

# Calhoun County Land Bank Authority

## **Request for Proposals: Environmental Assessment Services**

**For grant funded and general projects, including the following:** Neighborhood Stabilization Program 2 (NSP2) Program Income Round 2 (NSP2 PI Round 2) – Blight Elimination in Battle Creek; and HOME rehabilitation funding; and general CCLBA projects.

**RFP NUMBER:** #12-CCLBA-2015

**DATE ISSUED:** June 18, 2015

**DATE DUE:** July 2, 2015; 3:00 PM (LOCAL TIME)

RFP will be opened publicly at this time in the Purchasing Department,  
315 W. Green Street, Marshall, MI

**Please Note:** These grant funded projects are being issued in partnership between the Michigan State Housing Development Authority and the CCLBA.

**Para una versión en Español, por favor llamar a Krista Trout-Edwards – 269-781-0859**

## Table of Contents

BACKGROUND .....	3
IMPORTANT DATES .....	3
SCOPE OF WORK/DELIVERABLES .....	3
THRESHOLD REQUIREMENTS/REQUIRED FOR SUBMITTAL .....	5
EVAULATION AND SCORING .....	6
OTHER ASPECTS TO CONSIDER .....	6
RFP SUBMITTAL GUIDELINES .....	8
SELECTION PROCESS .....	8
QUESTIONS .....	9
SUBMITTAL DUE DATE .....	9
CERTIFICATION FORM NOTE .....	10
RFP SUBMITTAL REQUIREMENTS CHECKLIST .....	11
APPENDIX A.....	12
APPENDIX B.....	13
APPENDIX C.....	16
APPENDIX D.....	17
APPENDIX E .....	18
APPENDIX F .....	19

## REQUEST FOR PROPOSALS: ENVIRONMENTAL ASSESSMENT SERVICES

### BACKGROUND

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority (CCLBA) for environmental assessment services on identified grant funded project sites as well as for general projects funded by the CCLBA. The CCLBA owned, and in some instances Calhoun County Treasurer owned, project sites (see Appendix A) are being demolished or rehabilitated through grant or general CCLBA funds. The grants are as follows (see *Other Aspects to Consider (C & D)* below for additional information):

1. **NSP2 PI Round 2** – Project sites in Battle Creek, CCLBA will provide project management and contract oversight
2. **HOME Grant** – Project site in Battle Creek, CCLBA will provide project management and contract oversight and the City of Battle Creek will provide overall grant management.

The CCLBA invites the submission of proposals from certified asbestos and environmental hazard inspectors to provide asbestos, hazardous materials, and lead inspections prior to demolition or rehabilitation of structures and clearance services after the abatement of environmental hazards as needed. Projects funded under NSP2 PI R2 (see Section 1 in Appendix A) will require asbestos and hazardous material inspections. Other projects, including the rehabilitation funded under HOME are expected to require lead assessment and may also require clearance testing. Licensed companies with demonstrated experience in this area and an interest in making their services available to the CCLBA are invited to respond to this RFP.

### IMPORTANT DATES

**RFP Issue Date:** June 18, 2015

**Questions Due:** June 26, 2015 at 5:00 pm

**Answers Available:** June 29, 2015 at 5:00 pm

**Proposal Due Date:** July 2, 2015 at 3:00 pm

**Tentative Award Date:** July 10, 2015

### SCOPE OF WORK/DELIVERABLES

The CCLBA seeks sealed proposals from Respondents to provide environmental assessments, e.g asbestos hazardous materials (e.g. tires, mercury thermometers) and lead prior to the demolition or rehabilitation of structures, and clearance services as needed. Please note, project sites may change during the course of this contract. ***Please note, projects listed in Section 1 in Appendix A must be completed within one month of the award date.*** All respondents must possess the necessary qualifications to provide these services. Project sites are owned by the CCLBA, or in some instances the Calhoun County Treasurer, and will be foreclosed, abandoned or blighted properties in various states of disrepair.

