide realtor services in a timely and expeditious manner.

## Fee Proposal

Provide your proposed fee structure, costs, and terms.

## Continuing Education

Provide a list of continuing education topics.

## Governmental Agencies

Provide a list of public, governmental or non-profit agencies your firm has worked for during the past two years.

## Experience

- Provide your firm's/company's experience with buying and selling residential real estate, specifically abandoned or foreclosed homes.
- Techniques used to select and acquire residential real estate.
- Experience with residential property acquisition and resale that may include major rehabilitation work prior to resale and involved government assisted programs and/or projects.

# TITLE COMPANY SERVICES

## General Scope of Work

Title Company services for residential escrow services pertaining to the Program.

Proposing firms/companies shall be responsible and specifically directed to address the following issues on an as needed basis:

- Title insurance;
- Issue title;
- Execute escrow matters;
- Title search;
- Title reports;
- Follow escrow instructions;
- Prepare Deed of Trust for City Liens;
- Alert client regarding potential problems; and
- Cooperate/coordinate and with developers and City staff.

## Minimum Qualifications and Selection Criteria

The proposing firm/company shall be knowledgeable of California Title Company law and regulations applicable to residential real estate, and possess an agency agreement; corporate office, statement of principal business, verification of escrow account. Firms/companies with prior successful experience working with public agencies, non-profits or government assisted programs will receive first consideration for provision of services. Provide documentation in regards to the ability of your firm/company to provide title company services in a timely and expeditious manner.

## Fee Proposal

Provide your proposed fee structure, costs, and terms.

## Continuing Education

Provide a list of continuing education topics.

## Governmental Agencies

Provide a list of public/governmental agencies your firm has worked for during the past two years.

## Experience

- Provide your firm's/company's experience with providing title services in the purchase and sale of residential real estate.
- Techniques used to ensure adequate title services are provided in the purchase and sale of residential real estate.

- Experience with providing title services for residential property acquisition and resale that may include major rehabilitation work prior to resale and involved government assisted programs and/or projects.

**SECTION 3**  
**SUBMITTAL REQUIREMENTS**

**Firm and Qualifications Requirements**

To be considered for the assignment, two unbound original and four copies of your qualifications proposal must be received at the office of Claudia Cázares, Housing and Community Development Division Manager, City of Fresno, 2600 Fresno St., Room 3070, Fresno CA 93721, no later than 4:00 p.m. on Friday, October 16, 2009. Proposals may not be transmitted by facsimile or electronic mail.

**General Information to be Provided:**

1. The individual or firm's name, home office address, address of the office to provide the services under contract, name of contact person and telephone number.
2. A description of the qualifications of the firm, primary business, other business or services, and key personnel to be assigned to this project.

**Specific Information to be Provided:**

Describe your experience and expertise in the area of Program related services. In particular:

1. Cover letter signed by a principal of the firm/company.
2. Statement of interest in the Neighborhood Stabilization Program activities
3. Identify the clients, and public jurisdictions you have represented.
4. Provide resume(s) and contact information of the principal(s) who would provide the requested services and other key staff who might provide support.
5. List of consultants utilized by your firm/company (if any) and their background and experience.
6. Discuss your firm's experience in conducting similar assignments, providing information about the scope of such assignment. Contact names and telephone numbers for three to five references should also be included.
7. List of concurrent projects, if any.
8. Provide a brief description of the suggested approach for conducting an assignment of this type, and specific experience in that regard.
9. Include documentation addressing any other required experience and/or minimum qualifications identified in the RFQ.

**Conflict of Interest**

Provide a statement of conflict you, your firm, and/or other key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, state so in your qualifications proposal.

## **Regulated Communications in City Procurement Process Ordinance**

The Regulated Communications in City Procurement Process Ordinance (Article 6, Chapter 4 of the Fresno Municipal Code) became effective May 7, 2004. With certain specified exceptions, the Ordinance provides that no Respondent, Bidder, Proposer (as the case may be) shall initiate, engage in, or continue any communication to or with any City elected official concerning or touching upon any matter which is the subject of this competitive procurement process.

