

## SECTION 1

### GENERAL INFORMATION

#### **I-1 Purpose**

This request for Proposals (RFP) provides interested consultants with sufficient information to enable them to prepare and submit proposals to the County of Van Buren to satisfy its need for professional assistance in administrating a Community Development Block Grant (CDBG) Housing Assistance and Rehabilitation Program. The CDBG will assist homeowners with incomes at or below 80% of area median income (AMI) in improving their principal residence. The program will be available countywide, with 50% of the funds being disbursed in our Targeted Areas and 50% disbursed county-wide. All potential applicants will be given an equal opportunity to participate. 50% of the loan amount to homeowners will be forgiven.

#### **I-2 Issuing Office**

The RFP is issued on behalf by the Van Buren County Board of Commissioners. Proposals should be sent to the Van Buren County Clerk's Office, Van Buren County, 212 E Paw Paw Street, Ste. 101, Paw Paw, MI 49079.

#### **I-3 Project Statement**

Van Buren County, located in southwestern Michigan, having a large number of older homes in the cities, and less expensive and poorly built units in the rural areas, represents a strong need for rehabilitation dollars now and in the future. The CDBG Homeowners Rehabilitation project is to aid in repairing and improving homes for low and moderate-income families in Van Buren County.

#### **I-4 Point of Contact**

There shall be a single point of contact for purposes of information relative to this RFP. All questions regarding this RFP should be addressed or directed to:

Jennifer Fitzpatrick  
Van Buren County  
212 E. Paw Paw Street, Ste 101  
Paw Paw, MI 49079

(269) 657-8200 Ext. 2354  
Fax (269) 657-8255

### **I-5 Response Date and Time**

To be considered, a proposal must arrive at the issuing office on or before October 12, 2015 at 4:00 p.m. and we will be opening bids at 4:30 p.m.

### **I-6 Proposals**

To be considered, consultants must submit a complete response to this RFP, using the format provided in PART II. Each proposal shall be submitted in three (3) copies to the issuing office. The consultant shall make no other distribution of the proposals. An official authorized to bind the consultant to the provisions of the proposal must sign the proposal in ink. For the RFP, proposals must remain valid for at least ninety (90) days.

### **I-7 Addenda to the RFP**

In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all consultants who receive the original RFP.

### **I-8 Rejection of Proposals**

The County reserves the right to reject any and all proposals received as a part of this RFP, or to negotiate with any source whatsoever in any manner necessary to serve the best interest of the County. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

The selection of the Consultant will be made by the County Board and will be based on criteria outlined in Section III CRITERIA FOR SELECTION.

### **I-9 Incurring Costs**

The County of Van Buren is not liable for any cost by consultants prior to the issuance of a contract.

### **I-10 Type of Contract**

It is proposed that, if a contract is entered into as a result of this RFP, it will be a purchase of service contract. Negotiations may be undertaken with those consultants whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be the most advantageous to the County of Van Buren, price and other factors considered. The County of Van Buren reserves the right to consider the proposals or modifications thereof received at any time before an award is made, if such action were in the interest of the County.

## **I-11 Disclosure**

All information in a proposal is subject to disclosure under the provision of Public Act 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto.

All responses to this RFP shall remain confidential until the opening of the proposals by the issuing office on the date and time noted in the RFP. Thereafter, all responses shall be available for public inspection.

After contract award, a summary of total price information for all submissions will be furnished upon request to those bidders participating in this RFP.

## **I-11 Acceptance of Proposal Content**

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

## **I-13 Prime Contractor Responsibilities**

The selected firm will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the County will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

## **I-14 Contract Payment Schedule**

The terms of payment for any contract entered into as result of the RFP will be negotiated as mutually agreeable.

## **I-15 News Release**

News releases pertaining to this RFP or the service, study or project to which it relates will not be made without prior Issuing Office approval, and then only in coordination with the Issuing Office.

## **I-16 Independent Price Determination**

- A. 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, that in connection with the proposal:
  - 1. The prices in the proposal have been arrive at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any competition; 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 prior to award directly or indirectly to any offerer or to any competition; 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.

B. Each person signing the proposal certifies that:

1. They are the person in the offer's organization responsible for the decision as to the prices being offered in the proposal and that they have not participated, and will not participate, in any action contrary to A.1.,2., and 3. above; or
2. They are not the person in the offerer's organization within that organization for the decision as to the prices being offered in the proposal but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A. 1.,2., and 3. above, and as their agent does hereby certify; and that they have not participated, and will not participate in any action contrary to A. 1.,2., and 3. above.

C. A proposal will not be considered for award if the sense of the statement required in the Cost and Price Analysis portion of the proposal has been altered so as to delete or modify A. 1.,2., or 2. Or B.1.,2. above. If A.2. has been modified or deleted, the proposal will not be considered for award unless the offerer furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

## **SECTION II**

### **INFORMATION REQUIRED FROM CONSULTANT**

Consultant proposals must be submitted in the format outlined below:

#### **II-1 Business Organization**

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work hereunder. Indicate whether you operate as in individual, partnership or corporation: if as a corporation, include the state in which you are incorporated. If appropriate, state whether you are licensed to operate in the State of Michigan.

## **II-2 Project Team**

Identify key individuals by name and title that will actually do the work under this proposal. Include resumes for all key project personnel.