**OTHER INFORMATION RELATED TO BID WORK:**

1. **ASBESTOS CONTAINING MATERIALS INSPECTION & ASSESSMENT:** Inspections shall be performed by conducting surveys of existing buildings and collecting samples. The sample analysis, identification and quantification of asbestos contamination in bulk or air samples, on site or in the laboratory, shall also be performed. Inspections, analysis, identification and quantification of asbestos work shall be conducted utilizing and complying with OSHA, MIOSHA, NIOSHA, MDPH, and EPA approved methods.
2. **HAZARDOUS MATERIALS INSPECTION & ASSESSMENTS:** Inspection shall be conducted simultaneously with the asbestos survey, and results shall be included as part of that same survey. Surveyed items should include tires, mercury thermostats, unidentified barrels, fuel tanks, and similar materials. In most cases, hazardous material inspections shall be conducted simultaneously with the asbestos assessment, and results shall be included in the asbestos report.
3. **LEAD BASED PAINT INSPECTIONS, LEAD ASSESSMENTS, & CLEARANCES:** Inspections for lead-based paint, as stated in Federal Regulations 24 CFR Part 35.132(a), shall be performed in accordance with the methods and standards established by the State of Michigan

The Contractor is to perform a lead inspection which tests all painted surfaces inside and outside of the structure; and, all accessory structures (garages, sheds, fences, etc.) to determine if lead is present. A report shall list the areas tested and whether lead was found. The Contractor performs risk assessment tests for the presence of lead-based paint hazards that can be in the form of paint, dust, and soil. A report shall indicate the location of the types of lead hazards and ways to remediate or address them. The Contractor may be asked to perform a "Final Clearance Examination" which shall be performed by a certified person meeting the clearance levels in accordance with the current U.S. Department of Housing and Urban Development (HUD) and/or the State of Michigan or those standards set forth by the EPA at 40 CFR 745.227(b), whichever is more stringent shall apply.

4. **WRITTEN REPORTS:** The Contractor shall be responsible for preparing or causing to have prepared reports for the approval and use by the CCLBA or the City of Battle Creek. Reports shall contain complete measurement of all structural interior rooms and exterior elevations, as well as calculations of square footage or linear footage of material found and recommendations for removal. Digital photographs of interior and exterior of each structure shall be provided upon request.

Inspection reports are due within seven (7) working days following completion of field activities, unless otherwise arranged. The original report shall bear the signature of the certified inspector along with his/her credentials and shall include purpose, summary, conclusion, recommendations, summary of plan data, field notes, methodologies, sample data sheets, laboratory reports, photographs, structure diagrams and any other appropriate data.

5. **WORK REQUEST RESPONSE:** Contractors shall begin field inspection within 72 hours after notification from the Calhoun County Land Bank Authority unless directed otherwise. In addition, should either the CCLBA or similar agency need clarification of a material or amount during the abatement process, the Contractor shall respond within 48 hours with clarifying information.

## THRESHOLD REQUIREMENTS/REQUIRED FOR SUBMITTAL

1. **Letter of Interest containing the following:**
  - a. Name of lead firm and any subcontractors as well as relevant contact information (including email address).
    - i. Names and contact information of all persons with an ownership interest in said organization.
  - b. Description of organization (e.g. Corporation, Limited Liability Company, or Joint Venture)
  - c. A summary of the qualifications of the Respondent and team
    - i. Years of experience in providing specified services
    - ii. Identification of MBE/WBE or Section 3 (see Appendix B) enterprise; if applicable, separately include supporting documentation.
  - d. Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.
2. **Submit one of the following:**
  - a. Certificate of Good Standing for Corporations Companies issued by the Michigan Secretary of State; or
  - b. Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or
  - c. Certificate of Good Standing or Certificate of Existence for Joint Ventures; or
  - d. "Doing Business As" documentation and certificates for all other types of businesses.
3. **Evidence of Insurance:** Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$1,000,000 per occurrence. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, Michigan State Housing Development Authority, U.S. Department of Housing and Urban Development, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, MSHDA, HUD, or its officer, agents, or employees in connection with said contract.
4. **Work Plan including the following:**
  - a. Proposed schedule and work plan to accomplish all asbestos reports for grant funded projects within one month of award.
  - b. Section 3 plan for grant funded work, if applicable.
5. **Affidavit of Contractor Concerning Section 3 Covered Contracts in Excess of \$100,000** (Appendix B)

6. **Budget & Pricing Proposal** (see Appendix C)
7. **Evidence of State Licenses and/or certifications.**
8. **Three References and project overview for similar agencies for which you have done similar work** (see Appendix D)
9. **Non-Collusion Affidavit** (see Appendix E)
10. **Experience providing required services and experience with Federal/State grants** (see Appendix F)

## EVAULATION AND SCORING

In evaluating responses to this Request for Proposal, the review committee will take into consideration the experience, location of business, MBE/WBE/Section 3 status, and costs that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria will be considered in reviewing submittals (see Appendix F):

- Experience in providing the requested service
- Pricing (Appendix C)
- Qualifications
- Location of Business
- Section 3 Certification or MBE/WBE (Appendix B)

## OTHER ASPECTS TO CONSIDER

### A. RFP Overview

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, shall be capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this RFP.

