

**FINANCE DEPARTMENT
DIVISION OF PURCHASES & SUPPLIES**



Sheldon A. Neeley, Mayor

Proposal No. 21000578

**Professional Services for Consulting Assistance
To Prepare a Section 108 Loan Application**

**REQUEST FOR PROPOSALS
(RFP)**

for

**Professional Services for Consulting Assistance
To Prepare a Section 108 Loan Application**

Presented By:

**Sheldon A Neeley
Mayor, City of Flint**

CITY OF FLINT, MICHIGAN

And the

**DEPARTMENT OF PLANNING AND DEVELOPMENT
COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION**

Suzanne Wilcox, Director

October 22, 2020

**REQUEST FOR PROPOSAL
(RFP)**

**City of Flint
Department of Planning and Development
Community and Economic Development Division**

**Professional Services for Consulting Assistance
To Prepare a Section 108 Loan Application for Housing Program**

The City of Flint, through its Planning and Development Department, Community and Economic Development Division, invites sealed proposals from qualified firms or individuals to provide professional services to assist the City with its affordable housing programs. Specifically, the Department is looking for assistance in the preparation and submission of a Section 108 Loan Guarantee application to the U.S. Department of Housing and Urban Development for an owner occupied rehabilitation program. This RFP is being publicly advertised as well as mailed to qualified 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.

Proposals will be accepted at the City of Flint, Purchasing Division, 1101 S. Saginaw Street, Flint, Michigan, 48502. Proposals must be submitted in a sealed envelope and shall be labeled: "**Professional Services for Preparation of a Section 108 Loan Guarantee Application.**" The City will receive proposals until 4:00 p.m., local time on **Thursday, November 12, 2020.**

CONTRACT TIME FRAME: TO BE DETERMINED

PROPOSAL OPENING MEETING: Sealed proposals will be opened at 4:00 p.m., local time, on Thursday, November 12, 2020, in the Purchasing Division of the City of Flint, 1101 S. Saginaw St., Flint, MI 48502.

The City of Flint is an Equal Opportunity Employer.

All additional proposal documents, requirements, addendums, specifications, and plans/drawings (if utilized) are available on the Purchasing page of the City of Flint's web site at <https://www.cityofflint.com/finance/purchasing/bids-2/> under "open bids" and the specific bid or proposal number assigned to this notice.

New vendors should complete and submit a vendor application, IRS W-9 Form, and Vendor ACH Payment Authorization Form with the City of Flint. Links to these forms are available at <https://www.cityofflint.com/finance/accounts-payable-department/>.

Results may be viewed next business day online EXCEPT when a bid is under review. The bidders/public will only see the names of the bidders that submitted a bid, not their cost. This will protect the bidders cost in case there is a re-bid. <https://www.cityofflint.com/finance/purchasing/results/> under "bid results".

City of Flint has partnered with BidNet as part of the [MITN Purchasing Group](#) (branded page link) to post bid opportunities to this site. As a vendor, you can register with the [MITN Purchasing Group](#) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once the City of Flint has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies throughout Michigan.

City of Flint looks forward to providing you with more bid information and simplifying the entire bid, proposal, and quote processes for everyone involved. We appreciate your cooperation and welcome your participation. If you need help registering, please call the MITN Purchasing Group support department toll free 1-800-835-4603 option #2.

Link to City of Flint open solicitations:
[MITN Purchasing Group](#) (branded page link)

Any questions regarding the proposal process may be directed to Joyce McClane in writing **no later than 11/02/20 by 4:30 PM** to jmcclane@cityofflint.com.

Sincerely,



Joyce A. McClane, CPPB Purchasing Manager

BACKGROUND

The City recognizes the continuing need to alleviate and prevent conditions of unemployment, assist local industrial and commercial businesses with purchasing, constructing, rehabilitating, arranging financing and expanding within the City of Flint, and facilitate the development of affordable home ownership for low- and moderate-income individuals. In the past, the City has engaged the services of firms to assist with complex deal structuring, underwriting, revitalization of urban areas, EDI and Section 108 loans, etc, and is again seeking assistance in these areas. This proposal seeks the professional services of a consultant to prepare and submit a Section 108 Loan Guarantee application to the U.S. Department of Housing and Development for a comprehensive owner occupied rehabilitation program.

The City is in the process of developing a comprehensive rehabilitation program for residents at all incomes citywide. The goal will be to promote neighborhood revitalization, stabilize housing stock, eliminate blight and deterioration of housing stock, and increase neighborhood home values. Funding for this program will be a mix of private lending, philanthropic support and state and local funds. Multiple partners will be involved in the program.

Part I CONSULTANT REQUIREMENTS

I-A. Purpose:

The City of Flint (hereinafter referred to as the “City”), a Michigan Municipal Corporation, is seeking proposals from qualified firms or individuals to provide professional services to assist the City with its economic development and affordable housing program. This RFP is being publicly advertised as well as mailed to qualified consultants.

