

CITY OF FLINT
DEPARTMENT OF PURCHASES AND SUPPLIES

City Hall
1101 S. Saginaw Street, Rm 203 – Flint, Michigan 48502
(810) 766-7340 FAX (810) 766-7240 www.cityofflint.com



Dr. Karen W. Weaver
Mayor

REQUEST FOR PROPOSAL

OWNER/RETURN TO:

THE CITY OF FLINT
FINANCE DEPARTMENT - DIVISION OF PURCHASES AND SUPPLIES
1101 S. SAGINAW ST., ROOM 203, 2nd FLOOR
FLINT, MI 48502

PROPOSAL NO.: 19000579

SCOPE OF WORK:

The City of Flint, Finance Department – Division of Purchases & Supplies, is soliciting sealed proposals for providing:

RE-BID BLIGHT PROJECT MANAGEMENT: NEIGHBORHOOD INVENTORY, FLINT PROPERTY PORTAL

Per the attached additional requirements.

If your firm is interested in providing the requested goods or services, please submit one (1) original and one (1) copy of your detailed proposal to the City of Flint, Finance Department - Division of Purchases and Supplies, 1101 S. Saginaw St., Room 203, Flint, MI, 48502, **Tuesday, July 16, 2019 @ 3:00 PM (EST)**. Please note: all detailed proposals received after 3:00 PM (EST) will not be considered. Proposals must be in a sealed envelope clearly identifying the proposal and number. Faxed proposals are not accepted.

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.

If you are a new vendor and the low bidder, you will be required to submit an 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 at <https://www.cityofflint.com/finance/purchasing/results/> under "bid results".

Any questions regarding the proposal process may be directed to Joyce McClane in writing by no later than 07/11/19 to jmcclane@cityofflint.com

Sincerely,



Joyce A. McClane
Department of Purchases and Supplies

INSTRUCTIONS TO VENDORS

- 1) **PRE-BID INFORMATION AND QUESTIONS:** Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposals, Proposers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the City of Flint. If a Proposer finds a discrepancy, error or omission in the RFP package, or requires any written addendum thereto, the Proposer is requested to notify the Purchasing contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Proposers. **THE CITY OF FLINT IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** All questions must be submitted in writing to the Purchasing Department before any Pre-Bid Question Deadline (if specified) or at least one (1) week prior to the proposal opening date indicated on the front of this document.

- 2) **RFP MODIFICATIONS:** The City of Flint has the right to correct, modify or cancel the RFP, in whole or in part, or to reject any Proposal, in whole or in part, within the discretion of the City of Flint, or their designee. If any such changes are made, all known recipients of the RFP will be sent a copy of such changes. If any changes are made to this RFP document by any party other than the City of Flint, the original document in the City of Flint's files takes precedence.

- 3) **PROPOSAL SUBMISSION:**
 - a) The Proposer must include the following items, or the proposal may be deemed non-responsive:
 - i) All forms contained in this RFP, fully completed.
 - b) Proposals must be submitted to the Finance Department – Purchases and Supplies, City of Flint, 1101 S. Saginaw Street – Room 203, Flint, Michigan 48502 by the date and time indicated as the deadline. The Purchasing Department time stamp will determine the official receipt time. It is each Proposer's responsibility to insure that its' proposal is time stamped by the Purchasing Department by the deadline. This responsibility rests entirely with the Proposer, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m. Local Time, Monday through Friday, legal holidays as exception.
 - c) Proposals must be enclosed in a sealed, non-transparent envelope, box or package, and clearly marked on the outside with the following: RFP Title, RFP Number, Deadline and Proposer's name.
 - d) Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the Request for Proposals (RFP), and that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein.
 - e) All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the bid.
 - f) Proposals sent by email, facsimile, or other electronic means will not be considered unless specifically authorized in this RFP.
 - g) All costs incurred in the preparation and presentation of the proposal are the Proposer's sole responsibility; no pre-bid costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of the City of Flint.
 - h) Proposals must be held firm for a minimum of 120 days.