Nothing in this RFP shall be construed to create any legal obligation on the part of the CCLBA or any respondents. The CCLBA, Calhoun County reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the CCLBA be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the CCLBA for any costs, expenses or fees related to this RFP or responding to it. All supporting documentation submitted in response to this bid will become the property of the CCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known; however, submissions are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CCLBA has adopted [\*\*Purchasing Policies and Procedures for the Procurement Process\*\*](#) available online or through the Calhoun County Purchasing Department at 315 W Green Street, Marshall, MI 49068, or via phone at 269-781-0981.



## B. Terms of Contract

Any contract awarded pursuant to this RFP solicitation for grant funded projects shall be effective until projects are completed; for general CCLBA funded projects the contract shall be in effect for twelve (12) months with the option for renewal for two subsequent twelve (12) month periods at the discretion of the CCLBA. All contracts made by the successful applicant with subcontractors shall be covered by the terms and conditions of the contract which will incorporate this RFP and any response by applicants. Applicants must submit a work plan/schedule demonstrating how they will meet the deadline to complete the work. The successful applicant shall contractually require their subcontractors to comply with these terms and conditions.

## C. Grant Background

1. **NSP2 PI Round 2** – Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received \$223,875,339 under the original grant allocation and MSHDA made additional funding available under the NSP2 PI Round 1 grant. The CCLBA and City of Battle Creek were awarded \$264,990 in grant funds for the demolition of twenty-four (24) structures in qualifying Census areas in Battle Creek.

2. **HOME Grant** – The CCLBA received a HOME funded development grant of \$75,000 for the rehabilitation of the single-family home at 253 N McKinley in the City of Battle Creek. This grant falls under the HOME Affordable Homeownership Program.

## D. NSP2/CDBG Federal Regulations

For NSP2 PI Round 2 projects, award recipients must follow the Community Development Block Grant (CDBG) Program rules and regulations. However, for NSP2 PI Round 2 that applies unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), which is posted on [http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2\\_nofa.pdf](http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf)

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. All NSP2 funds awarded through reallocation must be administered as per the official regulations.

## F. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed RFP/proposal hereby verifies that he/she/it is not an Iran linked business which is defined as follows in the Iran Economic Sanctions Act, Public Act 517 of 2012, MCL 129.311,



et.seq.: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran and/or (ii) A financial institution that extends credit to another person , if that person will use the credit to engage in investment activities in the energy sector of Iran.

**G. All work shall confirm to the following federal requirements where applicable:**

- 24 CFR 570.061 – Equal Opportunity and Fair Housing
- 24 CFR 570.602 – Affirmative Marketing
- 24 CFR 570.603 – Davis Bacon Wage Rates for Projects with 8 or more units
- 24 CFR 570.604 – Environmental Review
- 24 CFR 570.605 – National Flood Insurance Program
- 24 CFR 570.606 – Displacement, Relocation and Acquisition
- 24 CFR 570.607 – Lead Based Paint
- 24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors
- 24 CFR 570.611 – Conflict of Interest
- 24 CFR 85.36 – Procurement
- Executive Order 11246

## **RFP SUBMITTAL GUIDELINES**

### **SELECTION PROCESS**

The Selection Committee comprised of the CCLBA staff and Calhoun County Purchasing Department staff will review qualifications in accordance with the objectives and policies. Submissions that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest overall price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in the RFP. In addition, proof of general liability, workers' compensation and automobile insurance must be submitted by the successful bidder prior to the finalization of the contract.

The CCLBA reserves the right to select the contractor that best meets its goals and objectives, quality levels, as well as its educational and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or to determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA.

