

May 13, 2010

RE: Request for Quote

To Whom It May Concern:

The City of New Castle has received a Neighborhood Stabilization Program grant through Indiana Housing and Community Development Authority (IHCDA). The grant originated with the U.S. Department of Housing and Urban Development (HUD) under the Housing and Economic Recovery Act of 2008 (HERA) for a new national program called the Neighborhood Stabilization Program (NSP). The funds are considered a Community Development Block Grant (CDBG) program, following an expanded version of their rules, regulations and polices.

The City of New Castle is requesting proposals/qualifications from a HUD-approved housing counseling agency that has an interest in working with the City of New Castle on a Neighborhood Stabilization Project.

As part of the grant, the City project consists of seven (7) single-family residences of which four (4) are condominiums. The condos will be sold to homebuyers at or below 120% of the Area Median Income and the three (3) new homes will be sold to homebuyers at or below 50% of the Area Median Income. This project requires the grantee to provide to each prospective homebuyer at least sixteen (16) hours of homebuyer counseling from a HUD-approved housing counseling agency before obtaining a mortgage loan. The purpose of this request is to solicit quotes from qualified agencies to provide the required counseling.

A. Scope of Services:

The offer shall perform, as directed by the City of New Castle, all of the necessary services required in providing sixteen (16) hours of homebuyer counseling.

B. Proposal Contents:

The proposal must include sufficient information to provide for adequate evaluation. The submitted proposal must include a description of the homebuyer counseling to be provided. The proposal must also include the following information to assist in the evaluation of the selection.

Proposal Review Factors:

1. Qualification: Provide documentation of HUD certification of persons to be assigned to provide this service. (30 points)
2. Technical Competence/Experience: Information indicating specialized experience and technical competence of the offer and its personnel as it relates to service required. (20 points)
3. Capacity for Performance: Identify staff to be assigned to provide services and their availability relative to current workload. Also provide geographic location of the firm relative to the project area. (20 points)
4. Estimated Costs: Set out cost and price data, which indicates a maximum fixed fee amount to be charged per homebuyer. (20 points)
5. MBE/WBE/DBE: The City of New Castle has a 10% goal to contract with MBE/WBE/DBE. (10 points)

The following terms and conditions of Federal Requirements must be met: 1. 24 CFR Part 85.36 1. Title VI of the Civil Rights Act of 1964 3. Conflict of Interest (24 CFR Part 570) 4. Access to records 5. Executive Order 11246 – Equal Employment Opportunity 6. Executive Order 12138 – Women Business Enterprise Policy 7. Architectural Barrier Act of 1968 8. Age Discrimination Act of 1975 9. Section 3 Clause – Housing and Urban Development Act of 1968 10. Section 504 – Rehabilitation Act of 1973 11. Retention and Custodial Requirements (24 CFR Part 85.42) 13. Executive Order 11063 13. Affirmative Action Program/Plan 14. Davis Bacon and Related Acts.

To be considered, the City of New Castle must receive two (2) copies of your proposal by Wednesday, June 2, 210, at 3:00 PM. Proposals should be submitted to the City of New Castle, Attn: Jeana Davis, NSP Grant, 227 North Main Street, New Castle, IN 47362.

The City of New Castle reserves the right to reject any and/or all proposals. New Castle is an Equal Opportunity Employer. Please direct questions to Jeana Davis, Mayor's Office, at 765-529-7605.