- 4) **EXCEPTIONS:** Proposer shall clearly identify any proposed deviations from the Terms or Scope in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the proposed substitute language and opinion

as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the proposal, the City of Flint will assume complete conformance with this specification and the successful Proposer will be required to perform accordingly. Proposals not meeting all requirements may be rejected.

- 5) **DUPLICATE BIDS:** No more than one (1) proposal from any Proposer including its subsidiaries, affiliated companies and franchises will be considered by the City of Flint. In the event multiple proposals are submitted in violation of this provision, the City will have the right to determine which proposal will be considered, or at its sole option, reject all such multiple proposals.
- 6) **WITHDRAWAL:** Proposals may only be withdrawn by written notice prior to the date and time set for the opening of proposals. No proposal may be withdrawn after the deadline for submission.
- 7) **REJECTION/GOOD STANDING:** The City of Flint reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the City of Flint, or their designee, that the best interest of the City will be served by doing so. No Proposal will be considered from any person, firm or corporation in arrears or in default to the City on any contract, debt, taxes or other obligation, or if the Proposer is debarred by the City of Flint from consideration for a contract award pursuant to Section 18-21.5 (d) of Article IV of the "Purchasing Ordinance of the City of Flint.
- 8) **PROCUREMENT POLICY:** Procurement for the City of Flint will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City. The City of Flint and their officials have the vested authority to execute a contract, subject to City Council and Mayoral approval where required.
- 9) **PROPOSAL SIGNATURES:** Proposals must be signed by an authorized official of the Proposer. Each signature represents binding commitment upon the Proposer to provide the goods and/or services offered to the City of Flint if the Proposer is determined to be the lowest Responsive and Responsible Proposer.
- 10) **CONTRACT AWARD/SPLIT AWARDS:** The City of Flint reserves the right to award by item, group of items, or total proposal to the lowest responsive, responsible Proposer. The Proposer to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Proposer at the address designated in the proposal if a separate Agreement is required to be executed. After a final award of the Agreement by the City of Flint, the Contractor/Vendor must execute and perform said Agreement. All proposals must be firm for at least 120 days from the due date of the proposal. If, for any reason, a contract is not executed with the selected Proposer within 14 days after notice of recommendation for award, then the City may recommend the next lowest responsive and responsible Proposer.
- 11) **NO RFP RESPONSE:** Proposers who receive this RFP but who do not submit a proposal should return this RFP package stating "No Proposal" and are encouraged to list the reason(s) for not responding. Failure to return this form may result in removal of the Proposer's name from all future lists.

- 12) **FREEDOM OF INFORMATION ACT REQUIREMENTS:** Proposals are subject to public disclosure after the deadline for submission in accordance with state law.
- 13) **ARBITRATION:** Contractor/Vendor agrees to submit to arbitration all claims, counterclaims, disputes and other matters in question arising out of or relating to this agreement or the breach thereof. The Contractor's agreement to arbitrate shall be specifically enforceable under the prevailing law of any court having jurisdiction to hear such matters. Contractor's obligation to submit to arbitration shall be subject to the following provisions:
- (a) Notice of demand for arbitration must be submitted to the City in writing within a reasonable time after the claim; dispute or other matter in question has arisen. A reasonable time is hereby determined to be fourteen (14) days from the date the party demanding the arbitration knows or should have known the facts giving rise to his claim, dispute or question. In no event may the demand for arbitration be made after the time when institution of legal or equitable proceedings based on such claim dispute or other matters in question would be barred by the applicable statute of limitation.
 - (b) Within fourteen (14) days from the date demand for arbitration is received by the City, each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person, the three together shall then serve as a panel in all proceedings. Any decision concurred in by a majority of the three shall be a final binding decision.
 - (c) The final decision rendered by said arbitrators shall be binding and conclusive and shall be subject to specific enforcement by a court of competent jurisdiction.
 - (d) The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.
- 14) **PROPOSAL HOLD:** The City of Flint may hold proposals for a period of one hundred twenty - (120) days from opening, for the purpose of reviewing the results and investigating the qualifications of proposers prior to making an award.
- 15) **NONCOMPLIANCE:** Failure to deliver in accordance with specifications will be cause for the City of Flint and they may cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor/Vendor.
- 16) **DISCLAIMER OF CONTRACTUAL RELATIONSHIP:** Nothing contained in these documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.
- 17) **ERRORS AND OMISSIONS:** Proposer is not permitted to take advantage of any obvious errors or omissions in specifications.
- 18) **INTERPRETATION:** In the event that any provision contained herein shall be determined by a court of competent jurisdiction or an appropriate administrative tribunal to be contrary to the provision of law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal having jurisdiction over this Agreement and the interpretation thereof, or the parties hereto, so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision.
- 19) **LAWS AND ORDINANCES:** The proposer shall obey and abide by all of the laws, rules and regulations of the Federal Government, State of Michigan, Genesee County and the City of Flint,