## QUESTIONS

Written questions must be submitted via email to [kedwards@calhouncountymi.gov](mailto:kedwards@calhouncountymi.gov) by **5:00pm Friday, June 26, 2015**. Written answers will be provided to all potential applicants via email and posted on the Calhoun County website ([www.calhouncountymi.org](http://www.calhouncountymi.org)) by **5:00pm Monday, June 29, 2015**.

## SUBMITTAL DUE DATE

**Responses to this RFP are due by 3:00pm (local time) on Thursday, July 2, 2015.** The prevailing clock shall be [www.time.gov](http://www.time.gov).

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Each Respondent must submit **THREE UNBOUND** copies of its proposal. Hard copies must be delivered to:

Calhoun County  
Purchasing Department  
ATTN: Leslie R. Obrig  
315 W. Green St.  
Marshall MI 49068

**LATE PROPOSALS WILL NOT BE CONSIDERED**

## CERTIFICATION FORM NOTE

### THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to the CCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

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(Name of Respondent)

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(Signature of Authorized Representative)

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(Typed Name of Authorized Representative)

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(Title)

## RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- RFP Submittal Requirements Checklist
- Letter of Interest & Certification
- Certificate of Good Standing for Corporations, Certificate of Existence for LLCs, Certificate of Good Standing for Joint Ventures, or "Doing Business As" documentation and certificates for other types of businesses
- Evidence of Insurance
- Work Plan
- Budget & Pricing Proposal
- State Licenses or certifications for employees that will be assigned to this work
- Three References and accompanying project information (Please see and complete Appendix D)
- Non-collusion Affidavit (Please see and complete Appendix E)

## APPENDIX A

<b>Demolition Projects – Section 1 (Asbestos &amp; hazardous materials assessments needed)</b>			
<b>Parcel Number</b>	<b>Address</b>	<b>Local Unit</b>	<b>Grant Funding</b>
4920-00-030-0	80 Arthur St	Battle Creek	NSP2 PI Round 2
4920-00-026-0	102 Arthur St	Battle Creek	NSP2 PI Round 2
5270-00-184-0	32 Battle Creek Ave	Battle Creek	NSP2 PI Round 2
5480-00-058-0	170 Goodale Ave W	Battle Creek	NSP2 PI Round 2
5650-00-078-0	393 Elm St	Battle Creek	NSP2 PI Round 2
3780-00-034-0	450 Cliff St	Battle Creek	NSP2 PI Round 2
0135-00-102-0	323 Hubbard St	Battle Creek	NSP2 PI Round 2
4490-00-016-0	15 Jordan St	Battle Creek	NSP2 PI Round 2
8040-00-085-0	37 Bartlett St	Battle Creek	NSP2 PI Round 2
5110-00-109-0	114 Board St N	Battle Creek	NSP2 PI Round 2
0780-00-054-0	28 Cliff St	Battle Creek	NSP2 PI Round 2
8870-00-131-0	354 Hubbard St	Battle Creek	NSP2 PI Round 2
5760-00-006-0	38 Convis St	Battle Creek	NSP2 PI Round 2
3260-00-006-0	27 Seivour Ave	Battle Creek	NSP2 PI Round 2
3260-00-032-0	34 Seivour Ave	Battle Creek	NSP2 PI Round 2
3260-00-008-0	35 Seivour Ave	Battle Creek	NSP2 PI Round 2
9110-00-065-0	101 Grand Ave	Battle Creek	NSP2 PI Round 2
8870-00-256-0	168 Roosevelt Ave W	Battle Creek	NSP2 PI Round 2
6810-04-006-0	91 Post Ave	Battle Creek	NSP2 PI Round 2
6810-04-008-0	95 Post Ave	Battle Creek	NSP2 PI Round 2
7570-00-005-0	26 Dunning Ave	Battle Creek	NSP2 PI Round 2
6810-15-016-0	178 Grenville St	Battle Creek	NSP2 PI Round 2
8260-00-092-0	93 Winter St	Battle Creek	NSP2 PI Round 2
6810-09-018-0	226 Lathrop Ave	Battle Creek	NSP2 PI Round 2
6810-07-008-0	169 Post Ave	Battle Creek	NSP2 PI Round 2
9110-00-025-0	75 Grand Ave	Battle Creek	NSP2 PI Round 2
9280-00-097-0	249 Parish St	Battle Creek	NSP2 PI Round 2
9280-00-096-0	255 Parish St	Battle Creek	NSP2 PI Round 2
9280-00-094-0	261 Parish St	Battle Creek	NSP2 PI Round 2
8910-00-044-0	264 Hubbard St	Battle Creek	NSP2 PI Round 2
3000-13-032-0	154 Harris Ave	Battle Creek	NSP2 PI Round 2
<b>Rehabilitation Project – Section 2 (Lead Risk, and potential asbestos and lead clearance needed)</b>			
4230-00-080-0	253 McKinley Ave N	Battle Creek	HOME

