



REQUEST FOR PROPOSALS

July 26, 2009

CITY OF FLINT **Neighborhood Stabilization Program Services** *Housing Rehabilitation Specification Writer*

Important Dates

Orientation Meeting: August 4, 2009

Responses Due: August 24, 2009

Award of Contract(s): estimated September 2009

Project Start Date: Upon Contract Award

City of Flint

Department of Community and Economic Development

1101 S. Saginaw St.

Flint, MI 48502

(810) 766-7436

**Request for Proposals for Energy Savings Performance Contractor
For the Neighborhood Stabilization Program**

The City of Flint, through its Department of Community and Economic Development, is seeking professional housing rehabilitation specification writers to provide written specifications on an as needed basis. The City will enter into a contract with the individuals or firms selected to provide these services specifically for the Neighborhood Stabilization Program. The City invites sealed proposals from qualified firms or individuals to provide these services.

This RFP is being faxed and emailed to consultants.

EQUAL EMPLOYMENT OPPORTUNITY: Contractor will be required to comply with all applicable federal and state equal opportunity, affirmative action and minority representation laws.

INELIGIBLE BIDDERS: All respondents will be required to certify that they are not on the U.S. Comptroller General's List of Ineligible Contractors nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business is designated as an ineligible bidder or on the U.S. Comptroller General's List of Ineligible Contractors. All respondents must also remain current and not be in default of any obligations due the City of Flint including, but not limited to, the payment of taxes, fines, penalties, licenses or other monies due to the City of Flint.

Request for Proposals are available in the Department of Community and Economic Development, City Hall, North Building. Proposals will be accepted at the City of Flint, Department of Community and Economic Development, 1101 S. Saginaw Street, Flint, Michigan, 48502. Proposals must be submitted in a sealed envelope and shall be labeled: **"Proposal to Prepare Written Housing Specs for the Neighborhood Stabilization Program."** The City will receive proposals until 5:00 p.m., local time on Monday, August 24, 2009.

Any questions regarding this program must be submitted in writing either to the address below or by email to swilcox@cityofflint.com. All questions and answers will be posted on the website at www.cityofflint.com.

All proposals must be received by 5:00 pm, August 24, 2009. Please submit 6 copies of your proposal. Responses must be sent to:

Suzanne Wilcox
City of Flint
Department of Community and Economic Development
1101 S. Saginaw St.
Flint, MI 48502

Fax or electronic copies will not be accepted.

Continue to check City's website in the event of any modifications to the RFP.

CONTRACT TIME FRAME: TO BE DETERMINED

PROPOSAL OPENING MEETING: Sealed proposals will be opened at 9:30 a.m., local time, on Tuesday, August 25, 2009, at the City of Flint Department of Community and Economic Development, City Hall, North Building, 1101 S. Saginaw St., Flint, MI 48502.

The City of Flint is an Equal Opportunity Employer. TDD – 766-7120

1. BACKGROUND

NSP is a grant program established under Title III of Division B of the Housing and Economic recovery Act of 2008 (HERA). The Neighborhood Stabilization Program (NSP) provides targeted emergency assistance to state and local governments to acquire and redevelop foreclosed residential properties that might otherwise become sources of abandonment and blight within our communities. The City of Flint has been awarded \$4,224,621 in NSP funds. The City has 18 months to obligate the funds and four years to fully expend the funds.

The City prepared a Substantial Amendment to the Action Plan for the NSP program. The NSP Substantial Amendment is available on the City's website at www.cityofflint.com. Respondents to this Request for Proposals (RFP) are encouraged to read the Substantial Amendment as it includes information on the target areas, eligible activities, fund allocation, and performance measures.

The City has targeted the following areas for NSP activities.

- **Area 1** consists of Census Tracts 14 and 15 and contains the Smith Village Urban Renewal Project and a portion of the Flint Homeownership Zone. The area also contains the Carriage Town and River District revitalization area. The area is generally bounded by N. Saginaw, E. Fifth, Stone, the Flint River, Dupont and Welch.
- **Area 2** consists of Census Tracts 8 and 20. The area is bisected by N. Saginaw Street which is the major commercial and institutional corridor within the Renewal Community. The area is generally bounded by Andrew, Industrial, Leith, W. Pasadena, Dupont and W. Stewart.
- **Area 3** is comprised of Census Tract 2 and is generally bounded by N. Saginaw, E. Russell, W. Russell, Dupont and Mount Morris Township line.
- **Area 4** is comprised of Census Tracts 5, 7, and 9, and is located on the northwest side of the city. This area is generally bounded on the north by West Pierson Rd, on the east by Dupont St., on the south by Welch Boulevard, and on the west by Clio Rd.

