

- l. Receive necessary lien waivers and review for accuracy.
- m. Ensure compliance with lead-based paint requirements, including: providing homeowner with required notices, working with homeowner, ensuring contractor complies with lead based paint safe work practices, and perform lead based paint clearance testing and provide lab results.
- n. Perform federal Section 106 clearance process with IEDA and Iowa State Historical Society.
- o. Prepare and submit contractor and subcontractor clearance forms to IEDA.
- p. Schedule and attend local housing committee meetings. Prepare notes from meetings.
- q. Provide information on expenditures for IEDA reports.
- r. Manage dispute resolution as outlined in the city project management plan.
- s. Prepare, execute, and file mortgages on properties.
- t. Retain records for 5 years past the date IEDA closes CDBG agreement with HUD

II. Statement of Qualifications. Proposals to the City should include the minimum information:

- a. Name, address, and key contact information on the proposal;
- b. Description of experience with IEDA’s CDBG Programs;
- c. Firm leadership information and credentials;
- d. Description of organizational capacity to complete all necessary activities, including resumes of all employees who will be *actively assigned to this project*;
- e. Description of design philosophy;
- f. Description of the anticipated timeframe necessary to complete activities, with a detailed schedule;
- g. Description of similar projects the firm has successfully completed with vignettes;
- h. References from previous clients of related work within the past five years;
- i. Description of the firm’s errors and omissions coverage, including amount of coverage;
- j. Proposed Cost for services, with line items for each Task cited in the Scope of Work;

III. Evaluation criteria. The City will evaluate, and rank proposals received according to the following criteria:

	<u>Maximum</u>
Quality of Proposal	10 Points
Qualifications of specified Project Team members:	20 points
Previous work performance:	30 points
Capacity to complete scope of work in stipulated timeframe:	15 points
Proposed Cost of the services	15 points
Experience with the state’s CDBG Program:	<u>10 points</u>
Total:	100 points