

**REQUEST FOR QUALIFICATIONS  
(RFQ)**

**for**

**Professional Services for  
Preparation of the 2011-2015  
City of Flint Consolidated Plan**

**ISSUED BY**

**THE**

**CITY OF FLINT, MICHIGAN**



**DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

**Municipal Center  
1101 S. Saginaw Street  
Room N102  
Flint, MI 48502  
Phone: (810) 766-7436  
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**December 22, 2010  
REQUEST FOR QUALIFICATIONS  
(RFQ)**

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City of Flint Consolidated Plan**

### **Background Information**

The City of Flint, through its Department of Community and Economic Development, invites sealed proposals from qualified firms for professional services that will be responsible for the preparation of the 2011-2015 Consolidated Plan consistent with requirements contained in the City's Citizens Participation Plan and Title 24 CFR Part 94 in order to receive federal entitlement funding. This RFQ is available to the public online at [www.cityofflint.com/dced](http://www.cityofflint.com/dced) and is being advertised in the City's local newspaper as well as being mailed to qualified consultants. The 2011-15 Consolidated Plan for the City of Flint can be found online at [www.cityofflint.com/dced](http://www.cityofflint.com/dced).

The Consolidated Plan is designed to be a collaborative process whereby a community establishes a unified vision for community development actions. It offers local jurisdictions the opportunity to shape the various housing and community development programs into effective, coordinated neighborhood and community development strategies. It also creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the local level.

The Consolidated Plan is also the means to meet the application requirements for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) formula programs. The statutes for the formula grant programs set forth three basic goals against which the plan and the jurisdiction's performance under the plan will be evaluated by HUD. Each jurisdiction's plan must state how it will pursue these goals for all community development programs, as well as all housing programs.

The most qualified consultant must be able to complete and deliver a written plan to the City in accordance with the Consolidated Plan time line presented in this RFQ. The completion date for the final document to be submitted to the U. S. Department of Housing and Urban Development is May 15, 2011.

### **Timeline for Delivery of the Consolidated Plan**

Action	Date
RFQ is Advertised in Flint Journal, on City's website and mailed to qualified consultants	December 22, 2010
Proposals Due to City of Flint	January 5, 2011
Selection of Qualified Consultant	January 7, 2011
City Council to Approve Contract to Consultant	January 24, 2011
Contract Executed Between the City and Consultant	February 1, 2011
Work Plan Implementation by Consultant	February 1, 2011- March 7, 2011
Draft Consolidated Plan Delivered to the City	March 7, 2011
Public Comment Period for Con Plan	April 11, 2011- May 10, 2011
City Council Public Hearing	April 11, 2011

Final Consolidated Plan Delivered to the City	May 12, 2011
City Council Adoption of Con Plan	May 11, 2011
Consolidated Plan Mailed to HUD	May 12, 2011

**Scope of Services**

The primary scope of this proposal consists of completion of all written narrative in formulation of a Consolidated Plan document consistent with Title 24 CFR Part 94 and the City of Flint Citizens’ Participation Plan. Specific tasks associated with the production of the plan are outlined below but are not limited to the following components:

1. Completion of all consultation requirements for narrative to complete the plan that address private and public housing, health services, social and fair housing services
2. Completion of all consultation requirements for narrative to complete the plan that address services of adjacent units of government
3. Completion of all consultation requirements for narrative to complete the plan that address lead based paint hazards identifying children who have been identified as lead poisoned
4. Completion of all consultation requirements for a needs assessment that addresses unmet needs in the areas of housing and the homeless, and special populations.
5. Completion of a narrative that addresses the needs assessment findings of the unmet needs in the areas of housing and the homeless, and special populations
6. Completion of housing market analysis that will be included in the plan describing the current housing stock that is inclusive of barriers, if any, to affordable housing
7. Completion of an economic assessment
8. Completion of a transportation analysis for narrative for the plan that describes deficiencies in transportation, housing and employment functions as this relates to barriers to affordable housing
9. Completion of a strategic plan and area(s)for investment for the plan to include needs and activities as identified including obstacles as addressed to meet the need for the Five-Year plan
10. Completion of narrative for the plan that addresses a monitoring plan on how activities are to be monitored
11. Completion of narrative for the plan that supports how public and private partnerships will be enhanced through coordination and cooperation
12. Completion of narrative for the plan that supports how homeless and housing priorities will be carried out by the municipality
13. Incorporation of Action Plan document into Five-Year Consolidated Plan
14. Incorporation of any requirements in the consolidated plan final rule not mentioned above.
15. Any other tasks as directed by the City of Flint Department of Community and Economic Development.