- **Area 5** consists of Census Tract 18, and is located in the far northeast section of the City. The area is generally bounded by Carpenter Rd., I-475 on the west, and the Flint River on the east.

Activities to be undertaken include the following:

- Purchase of vacant, foreclosed properties in the high priority areas in order to sell, rent, or redevelop such homes and properties to eligible low, moderate, and middle income homebuyers
- Homebuyer downpayment assistance for REO properties
- Demolition of blighted, foreclosed properties

In addition, the City will be requiring all homes renovated with federal funds to conduct uniform, comprehensive home energy audits and rehabilitate homes to a standard that improves the energy performance of the home. The selected specification writer will be expected to incorporate these energy standards into the written specifications. The specwriter will also be expected to incorporate any lead-based paint requirements, as required by a conducted risk assessment, into the written specifications.

2. CONSULTANT REQUIREMENTS

Purpose:

The City of Flint (hereinafter referred to as the “City), a Michigan Municipal Corporation, is seeking professional rehabilitation specification writers to prepare written housing rehabilitation specifications on an as needed basis. The City will enter into a contract with the individuals or firms selected to provide these services specifically for the Neighborhood Stabilization Program. The City invites sealed proposals from qualified firms or individuals to provide these services. In order to expedite this process, this RFP is being faxed and emailed to qualified consultants.

Scope of Work Requirements:

The selected firm must have the demonstrated capability to provide these services. Requirements may include but are not limited to the following:

The selected individual/firm shall prepare a set of comprehensive, uniform, written rehabilitation specifications for all agreed upon structures. Specifications must be written to incorporate all applicable local standards and state codes, including the International Property Maintenance Code, lead-based paint requirements and energy efficiency recommendations. Specifications must be completed within 60 days of notice to proceed.

Generally, the specwriter will:

- Establish standards for the rehabilitation work that will bring substandard housing into compliance with the property standard
- Prescribe methods and materials and work quality to be used in rehabilitation

Specific tasks include the following:

- Conduct a thorough inspection of the property
- Prepare outline of preliminary scope of work
- Prepare preliminary estimate
- Analyze problems in terms of causes, alternative solutions, and selection of materials
- Write the specification
- Prepare final cost estimate
- Revise scope of specifications if estimate is too high
- Present cost estimate and specifications to developer
- Meet with developer, and city (if necessary) for review and revision

Respondents should note that these work items are not intended to be inclusive of all of the tasks required to prepare a complete proposal. Respondents should expand and modify these items, as needed, to assure a complete, comprehensive proposal necessary to deliver the work products for the Project.

It shall be noted that all work products for the Project and its scope of services shall be provided to the City in hard copy form. The City shall own all work products and documents resulting from this RFP and shall approve consultant's choice of software utilized for this Project.

Contract Time Frame:

Subsequent to the selection of the awarded individual or firm, the contents of the proposal shall become a contractual obligation if a contract ensues. Failure of a consultant to accept this obligation will result in the cancellation of the contract award. The contract time frame for this project will be for a period of one (1) year from the date of contract award.

Type of Contract

It is proposed that, if a contract is entered into as a result of this RFP, it will be a time and materials contract based on a fixed price contract. Negotiations may be undertaken with those consultants whose proposals, as to price and other factors, as determined by the City, show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be one most advantageous to the price and other factors considered. The City reserves the right to consider proposals or modifications thereof received at any time before award is made, if such action is in the best interest of the City. The determined price of contract shall be adhered to and at no time will the contractor be allowed to bill for work not agreed upon.

Rejection of Proposals

The City reserves the right to reject all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the City. The City reserves the right to reject any or all proposals submitted

Incurring Costs

The City is not liable for any pre-contractual costs incurred by consultants prior to issuance of a contract. Pre-contractual costs are defined as expenses incurred by the offerer in: (a) preparing the proposal in response to this RFP; (b) submitting that proposal to the City; (c) negotiating with the City in any manner related to this proposal; or (d) any other expenses incurred by offerer prior to date of award, if any, of the contract. Offerer shall not include any such expenses as part of the bid in response to this RFP.

Inquiries

Questions that arise prior to submission of bids must be directed to Suzanne Wilcox, Program Manager, at (810) 766-7436 extension 3010 or fax (810) 766-7351.

