



# Buffalo Urban Renewal Agency

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Christopher P. Scanlon, Chairman  
Brendan R. Mehaffy, Vice Chairman

**October 24, 2024**

## **REQUEST FOR QUALIFICATIONS FOR LOAN SERVICING SUPPORT**

The City of Buffalo Urban Renewal Agency (BURA) is soliciting requests for qualifications for consultants/firms to provide support to BURA related to economic development fund management and the use of CDBG and other federal funds allocated in the City of Buffalo. This includes:

- Assist in the review of HOME and CDBG Commercial lending processes including servicing changes, marketing and overall management lending activities.
- Review of the BURA Loan Portfolio to determine delinquent accounts.
- Provide Management collections and forgiveness recommendations.
- Review Loan Agreements to determine collectability of a Loan.
- Process forgiveness in the Loan Management system.
- Provide collections and forgiveness monthly reports to management.
- Submit monthly reports on status of Loan Portfolio.

### **INSTRUCTIONS FOR CONSULTANTS SUBMITTING QUOTES**

1. Provide summary descriptions related to similar prior experience of your firm including experience providing loan servicing assistance to similar agencies as BURA.
2. Provide a breakdown of the hourly rates of firm employees anticipated to provide services to BURA and to the extent possible the anticipated hours your firm would plan to devote to the work. Provide resumes of all key personnel that would provide the services.
3. Prepare a brief statement outlining your firm's approach to the provision of similar services to clients.
4. Indicate your firm's ability to provide the services based on the firm's current staffing as well as your anticipated commencement date to provide services as described.
5. Provide a statement of your firm's status as a MBE/WBE, if applicable.
6. Please direct all requests for additional information and/or clarification to this request for quotes in writing to Scott Billman, General Counsel and Senior Director of Administration, at [sbillman@buffalony.gov](mailto:sbillman@buffalony.gov).

**DEADLINE FOR SUBMISSIONS IS FRIDAY, November 15, 2024 at 4:00 p.m.**

### **Please submit responses via email to:**

City of Buffalo Urban Renewal Agency, Attention: Scott C. Billman, General Counsel and Senior Director of Administration, at [sbillman@buffalony.gov](mailto:sbillman@buffalony.gov)