applicable to the performance of this agreement, including, but not limited to, labor laws, and laws regulating or applying to public improvement, local government, and its operational requirements.

- 20) **LOCAL PREFERENCE:** Proposers/bidders located within the corporate city limits of Flint, Michigan may be given a seven percent (7%) competitive price advantage. Additionally, if the lowest responsible bidder is not located within the limits of the City of Flint, but is located within the County of Genesee, and said bidder does not exceed the bid of the lowest non-local bidder by more than three and one-half percent (3-1/2%), then said lowest Genesee County bidder may be determined to be the lowest responsible bidder, and make the award to such Genesee County bidder accordingly, subject to the approval of the city council. If the lowest non-local bidder does not exceed that of any proposers/bidders by (7%) inside the City of Flint or (3-1/2%) inside the County of Genesee, then the Purchasing Director shall be allowed to request that the lowest local vendor match the price offered by the lowest non-local vendor.
- 21) **MATERIAL WORKMANSHIP AND STANDARDS OF PERFORMANCE:** The proposer agrees to exercise independent judgment and to complete performance under this Agreement in accordance with sound professional practices. In entering into this Agreement, the City is relying upon the professional reputation, experience, certification and ability of the proposer by him/her or by others employed by him/her and working under his/her direction and control. The continued effectiveness of this Agreement during its term or any renewal term shall be contingent, in part, upon the proposer maintaining his/her operating qualifications in accordance with the requirements of federal, state and local laws. All materials furnished must be new, of latest model and standard first grade quality, or best workmanship and design, unless otherwise expressly specified. Proposer, if required, must furnish satisfactory evidence of quality materials; offers of experimental or unproven equipment may be disregarded.
- 22) **MODIFICATIONS/CHANGES:** Any modification to this agreement must be in writing and signed by the authorized employee, officer, board or council representative authorized to make such modifications pursuant to the State law and local ordinances.
- 23) **NON-COLLUSION:** The proposer acknowledges that by signing this document that he/she is duly authorized to make said offer on behalf of the company he/she represents and that said bid is genuine and not sham or collusive and not made in the interests or on behalf of any person not therein named, and that he/she and said bidder have not directly induced or solicited any other person(s) or corporation to refrain from responding to this solicitation and that he/she and said bidder have not in any manner sought by collusion to secure to himself/herself and said bidder any advantage over any other proposer.
- 24) **NON-DISCRIMINATION:** Pursuant to the requirements of 1976 P.A. 453 (Michigan Civil Rights Act) and 1976 P.A. 220 (Michigan Handicapped Rights Act), the local unit and its agent agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status or because of a handicap that is unrelated to the person's ability to perform the duties of nondiscrimination provision identical to this provision and binding upon any and all contractors and subcontractors. A breach of this covenant shall be regarded as a material breach of this contract.
- 25) **SUBCONTRACTING:** No subcontract work shall be started prior to the written approval of the subcontractor by the City. The City reserves the right to accept or reject any subcontractor.
- 26) **UNION COMPLIANCE:** Contractor agrees to comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services or personnel to be furnished by the City.

27) **WAIVER:** Failure of the City to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of that term, covenant or condition or of any other term, covenant or condition. Any waiver or relinquishment of any right or power hereunder at any one or more times shall not be deemed a waiver or relinquishment of that right or power at any other time

28) **CITY INCOME TAX WITHHOLDING:** Contractor and any subcontractor engaged in this contract shall withhold from each payment to his employees the City income tax on all of their compensation subject to tax, after giving effect to exemptions, as follows:

(a) **Residents of the City:**
At a rate equal to 1% of all compensation paid to the employee who is a resident of the City of Flint.