Addenda to RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all consultants who receive the RFP. Please continue to check City's website or any RFP modifications.

Response Date

To be considered, proposals must arrive at the address designated by the City on or before the date and time specified in the cover letter. Consultants mailing proposals should allow normal delivery time to ensure receipt of their proposal. All proposals shall be received by the Department of Community and Economic Development by 5:00 p.m., local time, on Monday, August 24, 2009.

Proposals

To be considered, consultants must submit a complete response to this RFP using the format provided in Section 3 of this RFP. One original and five copies of the proposal must be submitted to the Department of Community and Economic Development, Department of Community and Economic Development, 1101 S. Saginaw Street, Flint, Michigan 48502. Proposals must be signed by an official authorized to bind the consultant agency to its provisions. Proposals must include a statement as to the period during which the proposal remains valid. For this RFP, this period must be at least ninety (90) days.

Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of this RFP.

Prime Contractor Responsibilities

The selected consultant will be required to assume responsibility for all services offered in his/her proposal, regardless of who produces them. Furthermore, the City will consider the selected consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Contract Payment Schedule

The successful offerer will submit monthly invoices to the City of Flint Department of Community and Economic Development, to the attention of Director, or designee. Payment for contract services entered into as a result of this RFP will be made within thirty (30) days of receipt of an invoice.

Independent Price Determination

By submission of a proposal, the offerer certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization in connection with this proposal that:

1. The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other offerer or with any competitor; and
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offerer and will not knowingly be disclosed by the offerer or to any competitor; and
3. No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
4. Each person signing the proposal also certifies that:
 - a. He/She is the person in the offerer’s organization responsible within that organization for the decision as to the prices being offered in the proposal; and
 - b. He/She is not the person in the offerer’s organization responsible within that organization for the decision as to the prices being offered in the proposal but that he/she has been authorized in writing to act as agent for the persons responsible for such decision.

Equal Opportunity Affirmative Action

The consultant shall adhere to all federal and state regulations in respect to equal opportunity, affirmative action and minority representations. Minority firms are encouraged to apply.

If the bidder is certified as a minority or female-owned business by the Michigan Department of Civil Rights pursuant to Public Act 428, then such documentation shall be included in the proposal.

Ownership of Work Products

It is explicitly understood that all work products and documents resulting from this RFP and contract shall become the property of the City of Flint.

Liability Insurance

The individual or firm selected to provide the requested services will be required to submit the following within one week of the award:

- Evidence of general liability, workmen's compensation insurance, professional liability (Errors and Omissions) insurance coverage in the amount of One Million Dollars and business automobile liability insurance with limits of \$1,000,000. Said proof of liability insurance shall be included as part of the contract document.

Contractor's Compliance with State and Federal Regulations

The selected bidder shall comply with all applicable state and federal regulations governing the contract that results from this RFP.

3. PROPOSAL REQUIREMENTS

All proposals shall be organized in the following manner:

A. Contact Information

Name, address and telephone number of the individual or firm. If a firm, the name and title of the individual authorized to negotiate contract terms and make binding commitments shall be included;

B. Experience

Narrative description of experience preparing written rehabilitation specifications, for public agencies and federally-funded projects, if applicable;

- (1) Description of the firm or individual's resources to deliver services in a timely manner. If a firm, please provide the names of all personnel who will be assigned to work with the City, including education and previous experience. This section should include a description of the firm or individual's access to and use of computerized databases as a means of reducing costs and insuring timely delivery of services;
- (2) Years in Rehabilitation Business. State the number of years your firm has been involved in rehabilitation business. State the number of years your firm has offered specwriting services.
- (3) Full-Time Personnel. Indicate the number of full-time personnel employed by your firm.

C. Financial Soundness

- (1) Financial Statement. Attach your firm's most recent financial statement or annual report for each of the last three years.
- (2) Statement of Financial Conditions. Attach the most recent annual Statements of Financial Conditions, including balance sheet, income statement and statement of cash flows, dated within the past twelve (12)

months. Provide the name, address, and the telephone number of firm(s) that prepared the Financial Statements:

- (3) Accounting Firm Information. If these financial documents were not produced in-house, indicate the name, address and phone number of the firm(s) that prepared these financial statements.
- D. Narrative description of the proposed services as described in the scope of work, and the time required to deliver these services. Describe your firm's approach to managing this project;
- E. Fee schedule for the proposed services on a separate page to be used as an attachment to the contract;
- F. A minimum of three (3) complete references (name, title, address and phone number) whom the City may contact to verify services rendered or currently being provided. Public agency referrals are preferred.

