

Miami Dade NSP Consortium

Request for Qualifications For Real Estate Settlement Services

The Miami Dade NSP Consortium is composed of six nonprofit developers and the City of North Miami. It uses second round Neighborhood Stabilization Program (NSP) funding from the United States Department of Housing and Urban Development (HUD) to acquire foreclosed and vacant residential properties (both single and multifamily units) and convert them into affordable rental and homeownership opportunities for low and moderate income families. '

The Consortium is seeking qualified providers of legal assistance, title insurance, and loan settlement services (loan closing services) to assist it in the acquisition and sale of single family and multifamily properties. In compliance with Federal Regulations, proposals are being requested in an open and competitive process. Respondents should submit a Statement of Interest.

Background: HUD has recently awarded \$89,375,000 of second round NSP funds to the Consortium. The Consortium include the City of North Miami, Carrfour Supportive Housing, Little Haiti Housing Association, Opa-locka Community Development Corporation, St. John Community Development Corporation and the Urban League of Greater Miami. Neighborhood Housing Services of South Florida. The funding is to be used for creating 1,255 units of affordable rental and homeownership housing with potential to roll over funds to an additional 116 units. All ventures will be undertaken in northern Miami-Dade County in specified census tracts that have the greatest documented need.

Qualifications: To be considered, the following must be provided

Candidate must document a history of working with the purchase of foreclosed and short sale properties and working with multifamily acquisitions. Candidate must also show a history of working with municipal lien removal and working with non-profit purchasers. Previous experience in working with construction draws and title updates/lien releases is also required. Candidate must be willing to do "Mobile" settlement services (closings at location other than your office). Candidates must be able to provide title insurance commitments from reputable and qualified underwriters.

Consideration will be given to minority and female owned enterprises certified by the Miami-Dade County and the State of Florida and Section 3 qualified firms

To demonstrate experience in the services specifically being requested, please provide the following supporting documentation:

1. Company profile with company's history and listing of all principals
2. Resumes of all principals
3. Copy of company's E&O insurance certification or policy with a minimum coverage

of \$1million for each claim and affirmation that this coverage is to continue.

4. List of all title companies through which you are authorized to write title and will issue an indemnification letter
5. At least 6 references from lenders and clients with whom you do business
6. Provide a List of costs and fees charged for all services

It is anticipated that interviews will be held with a limited number of selected firms. This Request for Qualifications does not serve to prohibit the Consortium from pursuing alternate methods of procurement. The Consortium, in its sole discretion, may decide to do business with any, or none, of the respondents to this Request for Qualifications. Accordingly, the Consortium shall not be liable for any costs incurred by respondents in connection with the submittal of materials.

This RFQ is open and ongoing with no deadline

Please send all information to:

Neighborhood Housing Services of South Florida
300 N.W. 12 Avenue
Miami, Florida 33128
(305)751-5511 x1121
(305)751-2228 – fax
Email: NSPRESPONSE@nhssf.org.

Please do not visit the above office to deliver responses (use mail, fax, or email)