(b) **Non-residents:**
At a rate equal to 1/2% of the compensation paid to the employee for work done or services performed in the City of Flint.

These taxes shall be held in trust and paid over to the City of Flint in accordance with City ordinances and State law. Any failure to do so shall constitute a substantial and material breach of this contract.

29) **CONTRACT DOCUMENTS:** The invitation for proposal, instructions to proposal, proposal, affidavit, addenda (if any), statement of proposer's qualifications (when required), general conditions, special conditions, performance bond, labor and material payment bond, insurance certificates, technical specifications, and drawings, together with this agreement, form the contract, and they are as fully a part of the contract as if attached hereto or repeated herein.

30) **DISCLAIMER OF CONTRACTUAL RELATIONSHIP WITH SUBCONTRACTORS:** Nothing contained in the Contract Documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.

31) **EFFECTIVE DATE:** Any agreement between the City and the contractor shall be effective upon the date that it is executed by all parties hereto.

32) **FORCE MAJURE:** Neither party shall be responsible for damages or delays caused by Force Majeure nor other events beyond the control of the other party and which could not reasonably have anticipated the control of the other party and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, Force Majeure includes, but is not limited to, adverse weather conditions, floods, epidemics, war, riot, strikes, lockouts, and other industrial disturbances; unknown site conditions, accidents, sabotage, fire, and acts of God. Should Force Majeure occur, the parties shall mutually agree on the terms and conditions upon which the services may continue.

33) **INDEMNIFICATION:** To the fullest extent permitted by law, Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Flint, its elected and appointed officials, employees and volunteers and other working on behalf of the City of Flint, including the Project Manager, against any and all claims, demands, suits, or losses, including all costs connected

therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Flint, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Flint, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which may arise as a result of Contractor's acts, omissions, faults, and negligence or that of any of his employees, agents, and representatives in connection with the performance of this contract. Should the Contractor fail to indemnify the City in the above-mentioned circumstances, the City may exercise its option to deduct the cost that it incurs from the contract price forthwith.

- 34) **INDEPENDENT CONTRACTOR:** No provision of this contract shall be construed as creating an employer-employee relationship. It is hereby expressly understood and agreed that Contractor is an "independent contractor" as that phrase has been defined and interpreted by the courts of the State of Michigan and, as such, Contractor is not entitled to any benefits not otherwise specified herein.
- 35) **NO THIRD-PARTY BENEFICIARY:** No contractor, subcontractor, mechanic, material man, laborer, vendor, or other person dealing with the principal Contractor shall be, nor shall any of them be deemed to be, third-party beneficiaries of this contract, but each such person shall be deemed to have agreed (a) that they shall look to the principal Contractor as their sole source of recovery if not paid, and (b) except as otherwise agreed to by the principal Contractor and any such person in writing, they may not enter any claim or bring any such action against the City under any circumstances. Except as provided by law, or as otherwise agreed to in writing between the City and such person, each such person shall be deemed to have waived in writing all rights to seek redress from the City under any circumstances whatsoever.
- 36) **NON-ASSIGNABILITY:** Contractor shall not assign or transfer any interest in this contract without the prior written consent of the City provided, however, that claims for money due or to become due to Contractor from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
- 37) **NON-DISCLOSURE/CONFIDENTIALITY:** Contractor agrees that the documents identified herein as the contract documents are confidential information intended for the sole use of the City and that Contractor will not disclose any such information, or in any other way make such documents public, without the express written approval of the City or the order of the court of appropriate jurisdiction or as required by the laws of the State of Michigan.
- 38) **RECORDS PROPERTY OF CITY:** All documents, information, reports and the like prepared or generated by Contractor as a result of this contract shall become the sole property of the City of Flint.
- 41) **SEVERABILITY:** In the event that any provision contained herein shall be determined by a court or administrative tribunal to be contrary to a provision of state or federal law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision. The invalidation of one or more terms of this contract shall not affect the validity of the remaining terms.
- 42) **TERMINATION:** This contract may be terminated by either party hereto by submitting a notice of termination to the other party. Such notice shall be in writing and shall be effective 30 days from the date it is submitted unless otherwise agreed to by the parties hereto. Contractor, upon receiving such notice and prorated payment upon termination of this contract shall give to the City all pertinent records, data, and information created up to the date of termination to which the City, under the terms of this contract, is entitled.

