

REQUEST FOR QUALIFICATIONS

for

CHIP 3rd Party Developer Services

for the development of single-family housing projects

City of Commerce, CHIP Program

RFQ Issued Date: July 31, 2020

Proposal Due Date: September 2, 2020

Issued by:

City of Commerce

Contact: Jordan Shoemaker

Jordans@commercega.org or (706) 335-3359

I. INTRODUCTION

The City of Commerce invites experienced and qualified nonprofit/CHDO firms to submit a Proposal and Statement of Qualifications for the Community Home Investment Program (CHIP).

Statements of qualifications and proposals are being requested from nonprofit/CHDO firms with a strong record in successfully assisting local governments with the implementation of Community HOME Investment Program (CHIP) programs and any other federally funded projects related to community and economic development. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

The City has immediate plans to contract with a nonprofit/CHDO as the 3rd Party Developer for the development of single-family housing projects.

All firms submitting will be reconsidered on a project by project basis should future federally funded opportunities arise in the next 24-month period.

You are hereby invited to submit a response by: September 2, 2020 at 12:00 pm based upon the requirements and conditions set forth in this RFQ.

II. MAILING INSTRUCTIONS

Mail or email proposal to:

Jordan Shoemaker
545 Cedar Drive
Commerce, GA 30529
(706) 335-3359
jordans@commercega.org

Or hand deliver or overnight to:

Jordan Shoemaker
545 Cedar Drive
Commerce, GA 30529
(706) 335-3359
jordans@commercega.org

III. Inquiries

Questions pertaining to this RFQ should be directed to: Jordan Shoemaker, Jordan Shoemaker, (706) 335-3359, jordans@commercega.org

IV. Submittal Date

Proposals are due at this office no later than: September 2, 2020 at 12:00 pm. This time and date is fixed and extensions will not be granted. All responses received after the deadline will be rejected and returned.

V. Proposal Evaluation

The City of Commerce reserves the right to reject any and all responses. All responses become the property of City of Commerce.

VI. Selection Procedure

The following is an outline of the procedures the City of Commerce will use in the selection process to create the approved list:

1. **History of firm and resources**
2. **CHIP/HOME experience, including other DCA grant programs and other federally funded programs**
3. **Key personnel/qualifications**
4. **Current workload**
5. **Scope and level of service proposed**
6. **Experience with similar projects and list of references**
7. **Fees and/or Percentages (if any) associated with Construction Management Services.**

VII. PROPOSAL CONTENT

1. Cover letter expressing interest in the program signed by a person who can legally bid the company. Please include in the letter the legal name of the company/organization, the address, and the person responsible for preparing the proposal.
2. In the narrative proposal detail on how the company/organization plans to provide appropriate rehabilitation services. Please include the following in your proposal:
 - a. A statement of qualifications showing experience with the same or similar type(s) of program.
 - b. Brief description of company/organization's capacity.
 - c. Any prior experience with providing services to similar programs.
 - d. List of clients served over the last three (3) years.

City of Commerce reserves the right to revise this RFQ at any time.