The consultant will be responsible for providing priorities to the City of Flint no later than March 7, 2011 for the City to initiate Action Plan process. **Please note that the City of Flint will be responsible for activities associated with the delivery of the one year Action Plan and will provide this information to the consultant to incorporate into the Five-Year plan.** The consultant will be responsible for holding and facilitating all **required** public hearing(s) and other citizens' participation meetings with the public. The consultant will attend all meetings, conduct presentations and engage citizens in the planning process. The City will be responsible for scheduling all meetings with the public.

Consultant will provide one original and (25) twenty-five copies of draft Five-Year Consolidated plan and one electronic copy in Word format available on a CD.

After the public comment period, consultant will be responsible for completion of all revisions to draft and provide One original and (25) twenty-five final copies of the Five-Year Consolidated plan with a final electronic copy in Word format available on CD.

## **Proposal Submission Requirements**

### **Organizational Information**

A proposal must include 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 scope of work outlined in this proposal. The proposal submission must also 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 completion of a Five-Year plan must be identified in a similar manner.

### **Experience**

A proposal must evidence your firm's experience in completing Five-Year Consolidated plans or an equivalent and provide these examples using the following format:

- a. Client name
- b. Contact person and phone number
- c. Services provided
- d. Original estimate or project costs and actual project costs
- e. Original estimated Project completion schedule and actual completion schedule

### **Management Staffing**

A proposal must include the following components related to the staffing structure of your firm or organization:

1. Staffing – Include in proposal the names, qualifications, and background information (resumes) of your Project Team, including Project manager, and other professional staff who will be assigned to complete the 5- Consolidated Plan. Estimate the percent of the time each individual will devote to the work. Include a Project Organizational Chart.

2. Sub-Consultant – Include narrative in the proposal that provides detail concerning the nature and extent of sub-contracting of other services pertinent to scope of work concerning this proposal, if applicable.
3. Responsiveness – Include narrative in the proposal that evidence how your firm will respond quickly on a day-to-day basis to complete the scope of the work outlined in the RFQ. Discuss how you will maintain close and effective communications with the City and its staff.

### **Authorized Negotiators**

Include on letterhead from your organization 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 Economic Development.

### **Work Plan**

Present in detail your proposed work plan for this project, including all major and minor work 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 work plan. Please 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 and minor tasks. **Please note that the final Five-Year Consolidated Plan document must be completed by May 12, 2011.** The 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 and provide an alternative solution to address these needs if the City is unable to address these needs.

While the selected consultant may use current documents to the extent they are relevant, the consultant will be responsible for gathering the most current data.

The work plan shall entail:

1. Detail on each aspect of the Housing and Community Development Needs Assessment that must be conducted and the timeline for completion. The outline will clearly address each aspect of the needs assessment required by HUD federal regulations. This work plan component must include the information resources the consultant will utilize to complete this task.
2. Detail on the method and the timeline for completion of data resources the consultant will use to complete the Priority Needs Summary Table.
3. Detail on the required and recommended maps and tables to illustrate ethnic, racial and income concentrations, as well as housing market information.
4. Detail on the method and timeline for all required consultation requirements with private and public entities concerning public housing, health services, social and fair housing, consultation with adjacent units of government, agencies that address lead based paint hazards, homeless needs, transportation and economic development strengths and weaknesses, monitoring plan, plan for coordination and enhancement to assure that the consolidated plan is a comprehensive document and addresses statutory purposes.

5. Detail on the method and timeline that includes a timeline for the Housing and Community Development Five-Year strategy. The work plan should clearly address each aspect of the five-year strategy required by HUD, include the data information the consultant will use, discuss method and implementation plan for establishing priorities, objectives, actions and benchmarks as well as work plan to link activities from the Action Plan to the priorities and objectives from the Five-Year plan.
6. Detail concerning the name of the mapping software the consultant uses to determine its compatibility with the City's hardware.
7. Detail concerning the method and timeline for additional actions or an alternative approach to complete a draft consolidated plan by March 07, 2010.

### **Financial Information**

- (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.

### **Cost of Services Level of Effort**

In this section of the proposal, provide the price not-to-exceed cost for delivery of the Consolidated Plan. 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 the plan based on the work plan, 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.

Succinctly document the costs for presentation maps, tables, graphs, matrices, etc. your firm's will provide in the delivery of the Five-Year Consolidated Plan.

The information requested in this section is required to support the reasonableness of your quotation. The data will be held in strict 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.

