



St. Clair County
INTERGOVERNMENTAL GRANTS DEPARTMENT



REQUEST FOR QUALIFICATIONS

Section 108 Loan Review/Underwriting, Monitoring, and Oversight Services

St. Clair County Intergovernmental Grants Department (IGD) is seeking a consulting firm to provide loan review, underwriting, monitoring, and oversight related to the County's new Section 108 Loan Pool Program.

Consulting services listed above are required to implement Section 108 loan pool projects and ensure compliance with the U.S. Department of Housing and Urban Development. Various types of projects may include, but are not limited to: Economic Development Activities, Business Loans, and Mixed Use Projects.

All written responses must be submitted by 4:00 p.m. June 30, 2016 to:

Terry W. Beach, Executive Director
St. Clair County Intergovernmental Grants Department
19 Public Square, Suite 200
Belleville, IL 62220
(618) 825-3203

An Equal Opportunity Employer

County of St. Clair, Illinois
Community Development Block Grant Program
Request for Qualifications (RFQ)
Section 108 Loan Review/Underwriting, Monitoring & Oversight Services

I. PURPOSE OF REQUEST

The County of St. Clair (the County) through its Intergovernmental Grants Department seeks qualifications (RFQ) from interested firms (the Consultant) to provide on an as needed basis, loan review, underwriting, oversight, and monitoring services related to the CDBG Section 108 Business Loan Guarantee Program.

II. SCOPE OF SERVICES

The above services are required to implement Section 108 loan pool projects and ensure compliance with the U.S. Department of Housing and Urban Development rules and regulations. The various types of projects may include, but are not limited to, economic development activities/business loan activities (priority), multi-family housing development, and mixed use projects.

The Consultant is responding to the RFQ must submit documentation of experience for approved personnel that will provide the above requested services. Consultant may be required to perform on-site inspection /verification of collateral.

The Consultant must complete and review/submit all underwriting documentation with their recommendation for the loan.

Key personnel listed in the RFQ for this project must include:

- The Person/Persons and their resumes who will assume the review/underwriting of the loan.
- The Person/Persons and their resumes who will assume monitoring/inspections of projects, if necessary.

III. INSTRUCTIONS TO PROPOSERS

1. All responses shall be sent:
St. Clair County Intergovernmental Grants Department
ATTN: Terry W. Beach, Executive Director
19 Public Square, Suite 200
Belleville, IL 62220
2. Please submit three copies of your RFQ in a sealed envelope.
3. Qualifications should be prepared simply and economically, providing a straight forward concise description of provider capabilities to satisfy the requirements of the request. No more than 15 pages including relevant project experience and resumes of key personnel.

4. All proposals will be due to St. Clair County IGD, Attention: Terry Beach, by June 30, 2016 by 4:00 pm (Central Time).
5. Questions may be submitted to Terry Beach via email: tbeach@co.st-clair.il.us

IV. SELECTION CRITERIA

The RFQ's and/or proposals will be evaluated on the following criteria:

1. Experience with items/methods to be utilized for review/underwriting phase. A list of similar, past projects shall be submitted. Copies of licenses, certifications that are applicable and resumes shall be submitted. Description of prior economic development experience and business financing/loan experience shall be submitted.
2. Knowledge and understanding of CDBG 108 Loan Guarantee program and CDBG Regulations, especially economic development activities.
3. Company history including a list all personnel, DUNS number, FEIN number, insurance, most current financial audit.
4. Statement of professional standing including any pending controversies. If none exist, such a statement should be made.
5. Proposed fees, charges. This can be submitted both as per hourly (project) basis and/or monthly or annual contract amount.

V. TERMS AND CONDITIONS

1. The County reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ/proposal.
2. The County reserves the right to request clarification of information submitted and to request additional information from any firm.
3. The County encourages minority and women-owned firms to submit qualifications consistent with the County's policy to ensure that these same firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.