- 43) **TIME PERFORMANCE:** Contractor's services shall commence immediately upon receipt of the notice to proceed and shall be carried out forthwith and without reasonable delay.
- 44) **EVALUATION OF PROPOSAL:** In the City's evaluation of proposals, at minimum: cost, serviceability, financial stability, and all requirements set forth in this document shall be considered as selection and award criteria unless otherwise specified.



**CITY OF FLINT – DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BLIGHT
REQUEST FOR PROPOSALS**

**Blight Project Management:
Neighborhood Inventory, Flint Property Portal**

I. KEY DATES AND INFORMATION SUMMARY

RFP Issue Date: June 30, 2019

RFP Issuing Office: City of Flint
Purchasing Department (on behalf of Department of Planning and
Development, Blight Division)

Proposals are to be sent to: City of Flint, Purchasing Department
Attn: Joyce McClane
Flint, MI

Proposal Due Date: July 16, 2019, 3:00 p.m.

RFP Questions and Inquiries:

Questions concerning the RFP may be submitted, in writing, email using the subject line “Code Enforcement Project Management” to the attention of the individual listed above. Questions and inquiries related to this RFP must be received by Purchasing DCED no later than July 11, 2019, 3:00 p.m., to the attention of Joyce McClane, Purchasing Manager, at jmcclane@cityofflint.com. Questions will be answered in writing. Answers will be sent to the prospective contractor who submitted the question(s).

II. PROPOSAL INFORMATION

The City of Flint is seeking proposals to retain a consultant who will be responsible for code enforcement project management activities, including directing ongoing Neighborhood Inventory activities as well as managing the Flint Property Portal.

About the Neighborhood Inventory: the Your Neighborhood Inventory is an initiative that annually engages community-based organizations in property condition information in Flint. The Inventory is offered through a partnership between the Community Foundation of Greater Flint and the City of Flint. The City of Flint identifies inventory needs, develops data collection tools, and engages with participating groups on data collection and use. CFGF selects participating groups through an application process and awards each group a \$500 mini grant. This unprecedented endeavor provides citywide property

condition information that is consistent and current. The initiative began in 2012 as part of the Imagine Flint Master Plan process. Since 2012, community-based organizations in Flint have received more than \$70,000 in mini8 grants and conducted five citywide inventories, including three housing condition assessments, two commercial property condition assessments, a sidewalk audit, and a lighting audit. The initiative has been recognized nationally as a model for participatory planning and community engagement. In the summer of 2019, the City of Flint and the Community Foundation will organize the sixth inventory, which will assess the condition of all 56,000 parcels in Flint. Information gathered in the neighborhood inventory is utilized in the administration and implementation of the City's Comprehensive Code Enforcement Program.

About the Flint Property Portal: In 2014, the City of Flint released *Beyond Blight: City of Flint Comprehensive Blight Elimination Framework*. The purpose of the Framework is to promote collaborative, complementary, and effective blight elimination by directing blight removal activities according to the City of Flint Master Plan. The goal of the Framework is to stabilize Flint's population by eliminating blight in neighborhoods and improving the quality of life for residents. Working towards this purpose and goal, the Framework specifically seeks to provide clear direction for blight removal that can be applied by all partners; identify opportunities for improving current blight removal practices to be more cost-effective, sustainable, and complementary; recommend new efforts for blight elimination based upon unmet needs; share information regarding the state of blight and blight elimination in Flint to create common understanding; and demonstrate the prioritization of neighborhood stabilization and social equity throughout the Framework. The Flint Property Portal was launched by the Genesee County Land Bank Authority and the City of Flint in 2017 as an immediate action step in the *Beyond Blight Framework* at the request of residents to create more transparency re property data.

