



REQUEST FOR PROPOSALS

March 3, 2010

CITY OF FLINT

Department of Community and Economic Development

Housing Services

Housing Rehabilitation Consultant to Address Internal Residential and Commercial Rehabilitation Programs

Important Dates

Orientation Meeting: March 15, 2010

Responses Due: March 22, 2010

Award of Contract(s): April 26, 2010

Project Start Date: Upon Contract Award

City of Flint

Department of Community and Economic Development

1101 S. Saginaw St.

Flint, MI 48502

(810) 766-7436

CITY OF FLINT
Department of Community and Economic Development

**REQUEST FOR HOUSING REHABILITATION CONSULTANT TO ADDRESS
CITY OF FLINT DEPARTMENT OF COMMUNITY AND ECONOMIC
DEVELOPMENT HOUSING DIVISION RESIDENTIAL AND COMMERCIAL
REHABILITATION PROGRAMS FOR THE CITY OF FLINT**

The City of Flint, through its Department of Community and Economic Development, invites sealed proposals from qualified individuals and contractors with experience buying, rehabilitating and selling/renting residential property to new owners.

The City of Flint receives funding from the U.S. Department of Housing and Urban Development (HUD) and other sources. The primary goal of the program is to restore vitality to distressed neighborhoods by facilitating the acquisition, rehabilitation and resale of vacant and foreclosed single-family homes to income eligible households. Projects must benefit households at or below 120% of the Flint MSA Area Median Income.

This RFP is being faxed and emailed to consultants.

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

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

Requests for Proposals are available in the Department of Community and Economic Development, City Hall, North Building. Proposals will be accepted at the City of Flint, Department of Community and Economic Development, 1101 S. Saginaw Street, Flint, Michigan, 48502. Proposals must be submitted in a sealed envelope and shall be labeled: **“Proposal to provide Housing Rehabilitation Consultation to address City of Flint Department of Community and Economic Development Housing Division Residential and Commercial Rehabilitation Programs for the City of Flint .”** The City will receive proposals until 5:00 p.m., local time on Monday, March 22, 2010.

City of Flint
Housing Rehabilitation Administrator
Request for Proposals

The City will hold a meeting for prospective respondents on March 15, 2010. Location will be announced on the City's website, and via email to all prospective applicants.

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

All proposals must be received by 5:00 pm, March 22, 2010. Please submit 6 copies of your proposal. Responses must be sent to:

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

Fax or electronic copies will not be accepted.

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

CONTRACT TIME FRAME: ONE YEAR

PROPOSAL OPENING MEETING: Sealed proposals will be opened at 10:30 a.m., local time, on Tuesday, March 23, 2010, at the City of Flint Department of Community and Economic Development, City Hall, North Building, 1101 S. Saginaw St., Flint, MI 48502.

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

1. BACKGROUND

The City of Flint seeks proposals from qualified and experienced consultants to provide Housing Rehabilitation management and design services to support the City's Housing Rehabilitation Division programs.

The selected consultant will be required to facilitate and manage a full range of housing rehabilitation services that include:

Plan and manage all phases of the program of rehabilitation of neighborhoods: citizen participation, contract administration, inspections, loans and grants, rehabilitation and training for service providers and staff. The consultant will work under the general administrative and policy direction of the director of the Department Community and Economic Development and with reference to applicable federal, state and local regulations.

The consultant should have extensive experience with the principles, practices, and techniques of rehabilitation and have extensive knowledge of federal, state, and local

laws, policies, regulations, and objectives governing or bearing on rehabilitation programs.

The consultant should have considerable knowledge of residential and commercial construction, remodeling and contracting, property rehabilitation standards, building and remodeling specifications

The consultant should show experience with urban renewal, community development and rehabilitation programs and local building and housing codes and standards. The consultant should have the ability to plan, organize, coordinate, and manage a diverse and comprehensive rehabilitation program. The consultant should have the ability to establish and maintain effective relationships with the general public, and professional and technical staff.