Any Respondent, Bidder, Proposer or elected official (as the case may be) who initiates, engages in, continues in, or receives any regulated communication shall file the written disclosure required by the Regulated Communications in City Procurement Process Ordinance.

Any Respondent, Bidder, or Proposer violating the Regulated Communications in City Procurement Process Ordinance may be disqualified from participating in this procurement process and/or determined to be non-responsible. Additionally, the City may set aside the award of a contract, prior to its execution, to a party found to have violated the Ordinance.

Note: The full text of Fresno Municipal Code, Chapter 4, Article 6 may be obtained by logging on to the City's website at <http://www.fresno.gov> under "Related Online Resources" on the bottom right portion of the home page click on "Fresno Municipal Code." Or view the Fresno Municipal Code directly at [www.municode.com/Resources/gateway.asp?pid=14478&sid=5](http://www.municode.com/Resources/gateway.asp?pid=14478&sid=5).

## **Debarment**

A Proposer who has been determined by the Fresno City Council to be non-responsible may be debarred from bidding or proposing upon or being awarded any contract with the City or City of Fresno Redevelopment Agency, or from being a subcontractor or supplier at any tier upon such contract, in accordance with the procedures in Resolution No. 2003-130 adopted by Council on April 29, 2003. The initial period of any such debarment shall not be less than one year or more than three years. A Proposer may request a hearing, in accordance with Resolution No. 2003-130, upon receipt of a notice of proposed debarment from the City Manager or his/her designee. A copy of the Resolution may be obtained from the City Clerk's Office, 2600 Fresno Street, Fresno, California 93721.

Additionally, firms considered debarred by the U.S. Department of Housing and Urban Development will not receive consideration on any proposal funded through a federal program.

## **Fee Proposal**

All qualifications proposals must provide a proposed schedule of fees, including hourly time charges for each class of personnel to be used if work is to be charged on an hourly basis. If charges will be based on hourly time charges, a fee cap should be included with the proposal.

Quotations shall also detail any items besides personnel costs that will be charged to the City. Provide hourly time charges for additional services requested by the City, if any, not included within the scope of routine services outlined in this Request for Qualifications. Additional services would be undertaken only at the written direction of the City. Include proposed charges for travel and related expenses.

## **SECTION 4** **SELECTION PROCESS**

Submittals provided in response to the RFQ will be evaluated by City staff. The evaluation team will review and evaluate the responses and create a list of eligible firms/companies for provision of Program services. The list of eligible firms/companies will be utilized by the City selected developers/agencies to solicit bids and or contract for appraisal, real estate and/or title company services. Selection will be made in conformance with City policy. The City is not obligated to select the person or firm with the lowest fee proposal to perform these professional services.

The City reserves the right to accept or reject any or all qualification proposals and may select, and negotiate with one or more proposers concurrently. The City reserves the right to make the selection of a proposer based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the proposer to perform the services set forth herein.

Each firm submits a qualification proposal at its own risk. No compensation will be due any firm for preparation of a written proposal or for meeting with staff after a "short list" has been determined. No obligations or commitments are incurred by the City of Fresno in solicitation of these proposals and selection.

Each submittal must be received by the close date and time. The submittals will be reviewed and evaluated based on all the established criteria outlined in the RFQ submission requirements stated above and the items listed below.

The RFQ review selection will be based on the following:

- Thoroughness and clarity of the written Statement of Qualifications;
- Thoroughness and clarity of the firm/company qualifications;
- Ability to fulfill requirements as stated in the RFQ;
- History of successfully working with similar activities;
- Ability to prepare and meet projected deadlines on time and within budget;
- Quality of previous public/private work performance;
- Three (3) relevant professional references;
- Experience and qualifications of key personnel;

Based on the RFQ evaluations, the City will invite selected firms/companies to be listed as a qualified firm/company to assist City-selected developers/agencies with their Program activities.

Consultant selection shall be in accordance with established City Consultant selection policy. Fresno Municipal Code Section 4-109 provides for a local preference to local firms as defined in said section.

