



Housing Trust Fund of Johnson County
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Ellen McCabe,  
Executive Director

The Housing Trust Fund of Johnson County (HTFJC) is requesting proposals for technical services to assist with a Homebuyer Down Payment Assistance program receiving Housing and Urban Development (HUD) HOME funds through the Iowa Finance Authority (IFA).

HTFJC has been awarded funds to develop and implement a down payment assistance program for low-to-moderate income households.

The selected contractor will work with HTFJC to ensure compliance with HOME program requirements.

The following outlines work specifications and the request for proposals.

I. Scope of Work: The scope of services that the consultant must be prepared and qualified to provide are as follows:

- a. All technical services necessary for individual and scattered site activities, whether accomplished internally with staff or contracted.
- b. Activities to affirmatively further fair housing.
- c. Underwriting costs and related fees associated with financial assistance to projects.
- d. Project specific forms and documentation.
- e. Project specific environmental (Section 106) submission.
- f. Costs of procuring construction services.
- g. Relocation services.
- h. Conduct initial property inspections and develop work specifications including lead and radon remediation and any health and safety or code-related issues.
- i. Prepare work specifications and descriptions for public bidding that are within the program budgetary limits.
- j. Mail out public bid materials to interested contractors and plan rooms. Identify lead-based paint and rehabilitation items for the specifications.

- k. Prepare line-item cost estimates.
- l. Prepare construction contracts and obtain necessary signatures.
- m. Prepare necessary change orders, including cost estimates for changes.
- n. Ensure contractors provide quality work and that homeowner is pleased with the outcome.
- o. Receive necessary lien waivers and review for accuracy.
- p. Ensure compliance with lead-based paint requirements, including providing homeowners with required notices, working with homeowners, ensuring contractors comply with lead-based paint safe work practices, and perform lead-based paint clearance testing and provide lab results.
- q. Retain records for five (5) years past the date of grant closure.

II. Statement of qualifications: Proposals should include the minimum information:

- a. Description of past technical services provided.
- b. Description of organizational capacity to complete all necessary technical services activities, including resumes of all employees who will be or may be assigned to this project.
- c. References from previous clients of related work within the past five years.
- d. Copy of Lead Assessor/Risk Inspector Certification for each inspector to work on the project.

III. Proposed Cost of Services: Proposals should include the proposed cost to accomplish all scope of work for activities outlined above.

IV: Evaluation Criteria: HTFJC will evaluate and rank proposals received according to the following criteria:

|                                                     |            |
|-----------------------------------------------------|------------|
| Experience with state and federal housing programs: | 30 points  |
| Previous work performance:                          | 30 points  |
| Capacity to complete scope of work:                 | 20 points  |
| Proposed cost:                                      | 20 points  |
| Total:                                              | 100 points |

V. Deadline for submission: Proposals must be submitted no later than 4:30 PM on February 9, 2026. Proposals should be submitted to Ellen McCabe, HTFJC Executive Director, P.O. Box 2446, Iowa City, IA 52244 or [emccabe@htfjc.org](mailto:emccabe@htfjc.org).

Questions regarding this request for proposals should be directed to Ellen McCabe, (319) 358-0212 or [emccabe@htfjc.org](mailto:emccabe@htfjc.org).