

Request for Qualifications

For

Multi-family Project Monitors

A Consortium of non-profits in the Miami-Dade area approved for a grant from HUD is seeking proposals from qualified individuals or firms, to provide real estate acquisition services, both multifamily and single family, in relation to the Neighborhood Stabilization Program 2 (“NSP2”). In compliance with Federal Regulations, proposals are being requested in an open and competitive process.

Background: A consortium of 6 non-profits and the City of North Miami was awarded \$89,375,000 from U.S. Housing And Urban Development for the Miami-Dade NSP Consortium under the Neighborhood Stabilization Program (NSP2), funded through the American Recovery and Reinvestment Act of 2009 (Recovery Act). The Consortium Members 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 Consortium is seeking qualified monitors for multi-family new construction and rehab projects that can either assist in the financial and feasibility analysis of a project or help monitor the actual construction. Individuals or firms with experience in monitoring projects for CDBG/HUD compliance such as the procurement process and Davis-Bacon wage compliance is also needed.

The goal of the NSP program is the completion of 965 units of rental and 290 homeownership housing in census tracts with the greatest need in the cities of Miami Gardens, North Miami, North Miami Beach and Opa-locka, the neighborhoods of Liberty City, Little Haiti, Little River and Overtown in the City of Miami and the neighborhoods of Brownsville, Model City/Liberty City and West Little River in unincorporated Miami-Dade County.

Qualifications: To be considered, the following must be provided:

- 1) Resume of all staff to show experience in any of the following
 - a. Financial and market analysis of multifamily projects
 - i. Commercial loan underwriting a plus
 - b. Construction monitoring experience in Miami-Dade County
 - c. Detail the Number of multi-family projects monitored or managed in the last 3 years
 - d. Show Experience in monitoring construction and rehab projects using government CDBG funds
 - e. Demonstrate Experience in monitoring Davis-Bacon and other regulatory requirements
- 2) Copies of any monitoring plans used or reports generated in the past 3 years that would meet the monitoring responsibility

Consideration will be given to Minority and Female Owned Enterprises and Section 3 qualified firms

To demonstrate your experience in the area specifically requested, please provide supporting documents that show your experience. These include:

- 3) Copy of any licenses held by organization and staff
- 4) Recommendation letters
- 5) List of references who can speak to your experience in monitoring projects of this nature
- 6) List of fees for services including construction inspections.

Submission Deadlines: This RFQ is ongoing

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.

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 stop by the office to deliver your proposals