Tasks include, but are not limited to:

- Implement Department of Community and Economic Development Housing Rehabilitation Division objectives
- Design all stages of in-house rehabilitation program
- Manage signature property development projects of Department of Community and Economic Development
- Manage new housing development projects
- Develop performance benchmarks for housing rehabilitation general contractor contracts
- Manage Community Development Block Grant (CDBG) and HOME housing programs
- Manage Neighborhood Stabilization Program (NSP) 1 and 2 housing programs
- Serve as liaison with Genesee County Land Bank in Neighborhood Stabilization Program (NSP) 2 projects
- Manage acquisition and demolition process
- Train specification writer(s)
- Manage Intake/Assessment and eligibility of potential homeowners
- Design homebuyer finance management and marketing process
- Manage real estate agency and property management company contracts
- Develop staff training for Housing Division program implementation
- Track new regulations and requirements related to housing development, i.e. Lead and Energy

State and Federal Provisions

Because HUD funds support the Housing Rehabilitation Division Program, the Program is therefore subject to all applicable federal, state and local requirements, such as:

- Lead Based Paint Poisoning Prevention (24 CFR 325)
- Asbestos Poisoning Prevention (40 CFR 61)
- Protection of Historic Properties (36 CFR 800; 24 CFR 55)
- Other appropriate environmental review requirements of the National Environmental Policy Act (NEPA)

- Other requirements as specified by the City of Flint

2. CONSULTANT REQUIREMENTS

Purpose:

The City of Flint (hereinafter referred to as the “City), a Michigan Municipal Corporation, is seeking proposals from qualified individuals and contractors with experience administering housing rehabilitation programs.

The City will enter into a contract with the individuals or contractors selected to provide these services specifically for the City of Flint Department of Community and Economic Development Housing Division. In order to expedite this process, this RFP is being faxed and emailed to qualified consultants.

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

Contract Time Frame:

Subsequent to the selection of the awarded individual or firm, the contents of the proposal shall become a contractual obligation if a contract ensues. Failure of a consultant to accept this obligation will result in the cancellation of the contract award.

The contract time frame for this project will be for a period of one (1) year from the date of contract award, with the opportunity to extend the contract based on performance.

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 contracts that may be entered into will be those most advantageous to the price and other factors considered. The City reserves the right to consider proposals or modifications thereof received at any time before award is made, if such action is in the best interest of the City. The determined price of contract shall be adhered to and at no time will the contractor be allowed to bill for work not agreed upon.

Rejection of Proposals

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

Incurring Costs

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

other expenses incurred by offerer prior to date of award, if any, of the contract. Offerer shall not include any such expenses as part of the bid in response to this RFP.

Inquiries

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

Addenda to RFP

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

Response Date

To be considered, proposals must arrive at the address designated by the City on or before the date and time specified in the cover letter. Consultants mailing proposals should allow normal delivery time to ensure receipt of their proposal. All proposals shall be received by the Department of Community and Economic Development by 5:00 p.m., local time, on Monday, March 22, 2010.

Proposals

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

Economy of Preparation

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

Prime Contractor Responsibilities

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

Contract Payment Schedule

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

Independent Price Determination

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

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

Equal Opportunity Affirmative Action

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

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

Ownership of Work Products

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

Liability Insurance

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

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

Contractor's Compliance with State and Federal Regulations

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

3. PROPOSAL REQUIREMENTS

All proposals shall be organized in the following manner:

A. Contact Information

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

B. Agency Capacity and Experience.

1. Summary of Qualifications

Describe number of years the consultant has been in business, your resources and capabilities. Specify key personnel to be assigned to the City's projects, together with qualifications in the area of managing and designing federally funded housing rehabilitation projects. Provide resumes' and indicate applicable licenses, credentials, and professional training held by key personnel. If selected, key personnel shall not be substituted without prior written approval by the City.

