

**CITY OF MARSHALL**  
**REQUEST FOR PROPOSALS**  
**THIRD PARTY ADMINISTRATOR**  
**OF MSHDA GRANT FUNDS**



**ISSUED BY CITY OF MARSHALL**

**ISSUE DATE: July 15, 2011**

## **SECTION 1 GENERAL INFORMATION**

### **I-1 Purpose**

This Request for Proposal (RFP) provides interested consultants with sufficient information to enable them to prepare and submit a proposal to the City of Marshall Administrator's Office to satisfy its need for professional assistance in applying for and administering Michigan State Housing Development Authority (MSHDA) Office of Community Development Rental Rehabilitation Program. The Grant(s) will assist property owners in creating and/or improving residential rental units, with 51% of the rental units serving low-to-moderate income tenants with incomes at or below 80% or area median income (AMI). The program will be available for mixed use buildings in the Downtown Development Authority District. All potential applicants will be given an equal opportunity to participate.

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

The RFP is issued on behalf of the City of Marshall. Proposals should be sent to:

City of Marshall  
Attention: City Clerk  
323 West Michigan Avenue  
Marshall, Michigan 49068.

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

The City of Marshall, located in southwest Michigan, having a large number of deteriorating and under-utilized second and third floor spaces in the Central Building District, represents a strong need for rehabilitation now and into the future. The MSHDA Rental Rehabilitation Program is to aid in creating and/or rehabilitating residential spaces on the upper floors of commercial buildings, creating mixed-use properties, and providing housing alternatives for low and moderate-income families in the City of Marshall.

### **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:

City of Marshall  
Attention: Diane Larkin, DDA Director  
323 West Michigan Avenue  
Marshall, Michigan 49068  
Telephone: (269) 781.5183, extension 1129  
Fax: (269) 781.3835  
[dlarkin@cityofmarshall.com](mailto:dlarkin@cityofmarshall.com)

**I-5 Response Date and Time**

To be considered, a proposal must arrive at the issuing office on or before 1:00 pm on August 10, 2011.

**I-6 Proposals**

To be considered, consultants must submit a complete response to this RFP, using the format provided in SECTION II. Each proposal shall be submitted in three (3) copies to the City Clerk. 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 (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 on record as receiving the original RFP. It shall be the bidder's responsibility to make inquiry as to changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such addenda.

**I-8 Rejection of Proposals**

The City 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 City. The City 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 City of Marshall reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council approves the bid.

The selection of the Consultant will be made by the City and be based on criteria outlined in Section III-2 CRITERIAL FOR SELECTION.

**I-9 Incurring Costs**

The City of Marshall 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 who 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 City of Marshall, price and other factors considered. The City of Marshall 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 City of Marshall.

**I-11 Disclosure**

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

**I-12 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 City of Marshall 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 Payments & Schedule**

The successful consultant must agree that they will accept as ~~payment-in-full~~ no more than the maximum amount allowable according to the terms of the applicable grant. The terms of payment for any contract entered into as result of the RFP will be negotiated as mutually agreeable and subject to funding from the grant (s).

**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.

## **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 an individual, partnership or corporation: if as a corporation, include the state in which you are incorporated. If appropriate, indicate 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 City of Marshall.

### **II-8 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.
- E. No bid may be accepted from or contract awarded to any person, firm or corporation which in arrears or in default to the City of Marshall upon any debt or contract, or has failed to perform faithfully any previous contract with the City of Marshall.

**III-2 Criteria for Selection**

- A. Responsiveness to the RFP Requirements
- B. Consultant Qualifications and Capability
- C. Acceptance as Payment-in-Full Maximum Payment Allowable by Grant Requirements

<u>Evaluation Factors</u>	<u>Maximum Points</u>	<u>Quality Levels</u>	<u>Score</u>
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 of consultant with projects similar in scope and/or size	10	X_____ = _____
Client references for work completed relevant to this project.	10	X_____ = _____
Consultant's ability to provide future services	10	X_____ = _____
Relevant experience and qualifications of the project staff.	10	X_____ = _____
		TOTAL_____

**Quality Levels**

<b>Excellent</b>	1.0	Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability; no offsetting weakness.
<b>Very Good</b>	0.8	Meets all requirements; reflects some enhancement or strength; few if any offsetting weakness.
<b>Fair</b>	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.
<b>Poor</b>	0.2	Serious doubt exists about ability to meet minimum needs but may be sufficient; significant weakness without offsetting strengths.
<b>Deficient</b>	0.0	Does not meet minimum needs.

**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.
- E. Maintain online system and input information for review in compliance with MSHDA.

**IV-2 Project Administration**

- A. Manage rehabilitation program to assure compliance with Federal and State Regulations.
- B. Provide primary property owner 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.

City of Marshall  
REQUEST FOR PROPOSALS

THIRD PARTY ADMINISTRATOR  
OF MSHDA GRANT(S)

The City of Marshall is publishing a Request for Proposals from interested consultants to provide professional assistance in applying for and administrating a Rental Rehabilitation Program Grant using Community Development Block Grant funds from the Michigan State Housing Development Authority. The Rental Rehabilitation Program Grant assists in the rehabilitation and /or creation of upper floor residential units, with 51% of the units available for tenants with incomes at or below 80% of area median income. All property owners in the Downtown Development Authority District are considered potential applicants and given an equal opportunity to participate.

All questions regarding this RFP should be directed to:

Diane Larkin, DDA Director  
City of Marshall  
323 W. Michigan Avenue  
Marshall, MI 49068  
Tel: (269) 781-5183, ext 1129  
[dlarkin@cityofmarshall.com](mailto:dlarkin@cityofmarshall.com)

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