For this solicitation, please 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, GIS technician, 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 these costs, if applicable
3. Cost of supplies and materials – Itemize these costs for supplies that are necessary, and other materials as identified
4. Other direct costs – Itemize these costs, if necessary
5. General and administrative burden of overhead – Indicate percentage and total as it related to completion of this project as identified in the RFQ
6. Transportation costs – Show travel costs and per diem separately per staff projected to work on project
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 each major task of the scope of services

#### **Additional Information**

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

#### **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.

### **Deliverables**

- Completed draft of Five-Year Consolidated Plan with written narrative components as described in the Scope of Services section and clearly delineated priorities for the City of Flint
- Completed draft of Five-Year Consolidated Plan with priorities delivered to the City of Flint on or before, but not later than March 7, 2010
- Incorporation of the Action Plan into the Five-Year Consolidated Plan document
- One original copy of the Five-Year Consolidated Plan and twenty-five (25) copies of draft Five-Year Consolidated Plan and one electronic copy in Word format available on CD.
- After public comment period, consultant will be responsible for completing all revisions to draft and provide one original and twenty-five (25) final copies of the Five-year Consolidated with a final electronic copy in Word format available on CD.

## **General Conditions**

### **Proposal Submission Information**

Proposals will be accepted at the City of Flint, Department of Community and Economic Development, 1101 S. Saginaw Street, North Building, Room N102, Flint, Michigan, 48502. Proposals must be submitted in a sealed envelope and shall be labeled: **“PROPOSAL FOR PREPARATION OF THE 2011-2015 CONSOLIDATED PLAN.”** The City will receive mailed or delivery of proposals until 4:00 p.m., local time on January 05, 2011. No faxed or electronic proposals will be accepted by the Department.

To be considered, consultants must submit a complete response to this RFQ using the format identified in this RFQ. One original and four copies of the proposal must be submitted to the The Department of Community and Economic Development, 1101 S. Saginaw Street, North Building, Room N102, 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 RFQ, this period must be at least ninety (90) days.

### **Equal Opportunity Laws:**

Contractor will be required to comply with all applicable federal and state and local equal opportunity and federal affirmative action and minority representation laws. The City of Flint is an Equal Opportunity Employer. TDD – 766-7120

### **Excluded Parties Listing**

All bidders 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.

### **Written Agreement**

The contract with the most qualified consultant will be at a minimum, a six-month period.

### **Bid Opening and Evaluation**

Sealed proposals will be opened on January 05, 2011 at the City of Flint, Department of Community and Economic Development and evaluated on or before January 7, 2011.

### **Local Preference**

All bidders 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.

**Type of Contract**

It is proposed that, if a contract is entered into as a result of this RFQ, 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 adherence to the work plan and timeline, 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 adhering to the work plan timeline, price and other factors considered.

The City reserves the right to award one or more contracts to one or more lowest-qualified bidders. 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 RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the City that is consistent with federal requirements..

**Incurring Costs**

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

**Inquiries**

Questions that arise prior to submission of bids must be directed to Wendy Johnson, Director, at (810) 766-7436 extension 3001 or fax (810) 766-7351.

**Addenda to RFQ**

In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all consultants who receive the RFQ. Please review the City's website through January 4<sup>th</sup> for any addendums, if deemed necessary.

**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.

**Economy of Preparation**

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

**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**

Payment for any contract entered into as a result of this RFQ, will be made within thirty (30) days of receipt of an invoice.

### **Ownership of Work Products**

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

### **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 Ten Million Dollars. Said proof of liability insurance shall be included as part of the contract document.

## Evaluation Criteria

The proposals received will be reviewed by an evaluation team. All proposals will be fully considered and rated by the evaluation team based on:

- 1. Recent Experience (25%)**  
Has experience in conducting projects similar in scope, complexity, and magnitude for other public agencies. Describes previous projects and clientele. Provides contact information.
- 2. Understanding and Expertise (20%)**  
Understanding of the project and the consultant's expertise for the project, rationale and descriptions for work tasks.
- 3. Efficiency (15%)**  
Ability to complete the Consolidated Plan within the required timeframe; refers to completing project on schedule.
- 4. Price – (15%)**  
Analysis of cost competitiveness, including level of effort allocated to each major task: includes budget and cost justifications.
- 5. Responsiveness to RFQ requirements (10%)**  
Quality of the information submitted based on completeness, relevance, conciseness and organization of material presented and professional presentation.
- 6. Educational Background, Professional Qualifications (10%)**  
Provides evidence of educational backgrounds, includes descriptive resumes.
- 7. Use of local firms (5%)**  
Extent of utilization of local firms and types of work to be performed; describes other partners or contractor participation
- 8. References**  
Consultant must provide personal references and recent references from clients.