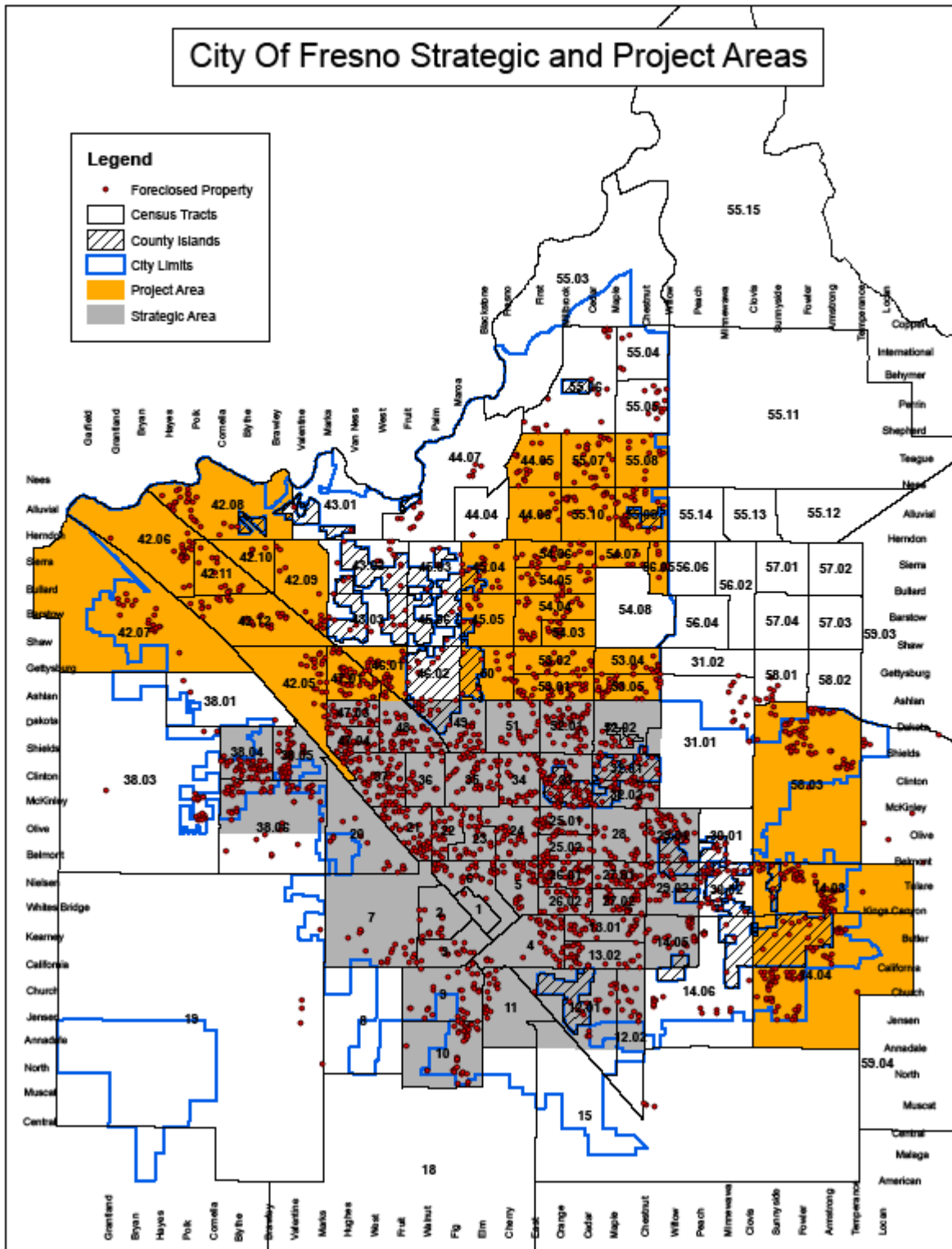
Copies of provisions of the City's basic Consultant Agreement, Local Preference and Consultant Selection Policy are available on request.

NOTIFICATION DATE – firms/companies will be notified by mail or e-mail on or about **October 30, 2009**.

Should you have any questions or require additional information, please call Claudia Cázares at (559) 621-8300.



Exhibit B  
NSP Eligible Areas Map



## Exhibit C Appraisal Requirements

The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and its implementing regulations (49 CFR Part 24) set forth minimum requirements for real property acquisition appraisals for Federal and federally-assisted programs. Appraisals subject to the URA must be prepared according to these requirements.