I-B. Scope of Services:

The scope of services for the Project is outlined below. However, bidders should note that these work items are the basis for the technical assistance and are not intended to be inclusive of the tasks required to prepare a complete proposal. Bidders should expand and modify these items, as needed, to assure a complete, comprehensive proposal for the technical assistance required to deliver the work products in 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.

The scope of services for the Project is:

- Collaborate with local and Federal partners in the development of a comprehensive owner occupied rehabilitation program.
- Provide technical expertise regarding entitlement requirements for a Section 108 Loan Guarantee application and ensure all requirements are met for administration and management of the Section 108 Loan Guarantee.
- Provide technical expertise around Flint market conditions and housing needs in the City of Flint.
- Prepare and submit a Section 108 Loan Guarantee application to the U.S. Department of Housing and Urban Development for a comprehensive owner occupied program in the format required by HUD, including all attachments, documents, maps, and other required attachments.
- Assistance as requested in identifying and obtaining private and public financing housing programs
- Researching new financing opportunities, including grants and other financial incentives the City may use in order to spur development
- Assist in the negotiation and preparation of agreements as needed

I-C. Contract Time Frame

It is estimated that the contract time frame for this project will be approximately 6 months, or until Section 108 Loan application is funded and received.

I-D. 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.

I-E. 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.

I-F. Incurring Costs

The City is not liable for any costs incurred by consultants prior to issuance of a contract.

I-G. Inquiries

Questions that arise prior to submission of bids must be directed to the Purchasing Division at jmcclane@cityofflint.com.

I-H. 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.

I-I. 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.

I-J. Proposals

To be considered, consultants must submit a complete response to this RFP using the format provided in Part II. One original and four copies of the proposal must be submitted to the Purchasing Division, 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.

I-K. Acceptance of Proposal Content

The contents in the proposal of the successful bidder may become contractual obligations if a contract is issued. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

I-L. 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.

I-M. 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.

I-N. Contract Payment Schedule

The successful proposer will submit monthly invoices to the City of Flint Planning and Development Department, Community and Economic Development Division, Suzanne Wilcox, 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.

I-O. 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.

I-P. 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.

I-Q. 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.

I-R. Liability Insurance

The selected bidder will be required to provide general liability, workmen's compensation insurance, and professional liability insurance coverage in the amount of One Million Dollars. Said proof of liability insurance shall be included as part of the contract document.

I-S. 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.

**PART II
INFORMATION REQUIRED FROM BIDDERS**

The content of the bidder's proposal shall include information for the items listed below:

II-A. Firm or Organization Identification

State the full name and address of your firm or organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work of the Project. Indicate whether you operate as an individual or partnership or

corporation and include the state in which your firm or organization is incorporated. If a joint venture is contemplated, name the firms involved. Also, subcontractors to be used for the Project must be identified in a similar manner.

II-B. Statement of Understanding

State in precise terms your understanding of the scope of services presented in this RFP and your role in accomplishing these services.

II-C. Management Staffing

1. Staffing – Provide the names, qualifications, and background information (resumes) of your Project Team, including Project manager, and other professional staff who will be associated with the Project. Estimate the percent of the time each individual will devote to the work. Include a Project Organizational Chart.
2. Sub-Consultant – Discuss the nature and extent of sub-contracting other services pertinent to this Project.
3. Responsiveness – Discuss how your firm will respond quickly on a day-to-day basis to Project needs. Discuss how you will maintain close and effective communications with the City and its staff.

Bidder must be able to staff a project team that is experienced in economic development and affordable housing projects. They must have or demonstrate the ability to acquire these capabilities in a timely manner that does not compromise the accomplishment of the project's goals and objectives.

II-D. Work Plan

Present in detail your proposed work plan for this project, including major tasks to be achieved and related work products. Also, present in detail any "Additional Recommended Items" that you deem appropriate to be included as part of the technical assistance. Provide a work schedule outlining the time frame for your firm to complete the work including "Additional Recommended Items" and the estimated time required for the completion of each major task.

Your work plan must also define what your firm will need from the City to complete the scope of services, work products, or documents, etc. for the Project.

II-E. Qualifications and Prior Experience

The qualified proposer needs to have the following:

- Experience with complex municipal development projects, including industrial, retail, commercial and housing
- Experience with U.S. Department of Housing and Urban Development programs, including HOME and CDBG, Section 108, and a thorough knowledge of the applicable rules and regulations involved with their funding
- Knowledge of the City of Flint Planning and Development Department, Community and Economic Development Division and a thorough knowledge of the applicable rules and regulations involved with its funding.
- Experience with environmental issues and programs, including, but not limited to, NEPA requirements
- Experience with Section 108 loans and other housing development financing tools.

