



Housing Trust Fund of Johnson County
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## **Staff**

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).