The website, <https://flintpropertyportal.com/>, enables users to search for property information, submit property and maintenance updates, and view an interactive map of Flint. The interactive map can be used by the community to learn about community property maintenance, Land Bank buildings for sale, and property ownership. Users can search properties on the website by parcel number or address and learn their parcel numbers, owners, occupancy status, building condition, and zoning designation per the Imagine Flint Master Plan for Sustainable Development. Users also can submit changes to property conditions and send a "maintenance message" to inform the City of Flint if the user has performed maintenance on the property, including mowing the grass, removing trash, or boarding open windows. The property updates and maintenance messages once reviewed and validated by the City of Flint and the Land Bank, will appear on the website's property feed.

The City of Flint and the Land Bank have strategically collected and combined more than sixty data points for each of the 56,000 properties that comprise Flint, more than 4 million pieces of property information in total. The Land Bank and the City of Flint maintain this data and use it on a daily basis to make decisions re the City's comprehensive code enforcement strategy.

III. OVERVIEW OF CONTRACTOR RESPONSIBILITIES:

Contractors selected must perform services in accordance with the City of Flint contract, federal law, HUD and/or IRS regulations and requirements in effect at the time of the file audit.

Scope of Services

Contractor(s) selected must be capable of providing the following proposed services:
The City is requesting that the Contractor(s) selected under this RFP will perform the following services on behalf of the City of Flint and under the direction of the Planning and Development Director:

- Direct the 2019 Neighborhood Inventory program, including the following tasks:
 - Oversee all aspects of the initiative, including planning, implementation, communications, and fundraising
 - Manage all involved City of Flint staff from the Department of Planning & Development
 - Facilitate all collaboration and communication with the Community Foundation of Greater Flint
 - Manage Loveland Technologies, Inc. the IT firm responsible for developing necessary software
 - Other tasks as assigned by the Director of Planning and Development

- Manage the Flint Property Portal:
 - Overseeing all aspects of the project on behalf of the City of Flint
 - Track and analyze platform-wide usage, including the website and both versions of the smart device app (Android and iOS)
 - Identify opportunities for system upgrades on an ongoing basis
 - Identify opportunities for funding and prepare relevant grant applications or other documents requesting funding
 - Implement system changes
 - Resolve performance problems
 - Facilitate collaboration and communication with the Genesee County Land Bank Authority
 - Develop and implement a 2019 communication and outreach plan
 - Manage Loveland Technologies, Inc. the IT firm responsible for developing necessary software
 - Coordinate with other City Departments as necessary
 - Manage involved City of Flint staff from the Department of Planning & Development
 - Other tasks as assigned by the Director of Planning and Development

The contractor(s) selected will be required to enter into and sign a written contract with the City of Flint. The contract will contain required terms and conditions that will be in effect for the duration of the contract. It is anticipated that the contract(s) will be for one year. At its discretion, the City may extend the contract for an additional 6-month period. The contractor shall function as an independent contractor(s) for purposes of the contract and neither the contractor nor its employees shall be considered City of Flint employees. Proposals may be submitted only for the entire scope of work identified above.

Any material changes to the scope of services must be agreed to in writing by both parties. Any changes

in scope that requires a change in compensation must be agreed to in writing prior to work being performed.

Qualifications and Experience:

All qualified applicants will be considered. Individuals as well as corporate entities may submit proposals.

Prospective contractors must demonstrate in the response

- Extensive knowledge of the City of Flint’s *Imagine Flint* Master Plan
- A minimum of 5 years of experience developing, managing, or overseeing the City’s Blight Elimination framework or other similar strategy
- A minimum of 5 years of experience managing the City’s Neighborhood Inventory program or other similar program
- Demonstrated expertise in managing the Flint Property Portal or other similar web-based solutions for vacant and blighted property management
- Experience developing and implementing a comprehensive code enforcement strategy
- Knowledge of the City’s building and zoning codes
- Experience working with diverse groups and coordinating community-based group activities

IV. EVALUATING QUALIFICATIONS

Proposals will be evaluated on the basis of the contractor’s ability to demonstrate a high degree of experience, training and proficiency in the various functions to be performed. The City of Flint will specifically consider the contractor’s understanding, knowledge and experience in the following areas identified above.