## APPENDIX B

### Section 3 Clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under the contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to the contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

4. Contractor will abide by the provisions set forth above.

Further, deponent saith not.

\_\_\_\_\_

STATE OF MICHIGAN )  
 )ss.  
COUNTY OF CALHOUN )

On this \_\_\_\_ day of \_\_\_\_\_, 2015, before me personally appeared \_\_\_\_\_, who made oath that he has read the foregoing Affidavit of Contractor Concerning Section 3 Covered Contracts, by him subscribed, and that the same are true of his own knowledge except those matters herein stated on information and belief and to those matters he believes them to be true.

\_\_\_\_\_  
\*, Notary Public  
State of Michigan, County of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



## APPENDIX C

Asbestos Assessment Services	
Cost Asbestos Assessment & Report	\$_____ Price per Report _____ # of Samples Included in Price
Asbestos Clearance	\$
Cost For Additional Samples	\$
<i>Average number of samples taken per project:</i>	
<i>Average cost of report per past 50 reports conducted:</i>	
Environmental Hazard Assessment Services	
Cost of Hazardous Materials Inspection & Report	\$
Lead Services	
Lead Based Paint Inspection & Report	\$
Lead Risk Assessment & Report	\$
Clearance (Including Dust Samples, Interior)	\$
Clearance (Visual Inspection Only, Exterior)	\$
Other or Combined Expenses	
Combination Lead Based Paint Inspection, Risk Assessment & Asbestos Inspection	\$_____ Price per Report _____ Number of Samples Included in Price
Other Costs	

## APPENDIX D

### List of Three (3) References and Description of Services Provided

#### Reference 1

Company/Municipality: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Project(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Reference 2

Company/Municipality: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Project(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Reference 3

Company/Municipality: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Project(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX E

### NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives, present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer or representative of the Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public office anything of value whatsoever; or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for the by the attached bid; that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract; nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid. The bidder is fully informed with respect to the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting said proposal.

**I hereby affirm by my signature affixed hereto that the above statements are true to the best of my knowledge, information and belief.**

By: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

*This affidavit must be notarized to be complete. Notary certification below.*

Subscribed and sworn to before me on \_\_\_\_\_, 2014 in \_\_\_\_\_ County, Michigan.



\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Acting in \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_, 20\_\_



## APPENDIX F

In evaluating responses to this Request for Proposal, CCLBA will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals. The point system is to evaluate the experience and capacity of the Respondent:

1. Experience in providing Asbestos inspection and clearance services

One (1) to four (4) years providing inspection and clearance services	5 Points
Four (4) or more years providing inspection and clearance services	10 Points

2. Experience in providing hazardous materials inspection and clearance services

One (1) to four (4) years providing inspection and clearance services	5 Points
Four (4) or more years providing inspection and clearance services	10 Points

3. Experience in providing Lead inspection and specification writing services

One (1) to four (4) years providing inspection and clearance services	5 Points
Four (4) or more years providing inspection and clearance services	10 Points

4. Experience working with Federal or State grants

Previous NSP2, HOME, or CDBG grant projects	5 Points
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5. Demonstrated ability to efficiency and effectively complete projects

Complete all projects by end of April (with award by end of March)	10 Points
Complete all projects by mid-May	5 Points

6. Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	50 Points
Each additional lowest bid amount will be reduced by 10 points	

7. Local Preference

Principal Business Office Location within Calhoun County, MI	10 Points
Principial Business Office Located within 50 mile of Calhoun County, MI	5 Points

8. Section 3/MDE/WBE – GRANT FUNDED WORK ONLY

Respondents meeting MBE/WBE requirements	5 Points
Respondents meeting HUD Section 3 requirements	5 Points

