

A.1.C. Bidding and Rehabilitation Processes Scope of Services

- i. Develop and prepare contractor specifications and bid packages.
- ii. Coordinate and conduct contractor site visits for all properties acquired by NSP.
- iii. Oversee pickup and return of bid packages, respond to requests for information, and issue addenda as needed or appropriate.
- iv. Review and analyze contractor responses and recommend contractors to be selected.
- v. Prepare staff reports regarding contractor selection and any related exhibits for City Council approval.

A.1.D. Property Resale Scope of Services

- i. Arrange for/ensure the completion of re-appraisals in accordance with HCD and HUD standards and requirements.
- ii. Establish price for resale of properties in accordance with program guidelines and regulations.
- iii. Conduct, in conjunction with city staff, workshops for realtors and lenders.
- iv. Coordinate the execution of all sale documents.
- v. Prepare staff report(s) regarding property sale(s) and any related exhibits for City Council approval.

A.1.E. Procurement

- i. Manage the process(es) for the selection of entities to provide the following services:
 - Home buyer education counseling
 - Lead-based paint and asbestos inspection, testing, and remediation
 - Appraisal services
 - Property management services
 - Title services
- ii. The management of process(es) noted in A-1.E(i) shall include development and issuances of Requests for Qualifications ("RFQs") and Requests for Proposals ("RFPs"), evaluation of responses to said RFQs/RFPs, providing recommendations on the selection of such service providers, and communicating (orally, electronically, and in written correspondence) with respondents to said RFQs/RFPs and selected service providers.