4. OTHER REQUIREMENTS

All federal regulations applying to the Community Development Block Grant (CDBG) program, except where specifically amended by the NSP program, apply to the NSP program. Following are additional requirements for the NSP program:

- Davis Bacon Act: federal prevailing wages for housing projects with 8 or more units
- NSP funds require all projects to undergo an environmental review pursuant to 24 CFR 570.604 and the National Environmental Policy Act of 1969 (NEPA) and regulations promulgated thereto in 24 CFR Part 58. HUD's environmental regulations provide that until completion of the environmental review and, if necessary, DCED's approval of the release of the NSP funds, the applicant may not commit or expend any funds on any activities that are deemed to limit the choice of reasonable alternatives with respect to the site ("choice-limiting actions"). Choice-limiting actions include, without limitation, entering into a purchase and sale agreement, acquisition, leasing, demolition, rehabilitation, disposition, construction, or site improvements relating to the project. If the applicant or any participant in the development process takes a choice limiting action after applying to DCED for financing and before environmental clearance, the applicant will be denied any NSP funds.
- Lead-based Paint: Properties must comply with federal standards (24 CFR Part 35) for testing and abatement of lead-based paint. A lead-based paint management plan will be required from any agency administering NSP funds for rehabilitation activities.
- Fair housing: All projects are required to affirmatively further equal opportunity and fair housing objectives.
- Accessibility to persons with a disability (Section 504): To the extent practicable, rehabilitation projects must comply with Section 504.
- All funds must be obligated by September 17, 2010.

EVALUATION CRITERIA

The proposals received will be reviewed by an evaluation team. All proposals will be fully considered and rated by the evaluation team. The City may use some or all of the following criteria in its evaluation of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- Price - Analysis of cost competitiveness, including level of effort allocated to each major task.
- Responsiveness to RFP requirements - quality of the information submitted in the proposal based on completeness, relevance, conciseness and organization of material presented.
- Understanding of the project and your firm's expertise for the project
- Recent experience in conducting similar scope, complexity, and magnitude for other public agencies.
- Educational background, professional qualifications, work experience, and directly related energy services
- Extent of utilization of local firms and types of work to be performed.
- Ability to complete specifications within the required timeframe.
- References

The City may also contact and evaluate the bidder's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The City shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the Project.

Local Preference

All respondents shall be advised that the City of Flint Code, Article 4 Section 18-21.5 gives a seven (7) percent advantage of bidders located within the corporate City limits of Flint, Michigan. For example, if the lowest qualified bid represents a City of Flint non-resident business and the second higher lowest qualified bid represents a City of Flint resident business whose bid is up to 7 percent higher than the lowest qualified bid, then the contract can be awarded to the second lowest qualified bidder whose business is located in the City of Flint.

The selected individual or firm should avoid personal and organizational conflicts of interest.

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract,

if awarded, should be present at the oral interview.

The City will not conduct a pre-submittal conference. Any questions regarding this program must be submitted in writing to Suzanne Wilcox, City of Flint Department Community and Economic Development, 1101 S. Saginaw St., Flint, MI 48502, or by email to swilcox@cityofflint.com.

SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP -	July 27, 2009
Meeting for proposal respondents	August 4, 2009
Proposals Due	August 24, 2009
Proposals Opened	August 25, 2009
Proposal Evaluation Completed	September 4, 2009
Notification of Awards	September
City Council Committee	September 9, 2009
City Council Meeting	September 14, 2009
Execute contract	September 30, 2009

SUBMISSION AND DEADLINE

Six (6) bound copies of the proposal must be submitted in sealed envelope to the following contact and address:

City of Flint
Department of Community and Economic Development
1101 S. Saginaw St.
Flint, MI 48502
Attention: Suzanne Wilcox
DEADLINE: **Monday, August 24, 2009 at 5:00 P.M.**

Facsimiles or electronic copies will not be accepted as a substitute for a sealed bid bearing the original signature of individual or qualified representative of the firm submitting the proposal.

Incomplete proposals and proposals received after this deadline will not be considered.

Resources:

Flint NSP Substantial Amendment:
<http://www.cityofflint.com>

NSP Regulations:
<http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/nspp/notice.pdf>

NSP Information:

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/>