# REQUEST FOR PROPOSALS (RFP)

# VACANT BUILDING MAINTENANCE LICENSE & FORECLOSURE PROPERTY REGISTRY ADMINISTRATIVE SERVICES
# for
# Colerain Township

Release Date: 09/29/2021
Response Deadline: 10/29/2021

4200 Springdale Road
Colerain Township, OH 45251

513-385-7500

**GUIDELINES AND INSTRUCTIONS**
**FOR REQUEST FOR PROPOSALS (RFP) FOR VACANT BUILDING MAINTENANCE LICENSE & FORECLOSURE PROPERTY REGISTRY ADMINISTRATIVE SERVICES**

Colerain Township
4200 Springdale Road
Cincinnati, Ohio 45251
Phone: 513-385-7500

## NOTICE TO RESPONDENTS

Colerain Township is soliciting proposals for the administration of our Vacant Building Maintenance License and Vacant Foreclosed Property Registry Program for a period of one year, with mutually agreeable optional one-year extensions.

All clarifying questions for this proposal should be direct to Geoff Milz, via email at gmilz@colerain.org. All questions should be submitted by October 15, 2021.

Responses can be submitted digitally or as a hard copy. Proposals should be submitted to the Township to the attention of Geoff Milz, Re: VBML & VFPR Administrative Services, at the address listed above not later than 4:00 p.m., October 29, 2021.

Respondents should be aware that any records they submit to the Township, or that are used by the Township may be public records. The Township will promptly disclose public records upon request unless a statute exempts them from disclosure. Respondents should specify any items in their proposal that they determine to be exempt from public record. Respondents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed.

## PROGRAM OVERVIEW

Colerain Township established a Vacant Building Maintenance License (VBML) and a Vacant Foreclosed Property Registry (VFPR) by Resolution of the Board of Trustees in 2013. See https://www.colerain.org/388/Vacant-Properties, for more information about both programs. Resolution 61-13 is available here (https://www.colerain.org/DocumentCenter/View/944/61-13-Adopting-Colerain-Township-Vacant-Foreclosed-Property-Registration-Resolution) and Resolution 62-13 is available here (https://www.colerain.org/DocumentCenter/View/945/62-13-Adopting-Colerain-Township-Vacant-Building-Maintenance-License-Resolution) . These programs were administered by staff until March of 2021.

The selected service provider shall do the following:

1. Evaluate both programs (VBML & VFPR) and provided recommendations to staff on ways to improve both programs based on best practices.
2. Develop an online portal, that meets Township security requirements, that allows property owners to register their properties in compliance with the above described Resolutions.

3. Proactively contact those that file a public notice of default, foreclosure action, and/ortake title to real property via foreclosure or any other legal means and facilitate registration of such properties.
4. Proactively contact those who have been foreclosed on to make them aware of resources available to them.
5. Investigate, report, or take corrective measuresmonthly to update property status of all vacant and foreclosed properties that are electronically registered. The selected service provider will charge each applicant no more than the amount prescribed by Resolution to register all mortgagees and property owners who comply with the Resolutions.

**COMPENSATION**

All expenses related to the administration of the registration and licensing programs, including all related administrative costs and fees, shall be covered by the selected vendor collecting a fixed amount from each registration fee collected pursuant to the Resolutions.

Under these programs, the Township anticipates that the selected vendor will establish a fee structure for their payment within the parameters of the registration fee collected from the Mortgagee, Servicer, Trustee or Owner under this program. In other words, the vendor's fee will be paid solely from registration fees collected under the program, with a portion of the registration fee being paid back over to the Township. This payment to the Township shall be provided on or about the fifteenth (15th) day of each month. The prior month's report is due on or about the fifteenth (15th) day of the following month. All fees shall be subject to approval by the Colerain Township Board of Trustees.

**HOLD HARMLESS AGREEMENT**

Colerain Township, its Trustees, Administrator, Employees and Agents shall be held free and harmless against any and all losses, penalties, damages, settlements, costs, charges or other expenses and liabilities resulting from the errors, omissions, or negligent acts by the employees, agents or representatives of the firm selected to provide these services.

**TIMELINES**

1. Township Trustees RFP Approval: September 28, 2021
2. Proposal Deadline and bid opening: 4:00 p.m. (local time) on October 29, 2021
3. Initial Trustee Review: November 9, 2021

The Township will not be responsible for proposals that are received after the 4:00 p.m. deadline on October 29, 2021.

**EVALUATION CRITERIA**

Proposals will be evaluated to determine the lowest and best bidder by internal Township staff, including the Township Administrator and Township Assistant Administrator. After this initial internal review, a recommendation will be provided to the Board of Trustees for a final decision.

Colerain Township Trustees must still approve a final contract and vendor selection before the process is completed.

In general, proposals will be evaluated in terms of the following:

1. The firm's ability to meet the RFP requirements;
2. The qualifications of the specified persons who will be performing the requested services;
3. The prior experience and reputation of the firm in similar projects; and
4. Strong consideration will be given to the proposed fee arrangement and consultants who require no out-of-pocket expenses for the program's operation for the Township.

**RESPONSE FORMAT**

All proposals shall be submitted in the following format. Failure to abide by this format may result in the disqualification of the submission. Following this format will allow the Township to expedite the review and selection process.

1. Bid Form – The attached bid form must be completed in full.

2. Narrative of Qualification/Experience – Please provide a general overview of your experience with administering vacant licensing and foreclosure registry programs, a general overview of your company and examples of services rendered to other comparable communities.

2. List of Key Staff – A complete list of key personnel with contact information.

3. References – Please provide three references, with contact information, that can speak to the quality of your company's work.

4. Conflicts of Interest – Responses must disclose any conflicts of interest to their accepting an award of the contract with Colerain Township. If a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the proposer.

5. Legal Disclosure – Please disclose your firms current legal and financial situation, including: any bankruptcies filed; and, any material (in excess of $50,000) claims, judgments, arbitrations investigations or lawsuits pending.

6. Sample Contract – A copy of sample agreement/contract. This will allow the Township to expedite the review/award process.

7. Other Information – A statement of any other pertinent information that should be known in order to effectively evaluate the proposal.

**Terms and Conditions**

Colerain Township reserves the right to reject any or all proposals, to award contracts in whole or in part, or to waive any informalities or irregularities in the submitted proposals.

The response to this Request for Proposals is entirely voluntary. The Request for Proposals does not commit the Colerain Township to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

Colerain Township may reject responses that do not meet the requirements of the Request for Proposals in any respect. Responses which contain false or misleading statements, or which provide references that do not support an attribute or condition contended by the Vendor, may be rejected. If, in the opinion of Colerain Township, information was supplied that is intended to mislead Colerain Township, in its evaluation of the proposal and the attribute, condition, or capability, the proposal will be rejected.

Colerain Township reserves the right to expand or reduce the work subject to negotiating with the successful contract. Colerain Township reserves the right to choose a company from the responses or to further interview companies after proposals are submitted.

# Bid Form

I _____ (company name) propose to provide administrative services related to the Colerain Township Vacant Building Maintenance License and Vacant Foreclosed Property Registry to Colerain Township in accordance with the provisions of the Request for Proposals dated September 29, 2021.

Vacant Building Maintenance License _____ fee per license
Vacant Foreclosed Property Registration _____ fee per registration

Signed:

_____
Name

_____
Title

_____
Mailing Address

_____
Phone Number

_____
E-mail

_____