The following is also desired:

- Experience with non-profit organizations, including faith-based

Discuss your firm's experience in the provision of these types of services and provide examples of similar projects that your firm has (or major principals of your firm) been involved with. Include at least three (3) references, identifying the following information

- a. Client
- b. Contact person and phone number
- c. Services provided
- d. Original estimate or project costs
- e. Actual project cost
- f. Original estimate of major task of Project completion schedule and actual completion schedule
- g. Experience with federally funded projects and contracting requirements

Also, provide a discussion of your firm's familiarity with typical problems that might arise with projects of this sort.

II-F. Authorized Negotiators

Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contracts with the City of Flint Department of Community and Neighborhood Services, Major Grants Division.

II-G. Cost of Services Level of Effort

In this section of the proposal, provide an estimate of the total not-to-exceed cost for the Project. This cost shall also include a breakdown for labor, overhead rates, fringe benefits, profit and other pertinent costs. Demonstrate the level of effort for the Project by listing, by position, the number of hours necessary to complete this Project, including a detailed outline of professional personnel. The level of effort a subcontractor will provide, as well as any "Additional Recommended Items" the Consultant deems appropriate to be included in the technical assistance, shall also be represented in a similar format. Also, the Consultant shall submit its rate schedule. The rate schedule shall include your firm's rates (including labor, overhead, fringe benefits and profit) for each position that will be assigned to the Project as well as any other costs related to the provision of these services. The City's preference is to remunerate the Consultant on a time and materials basis with a not to exceed cost presented as an upper limit for the Project. If this is not acceptable, outline a method of remuneration of services which is acceptable.

Succinctly document (tables, graphs, matrices, etc.) your firm's ability to provide high quality services on schedule and within budget. Discuss the control systems you will utilize to effectively manage this Project.

The information requested in this section is required to support the reasonableness of your quotation. The data will be held in confidence and will not be revealed to or discussed with competitors until after a contract is awarded to successful bidder(s). After contract award, all bids are subject to the Freedom of Information Act. This portion of the proposal must be bound and sealed separately from the remainder of the proposal.

Use the following format:

1. Itemize so as to show the following for each category of personnel with a different rate per hour:
 - a. Category: e.g., project manager, senior architect, draftsman, etc.
 - b. Estimated number of man hours
 - c. Rate per hour
 - d. Total cost of each category and for all labor needs

2. Fringe Benefit Costs – ITEMIZE
3. Cost of supplies and materials – ITEMIZE
4. Other direct costs – ITEMIZE
5. General and administrative burden of overhead – Indicate percentage and total
6. Transportation costs – Show travel costs and per diem separately
7. Printing costs – State separately the price for printing work products or documents
8. Profit
9. Overhead Rates – (or any other type of cost plus percentage of cost) shall only be allowed if bidder uses an overhead or indirect cost rate for its firm that has been approved by a federal agency. Such documentation must be included in the bid package.
10. Total bid price for project
11. Total bid price for all tasks included in the scope of services

II-H. Additional Information Comments

Include any other information that is believed to be pertinent, but not specifically asked elsewhere in this RFP.

**PART III
EVALUATION CRITERIA OF PROPOSALS**

The criteria that will be considered in the evaluation of the proposals for this RFP shall include, but not necessarily be limited to, the following factors:

III-A. Price

Analysis of cost, including level of effort allocated to each major task.

III-B. Prior experience and familiarity with the topic

This refers to the nature and extent of prior experience, including the years that the firm or organization has been in business, level of experience in community-based planning

relating to urban, economic, commercial, residential, industrial and other related development projects, project management, etc. Also, past record of performance on similar projects, including such factors as control of cost, quality of work and ability to meet schedules.

III-C. Capability and Qualifications

This criterion includes consideration of bidder's capability and ability to meet the terms of the RFP. Emphasis will be placed on the soundness of the bidder's approach to carrying out all tasks as presented in the scope of services and bidder's ability to perform the work within the required time limits as stated in Part 1-A.

III-D. Understanding of the nature of work to be performed and perception of issues to be addressed

This refers to proposer's understanding of the scope of services presented in this RFP and selected firm's role in accomplishing these services.

III-E. Professional Personnel

This refers to the competence of the professional personnel who would be assigned to the job by the consulting firm or individual consultant. Qualifications of professional personnel will be measured by education and experience, with reference to experience on projects similar to that described in this RFP. Emphasis will also be placed upon the qualifications of the project manager and the amount of dedicated management planned for this project by the contractor. Past record of performance on similar projects including such factors as control of cost, quality of work, and ability to meet schedules. Project organization and management, including staffing, management control, and subcontractor utilization.