## **II-3 Capacity to Perform Work**

Demonstrate the ability of having the capacity and staffing necessary to perform all work under this proposal.

## **II-4 Statement of the Project**

State in succinct terms your understanding of the project represented by this RFP.

## **II-5 Management Summary and Work Plan**

Include a narrative description of the proposed effort and of the products and services that will be delivered, also include your technical work plan. Specifically, include the manner in which tasks as described in Section IV shall be performed and detail the related products and services to be delivered.

## **II-6 Prior Experience**

Proposals submitted should include, in this section, descriptions of qualifying experience to include project descriptions, costs and related information of projects that have been successful. Also, the name, address and phone number of the responsible official of the client organization who may be contacted.

## **II-7 Authorized Negotiators**

Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the County.

## **II-8 Cost and Price Analysis**

The information requested in this section is required to support the reasonableness of your quotation.

Pricing should include a summary of costs by work phase detailed to show labor and other significant expenses as well as any subcontracted activities.

1. Manpower Costs. Itemize so as to show the following for each category of personnel with a different rate per hour:
  - a. Category; e.g. Project Manager, Senior Analyst, etc.
  - b. Estimated hours.
  - c. Rate per hour.

- d. Total cost for each category for all manpower needs.
2. Other Direct Costs. Itemize
3. General and Administrative Burden or Overhead. Indicate percentage and total.
4. Total Price Bid for Project.
5. Detail any and all assumptions used to establish project pricing.

Consultants are requested to submit a budget itemizing the costs of performing required tasks and delivering related products and services as identified in Section IV.

### **II-9 Independent Price Determination**

Include a statement substantially as follows: “This cost and price analysis is submitted in full compliance with the provision of the paragraph title ‘Independent Price Determination’ in Section I of the RFP to which this proposal is a response.”

### **II-10 Additional Information and Comments**

Include any other information that is believed to be pertinent but not specifically asked for elsewhere, such as innovative ideas for additional services to be provided.

## **SECTION III**

### **SELECTION OF CONTRACTOR**

All proposals received shall be subject to an evaluation by the Issuing Office deemed appropriate for the purpose of selecting the Consultant with whom a contract may be signed. The following factors will be considered in making the selection:

#### **III-1 Bidder Qualifications**

Respondents submitting proposals shall have the following minimum qualifications:

- A. The experience and capability to train personnel to carry out the project specifications.
- B. The experience and skills to solve operational problems that may arise during implementation of the project and for the duration of the contract period.

- C. The ability to satisfactorily perform necessary administrative tasks such as financial reports, data collection, reporting, billing, etc.
- D. Have demonstrated integrity and record of compliance with public policy.

**III-2 Criteria for Selection**

- A. Responsiveness to the RFP Requirement
- B. Consultant Qualifications and Capability
- C. Price

Evaluation Factors	Maximum Points		Quality Levels	Score
Consultant's understanding of the project scope and intent.	10	x	_____	= _____
Thoroughness of the Consultant's approach to the planning, organization and management of the project	10	x	_____	= _____
Proposed method of communication, problem solving, data gathering and evaluation.	10	x	_____	= _____
Schedule of the proposed work plan.	10	x	_____	= _____
Experience from consultant with Projects similar in scope and/or size.	10	x	_____	= _____
Client references for work completed relevant to this project.	10	x	_____	= _____
Consultants ability to provide future services.	10	x	_____	= _____
Relevant experience and qualifications of the project staff.	10	x	_____	= _____
Total price bid for project administration	20	x	_____	= _____
			<b>TOTAL</b>	_____

### Quality Levels

Excellent	1.0	Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability; no offsetting weakness.
Very Good	0.8	Meets all requirements; reflects some enhancement or strengths; few if any offsetting weakness.
Good	0.6	Meets all requirements; strength and weakness, if any, tend to offset one another equally.
Fair	0.4	May contain significant weakness only partially offset by less pronounced strengths; should meet all minimum requirements but some areas of doubt may exist.
Poor	0.2	Serious doubt exists about ability to meet minimum needs but may be sufficient; significant weakness without offsetting strengths.
Deficient	0.0	Will not meet minimum needs.

**Note:** A quality level of 1 will be assigned to evaluation factor 9 for the lowest total price bid for project administration. The remaining bids will then be assigned a quality level by normalizing them to the lowest bid. The total price bid for each of the other proposals will become the denominator of a fraction, and the total price bid from the lowest cost proposal shall be the numerator of said fractions. These fractions will be converted to decimal fractions, which shall be multiplied by the maximum points for that evaluation factor to arrive at the points to be awarded to the proposal.



**SECTION IV**  
**SCOPE OF WORK DETAILED GUIDELINES**

**IV-1 General**

- A. Environmental Reviews.
- B. Maintenance of financial records.
- C. Performance and compliance reports.
- D. Participation in the MSHDA monitoring and program audits and clearance of monitoring and audit findings.

**IV-2 Project Administration**

- A. Manage rehabilitation program to assure compliance with Federal and State Regulations.
- B. Provide primary homeowner and contractor contact and project coordination.
- C. Provide initial structure inspections and specifications preparation.
- D. Supervise bidding process and monitor labor standards compliance.
- E. Assist Local Building Inspectors with follow-up inspections as needed.