V. GUIDANCE FOR SUBMITTING PROPOSALS

Proposals (original and copies) must be submitted with the information organized into sections as designated herein. **Please respond to only the components of this RFP – no additional information is requested.**

Proposal Contents:

The proposal must contain the following information:

1. **Cover Page**
The cover page must be on the prospective contractor’s letterhead and be labeled with the following identifying information:
 - a. *Code Enforcement Project Management: Neighborhood Inventory and Flint Property Portal*
 - b. *Proposal Date*
2. **Introduction**
The Introduction section must include the following information:
 - a. Name of individual(s) and/or entity submitting the proposal
3. **Brief statement of the individual’s or entity’s credentials and the capacity to perform the proposed services (use of BS&A GL and other BS&A FMIS to track activity delivery charges)**

4. Qualifications, Experience and Capacity

- a. A detailed description of the individual's and/or firm's qualifications, experience and capacity that demonstrate its capability to perform the requested services.
- b. A reference list of similar types of contracts successfully completed with a sample of the work. The list of contracts shall include:
 - The name of the client firm
 - The contact person name and title
 - The address, telephone number and email address of the contact person
 - A brief but detailed description of the services performed
 - The beginning and ending contract dates

5. Organization Chart and Personnel Information

This section must include detailed information regarding the individuals who will be directly involved in providing services under this RFP contract, including any subcontractor firms. The response should include the specific component of work each person will be responsible for.

- Listing of Personnel – must include names, titles and a brief description of each individual's particular role or function within the organization. The listing should clearly designate the name and title of the individual who will function as the designated contact person for the contract. The listing must contain the designated contact person's address, telephone, fax and email address. The contractor's main office information should also be provided, if different than the contact person.
- Detailed Resumes – must include resumes for all personnel that will be directly involved in providing the services under this contract, including any proposed subcontractors and their employees.
- Subcontractor Information (if applicable) – if a subcontractor will be utilized, detailed information regarding the entity must be provided as well as resumes and certifications for the individuals who will be performing services under the contract.

6. Project Management Plan

This section should include a description of the prospective contractor's overall approach to managing the project including organization, support resources, work plan and reporting.

7. Proposed Fee Schedule

The Proposed Fee Schedules must be stated to include all expenses, including reporting and follow-up services, training, materials, travel, etc. for the contract time frame. **A cost estimate of the total amount required to perform all identified services must be provided**, including hourly breakdown. This cost estimate should include the total hours believed to be necessary to complete this project.

8. Other Required Documentation

- Certificate of Good Standing, if applicable
- Certificate to do business in Michigan

- Resumes, Certificates of Training and/or Professional Certifications

VI. POTENTIAL CONFLICTS OF INTEREST DISCLOSURE

No prospective contractor or any person who is an employee, agent, consultant or officer may have a financial interest or obtain a financial interest in any development to be inspected or audited under this RFP by the prospective contractor either for themselves or for those with whom they have family or business ties. Prospective contractors must disclose any conflict or potential conflict of interest to Purchasing. For good cause, the City of Flint, in its sole discretion, waive the conflict of interest.

VII. PROPOSAL DUE DATE

Proposals must be received no later than 3:00 P.M. on Tuesday, July 16, 2019

Delivery of Proposals:

- One (1) original and one (1) copy of the proposal must be delivered to:

Joyce McClane, Purchasing Manager

Purchasing Division

City of Flint

1101 S. Saginaw Street, South Building, Flint, Michigan 48502

VIII. RFP MODIFICATIONS AND ADDITIONAL GUIDANCE

Purchasing may modify the RFP and/or provide additional guidance prior to the date for submitting the proposal by issuing an addendum to all parties who were sent notification of the RFP or were otherwise known to have obtained this RFP for bidding purposes.

IX. TERMS OF CONTRACT

The term of the contract(s) is anticipated to be from **one month after date of award notification, with a possible six-month extension.**

X. PROPOSAL EVALUATION AND SELECTION

Purchasing will review all eligible proposals to determine if they meet the minimum qualifications specified in this RFP. Proposals that meet the RFP requirements shall be evaluated and scored using the criteria specified below. In evaluating the proposals, technical merit will have greater weight than financial merit.