III-F. Local Preference

All bidders shall be advised that the City of Flint Code, Article 4 Section 18-21.5 gives a five (5) 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 5 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.

III-G. Other Factors

The criteria that will be considered in the evaluation of the Proposals shall include, but not necessarily be limited to, the following:

1. Avoidance of personal and organizational conflicts of interest.
2. Responsiveness to RFP requirements - quality of the information submitted in the proposal based on completeness, relevance, conciseness and organization of material presented.
3. The perception of the Project and your firm's expertise for the Project.
4. Extent of utilization of local firms and types of work to be performed.
5. Compliance with equal opportunity and affirmative action regulations.

COVER SHEET

**Professional Services for Consulting Assistance
To Prepare a Section 108 Loan Application**

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this Request for Proposals (RFP) submittal to City of Flint is accurate and complete and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

_____ Will be responding to this RFP.

_____ Will not be responding to this RFP. (Please return only this form.)

Contact Information:

Bidder's (Company) Name: _____

Address: _____

City: _____ State: _____

Phone: _____ Fax: _____

Email Address: _____

Federal Identification Number: _____

License Number: _____

Signature Information:

Representative Name (printed): _____

Title: _____

Signature: _____

Date: _____

**CITY OF FLINT, MICHIGAN AFFIDAVIT
AFFIDAVIT FOR INDIVIDUAL**

STATE OF _____

S.S.

COUNTY OF _____

_____ being duly sworn, deposes and says that they are the person making the above bid; and that said bid is genuine and not sham or collusive, and is not made in the interest of or on behalf of any person not therein named, and that they have not directly or indirectly induced or solicited any bidder to put in a sham bid; that they have not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that they have not in any manner sought by collusion to secure themselves any advantage over other bidders.

Subscribed and sworn to before me at _____, in said County and State, this _____ day of _____, A.D. 20_____,

*Notary

Public, _____ County, _____

My Commission expires _____, 20_____

NOTE: If executed outside of the State of Michigan, certificate by the Clerk of the Court of Record, authenticating the Notary's Signature and authority should be attached.

**CITY OF FLINT, MICHIGAN AFFIDAVIT
FOR CORPORATION**

STATE OF _____

S.S.

COUNTY OF _____

_____ being duly sworn, deposes and says that
she/he/they

is _____ of _____
(Official Title) (Name of Corporation)

a corporation duly organized and doing business under the laws of the State of

_____ the corporation making the within and foregoing bid; that they executed said bid in behalf of said corporation by authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the interests of or on behalf of any person not herein named, and that they have not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding; that they have not and said bidder has not in any manner sought by collusion to secure to themselves or to said corporation an advantage over other bidders.

Subscribed and sworn to before me at _____, in said County and State,
this _____ day of _____, A.D. 20 _____,

*Notary Public, _____
County, _____

My Commission expires _____, 20 _____

NOTE: If executed outside of the State of Michigan, certificate by the Clerk of the Court of Record, authenticating the Notary's Signature and authority should be attached.

**CITY OF FLINT, MICHIGAN AFFIDAVIT
FOR PARTNERSHIP**

STATE OF _____

S.S.

COUNTY OF _____

_____ being duly sworn, deposes and says that they are a member of the firm of _____, a co-partnership, making the above bid; that they are duly authorized to make said bid on behalf of said co-partnership; that said bid is genuine and not sham or collusive, and is not made in the interest of or on behalf of any person not therein named, and that they have and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that they have not and said bidder has not in any manner sought by collusion to secure to themselves or to said bidder any advantage over other bidders.

Subscribed and sworn to before me at _____, in said County and State,

this _____ day of _____, A.D. 20____,

*Notary Public, _____
County, _____

My Commission expires _____, 20____

NOTE: If executed outside of the State of Michigan, certificate by the Clerk of the Court of Record, authenticating the Notary's Signature and authority should be attached.

**CITY OF FLINT, MICHIGAN AFFIDAVIT
FOR AGENT**

STATE OF _____

S.S.

COUNTY OF _____

_____ being duly sworn, deposes and says that they executed the within and foregoing bid in behalf of

_____,
the bidder therein named, they having been theretofore lawfully authorized, as the agent of said bidder, so to do; that said bid is genuine and not sham or collusive and not made in the interests of or on behalf of any person not therein named, and that they have not and said bidder has not directly or indirectly induced or solicited any bidder to put in a sham bid; that they have not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that they have not and said bidder has not in any manner sought by collusion to secure to themselves or to said bidder any advantage over other bidders.

Subscribed and sworn to before me at _____, in said County and State,

this _____ day of _____, A.D. 20_____,

*Notary Public, _____
County, _____

My Commission expires _____, 20_____

NOTE: If executed outside of the State of Michigan, certificate by the Clerk of the Court of Record, authenticating the Notary's Signature and authority should be attached.