2. Project Experience

Select and describe recent projects (within 5 years) illustrating current consultants' experience and demonstrating the following:

- general project experience, including details about location, building use, structure type, total project cost, accuracy of cost estimating, and the nature of the consultant's service relating to rehabilitation projects;
- volume of work the consultant is accustomed to managing by providing a summary listing of projects commenced and/or completed during the past 12 month period. This section should include a description of the consultant's access to and use of computerized databases as a means of reducing costs and insuring timely delivery of services.
- narrative description of experience with the Michigan real estate market in general, and the City of Flint real estate market in particular. Include consultant's experience assessing presence of lead and asbestos, and familiarity with and understanding of federal, state, and local regulations and guidelines related to handling lead-based paint and asbestos hazards;
- consultant's philosophy on establishing and managing working partnerships with local government and agencies, contractors and homeowners

3. Technical Approach

Describe the methods used by consultant to ensure accuracy and coordination of reports such as work write-ups and specifications writing. Indicate consultant's ability to stay within project schedule. Attach one example of past work with date, which may be selected from assessment reports or specifications that highlight consultant's expertise.

4. Fees

Attach current fee structure for all activities needed to successfully complete the program including site visits, specification preparation, report writing, supervision, tools, materials, equipment, transportation, permits, licenses, management and other relevant services. Fee schedule should include total project based fee or hourly rate/labor costs plus overhead, travel, along with a not to exceed amount covering the scope of one rehabilitation management project.

5. References

Submit a list of three references, including firm name (if applicable), contact person's name, address, relevant project, and current phone number. Supplementary letters of recommendation are allowed but do not take the place of this requirement.

B. Insurance

Selected consultants will be required to procure and maintain, during the term of the contract, insurance of the types required and in the amounts required by the City of Flint.

Respondents should expand and modify these items, as needed, to assure a complete, comprehensive proposal.

4. OTHER REQUIREMENTS

All federal regulations applying to the Community Development Block Grant (CDBG) HOME, Neighborhood Stabilization Programs (NSP) and other federal funding sources must be adhered to, except where specifically amended by the NSP2 program,

Following are additional requirements for the housing program:

- Davis Bacon Act: federal prevailing wages for housing projects with 8 or more units
- Federal funds require all projects to undergo an environmental review pursuant to 24 CFR 570.604 and the National Environmental Policy Act of 1969 (NEPA) and regulations promulgated thereto in 24 CFR Part 58.
- Lead-based Paint Hazard Reduction: Properties must comply with federal standards (24 CFR Part 35) for testing and hazard reduction of lead-based paint. A lead-based paint hazard reduction plan will be required from any company or agency administering NSP funds for rehabilitation activities.
- All other applicable federal requirements.

- Fair housing: All projects are required to affirmatively further equal opportunity and fair housing objectives.
- Accessibility to persons with a disability (Section 504): To the extent practicable, rehabilitation projects must comply with Section 504.

5. EVALUATION CRITERIA

The proposals received will be reviewed by an evaluation team. This RFP is competitive and priority will be given to proposals that demonstrate partnerships, economies of scale, and leveraging of resources. All proposals will be fully considered and rated by the evaluation team. The City may use some or all of the following criteria in its evaluation of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

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

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

Local Preference

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

After written proposals have been reviewed, discussions with prospective consultants may or may not be required. If scheduled, the oral interview will be a question/answer

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format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

The City will conduct a pre-submittal conference on March 15, 2010. Answers to the questions asked at the pre-submittal conference will be available online by Wednesday, March 17, 2010 at the following address:

<http://www.cityofflint.com/DCED/stabilizationplan.htm>

6. SCHEDULE OF EVENTS

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

Release of RFP -	March 7, 2010
Meeting for proposal respondents	March 15, 2010
Proposals Due	March 22, 2010
Proposals Opened	March 23, 2010
Proposal Evaluation Completed	March 31, 2010
Notification of Awards	April 2010
City Council Committee	April 7, 2010
City Council Meeting	April 12, 2010
Execute contract	April 26, 2010

7. SUBMISSION AND DEADLINE

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

City of Flint
Department of Community and Economic Development
1101 S. Saginaw St.
Flint, MI 48502
Attention: Wendy Johnson
DEADLINE: **Monday, March 22 at 5:00 P.M.**

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

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