The acquiring DEVELOPER has a legitimate role in contributing to the appraisal process, especially in developing a scope of work and defining the appraisal task. The scope of work and development of an appraisal under these requirements depends on the complexity of the appraisal task.

The scope of work is a written set of expectations that form an agreement or understanding between the appraiser and the DEVELOPER as to the specific requirements of the appraisal, resulting in a report to be delivered to the DEVELOPER by the appraiser. The scope of work must address the unique, unusual and variable appraisal performance requirements of the appraisal. Either the appraiser or the DEVELOPER may recommend modifications to the initial scope of work, but both parties must approve changes.

### ***SCOPE OF WORK***

The appraiser must, at a minimum:

1. Provide an appraisal meeting the definition of an appraisal found at 49 CFR 24.2(a)(3) which is a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.
2. Afford the property owner or the owner's designated representative the opportunity to accompany the appraiser on the inspection of the property.
3. Perform an inspection of the subject property. The inspection should be appropriate for the appraisal task, and the scope of work should address:
  - The extent of the inspection and description of the neighborhood and proposed project area,
  - The extent of the subject property inspection, including interior and exterior areas,
  - The level of detail of the description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, the remaining property.)

4. The appraisal must have been completed within 60 days of the offer made for the property.
5. The acquiring DEVELOPER has the responsibility to assure that the appraisals it obtains are relevant to its program needs, reflect established and commonly accepted Federal and federally-assisted program appraisal practice, and as a minimum, complies with the definition of appraisal stated above and the five following requirements:
  - (i) An adequate description of the physical characteristics of the property being appraised including items identified as personal property, a statement of the known and observed encumbrances, if any, title information, location, zoning, present use, an analysis of highest and best use, and at least a 5-year sales history of the property.
  - (ii) All relevant and reliable approaches to value consistent with established Federal and federally-assisted program appraisal practices. If the appraiser uses more than one approach, there shall be an analysis and reconciliation of approaches to value used that is sufficient to support the appraiser's opinion of value.
  - (iii) A description of comparable sales, including a description of all relevant physical, legal and economic factors such as parties to the transaction, source and method of financing, and verification by a party involved in the transaction.
  - (iv) A statement of the value of the real property to be acquired and, for a partial acquisition, a statement of the value of the damages and benefits, if any, to the remaining real property, where appropriate.
  - (v) The effective date of the valuation, date of appraisal, signature, and certification of the appraiser (see attached sample).
6. The appraiser shall disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project, other than that due to physical deterioration within the reasonable control of the owner.

## CERTIFICATE OF APPRAISER

I hereby certify:

That on \_\_\_\_\_ date(s), I personally made a field inspection of the property herein appraised and have afforded the owner or a designated representative the opportunity to accompany me on this inspection. I have also personally made a field inspection of the comparable sales relied upon in making said appraisal. The property being appraised and the comparable sales relied upon in making this appraisal were as represented in the appraisal.

That to the best of my knowledge and belief the statements contained in the appraisal herein set forth are true, and the information upon which the opinions expressed therein are based is correct; subject to the limiting conditions therein set forth.

That I understand that such appraisal may be used in connection with the acquisition of property for a project utilizing U.S. Department of Housing and Urban Development funds.

That such appraisal has been made in conformity with appropriate laws, regulations, and policies and procedures applicable to appraisal of property for such purposes; and that to the best of my knowledge no portion of the value assigned to such property consists of items which are noncompensable under the established law of said State.

That any decrease or increase in the fair market value of real property prior to the date of valuation caused by the project for which such property is acquired, or by the likelihood that the property would be acquired for such project, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property.

That neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the values reported herein.

That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.

That I have not revealed the findings and results of such appraisal to anyone other than the proper officials of the acquiring DEVELOPER or officials of the U.S. Department of Housing and Urban Development and I will not do so until so authorized by said officials, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

That I have not given consideration to, or included in my appraisal, any allowance for relocation assistance benefits.

That my opinion of the fair market value of the property to be acquired as of \_\_\_\_\_ is \$\_\_\_\_\_ based upon my independent appraisal and the exercise of my professional judgment.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_