Evaluation Criteria:

1. 25 points - Experience and General Capability – Prospective contractors will be evaluated on the capability of the firm/individual and its personnel to perform the requested work in accordance with federal and state regulations.
2. 25 points - Experience and Qualifications of Key Personnel – The experience and qualifications of specific personnel who will provide the services, their professional and educational background, etc. will be assessed.

3. 30 points - Project Management – The prospective contractor will be evaluated on its overall approach to completing the project. The following items will be evaluated:
 - The prospective contractor’s overall approach to managing the project including organization, support resources, work plan and reporting will be used as the basis for this portion of the evaluation.
 - Ability of the firm/individual to report in an accurate and timely manner, based upon agreed upon reporting criteria.
 - Potential Conflicts of Interest Disclosure – The prospective contractor will be evaluated on potential conflicts of interest identified. DCED will carefully review and consider the nature and extent of the potential conflicts disclosed.
4. 20 points - Fees – The prospective contractor must propose fees and include a total cost estimate to perform all services. The proposed fee schedule, services to be provided, and total cost estimate will be reviewed and considered.

All PROPOSALS will be evaluated on the following criteria:

1. Failure to use this form may result in disqualification from consideration.
2. Failure to complete all items may result in an "incomplete" and disqualifying determination.
3. List value-added considerations on a separate sheet of paper.

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL:

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Cash Discounts will be computed from the date of receipt of invoice. Prices firm unless stated otherwise by bidder. Delivery can be made in () days ARO (after receipt of order).

Payment Terms: _____ Delivery Dest.: _____ Fed. ID #: _____
(All Freight Terms are considered F.O.B., Prepaid unless otherwise noted by seller)

COMPANY NAME (Respondent): _____
(Printed)
ADDRESS : _____
CITY/STATE/ZIP : _____
PHONE : _____ FAX: _____
EMAIL : _____
PRINT NAME and Title : _____
(Authorized Representative)
SIGNED : _____ DATE: _____
(Authorized Representative)

Please submit original documents plus one copy.

New vendors are required to complete and submit an IRS W-9 Form and Vendor ACH Form with the City of Flint. Link is available at <https://www.cityofflint.com/finance/accounts-payable-department/>

Bid results may be viewed next business day online at <https://www.cityofflint.com/finance/purchasing/results/> under "bid results".

CITY OF FLINT, MICHIGAN

AFFIDAVIT

AFFIDAVIT FOR INDIVIDUAL

STATE OF

s.s.

COUNTY OF

..... being duly sworn, deposes and says that he is 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 he has not directly or indirectly induced or solicited any bidder to put in a sham bid; that he has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that he has not in any manner sought by collusion to secure to himself any advantage over other bidders.

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

.....

My Commission expires, 20..... *Notary Public,County,.....

FOR CORPORATION

STATE OF

s.s.

COUNTY OF

..... being duly sworn, deposes and says that he 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 he 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 he has not and said bidder has not directly or indirectly induced or solicited any bidder to put in a sham bid; that he has not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding; that he has not and said bidder has not in any manner sought by collusion to secure to himself 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.....,

.....

My Commission expires....., 20..... *Notary Public, County,.....

FOR PARTNERSHIP

STATE OF.....

S.S.

COUNTY OF

....., being duly sworn, deposes and says that he is a member of the firm of a co-partnership, making the above bid; that he is duly authorized to make said bid in behalf of said co-partnership; 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 he has not and said bidder has not directly or indirectly induced or solicited any bidder to put in a sham bid; that he has not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that he has not and said bidder has not in any manner sought by collusion to secure to himself 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

OR AGENT

STATE OF

S.S.

COUNTY OF

..... being duly sworn, deposes and says that he executed the within and foregoing bid in behalf of the bidder therein named, he 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 he has not and said bidder has not directly or indirectly induced or solicited any bidder to put in a sham bid; that he has not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that he has not and said bidder has not in any manner sought by collusion to secure to himself 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 Clerk of the Court of Record, authenticating the Notary's Signature and authority should be attached.