

# Calhoun County Treasurer & Calhoun County Land Bank Authority

## Request for Qualifications (RFQ): Contractor for Homeowner Rehab & Demolition Grant Programs

**BID NUMBER:** RFQ #09-CCLBA-2016

**DATE ISSUED:** October 19, 2016

**DATE DUE:** November 2, 2016

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

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



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## RFQ – CONTRACTOR: HOMEOWNER REHAB & DEMOLITION GRANT PROGRAMS

### BACKGROUND

This Request for Qualifications (“RFQ”) is being issued by the Calhoun County Treasurer (Treasurer) and Calhoun County Land Bank Authority (CCLBA). The Treasurer and CCLBA invite the submission of proposals from individuals and consultants for the following services:

1. **Homeowner rehab program:** Services for Treasurer under the homeowner rehabilitation program would include; inspecting homes using Uniform Physical Condition Standards (UPCS), writing work specifications, preparing environmental review and historic preservation documents, reviewing documents with homeowners and some construction oversight. The Calhoun County Home Owner Rehabilitation Program includes funding for minor rehab (up to \$35,000) and emergency home repair (up to \$5,000) projects.
2. **Demolition program:** Services for the CCLBA demolition program would include auditing asbestos abatement, preparing file documentation, inspecting final demolition sites, and other demolition project needs as required by the grant.
3. **Additional services as needed:** Services for the CCLBA would include providing a variety of services, e.g. inspection, grant writing, for the rehabilitation of CCLBA owned homes and additional property related services as needed.

Contractors with demonstrated experience and an interest in making their services available to the Treasurer and CCLBA are invited to respond to this RFQ. “Respondents” means the consultants or individuals that submit proposals in response to this RFQ.

### Important Dates

**RFQ Issue Date:** October 19, 2016

**Questions Due:** October 26, 2016 at 5:00pm

**Answers Available:** October 27, 2016 at 3:00pm

**Proposal Due Date:** November 2, 2016 at 3:00pm

**Tentative Award Date:** November 16, 2016

### SCOPE OF WORK/DELIVERABLES

To assist in the use of these funds and in the implementation of the above noted projects, the Treasurer and CCLBA requests proposals from individuals, consultants and/or companies with experience in both rehabilitation and demolition.

#### 1. For Calhoun County Homeowner Rehab Program:

Michigan State Housing Development Authority (MSHDA) provides Community Development Block Grant funds for counties to provide homeowner rehabilitation programs for low and moderate income residents to make repairs on the homes where they reside. Calhoun County was awarded \$289,100 for five (5) minor rehab and nine (9) emergency home repair projects. The grant term is 1/1/2016-12/31/2017 and it is the intent of Calhoun County to have all projects completed by the grant deadline.

The Treasurer’s staff will conduct required intake of qualified homeowners and with work with the successful Respondent on project development. The successful Respondent’s responsibilities may include, but are not limited to, the following: perform initial UPCS



inspection; evaluate environmental aspect of project site; prepare response to the State Historic Preservation Office (SHPO); prepare detailed work specifications and cost estimates; coordinate with Treasurer staff to create bid packages; provide technical assistance to Treasurer staff at pre-bid meetings, pre-construction, and during construction as needed; and prepare change orders as needed for projects throughout Calhoun County. Oversight of the Respondent and grant program will be with the Property & Project Coordinator. Respondents are required to comply with all Federal, State, and CDBG Program rules and regulations, such responsibility shall remain the sole responsibility of the selected Respondent.

**2. For Hardest Hit Blight Elimination Program:**

The CCLBA received a \$3.8 million grant from Michigan Homeowner Assistance Non Profit Housing Corporation (MHA) working in conjunction with MSHDA for the demolition of properties in the City of Battle Creek, the City of Albion, Emmett Charter Township, Bedford Charter Township, and the Village of Homer. This grant term will run for a period of eighteen months and is expected to begin in October 2016; it is the intent of CCLBA to have all projects completed by the deadline.

Services may include, but are not limited to, the following: taking photos of all projects; assisting in developing file documentation; following-up with contractors for documentation; conducting asbestos and hazardous material abatement audits; and completing field inspection of sites upon completion and/or during demolition.

**3. Additional Services (as needed):**

Respondent may be requested to conduct inspections of CCLBA homes for possible rehabilitation and development, write specifications with estimates and assist in preparing for construction bid process and other property related services as needed.

**OTHER INFORMATION RELATED TO BID WORK:**

Selected contractors shall document completed work by providing an invoice listing each property address and service provided, hours worked, material costs, photo of completed task and number of employees on the job to Property & Project Coordinator for the CCLBA and/or Treasurer related activity.

Proposals shall be guaranteed for a period of twelve (12) months with an option to renew an additional twelve (12) month periods; renewal notification must be given by February 1, 2018 and be approved by CCLBA and Treasurer. Prices shall remain the same during the extended term.

The CCLBA and Treasurer reserve the right to select the contractor(s) that best meet the County's goals and objectives, experience levels, and service level expectations. Additionally, the CCLBA and Treasurer reserve the right, in their 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 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 and/or Treasurer.

**GRANT FUNDED WORK SHALL CONFORM 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

**NON-GRANT FUNDED WORK SHALL CONFORM TO THE FOLLOWING FEDERAL REQUIREMENTS WHERE APPLICABLE:**

24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors  
24 CFR 570.611 – Conflict of Interest  
24 CFR 85.36 – Procurement

**SUBMITTAL REQUIREMENTS**

The Treasurer and the CCLBA reserve the right to seek additional information to clarify responses to this RFQ this includes possible interviews prior to selection. Each response must include the following:

**1. Letter of Interest:**

A Letter of Interest signed by a duly authorized representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone numbers and email address.
2. A brief summary of the qualifications of the Respondent and employees.
3. Point of contact for this contract, if different from Respondent.
4. The Certification Form Note; attached at the end of this RFQ and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

**2. Main Proposal:**

Please provide the following information:

1. Years of experience in construction contracting, management or other related jobs/programs;
2. Familiarity with CDBG programs, UPCS inspections, and other related experience;
3. Familiarity with construction and demolition process, asbestos/hazardous material abatement and other related experience;
  - Certifications (if applicable).

**3. Document Requirements:**

These documents must be submitted along with your proposal:

- a. Certificate of Good Standing:
  - Certificate of Good Standing for Corporations Companies issued by the Michigan Secretary of State; or



- Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or
  - Certificate of Good Standing or Certificate of Existence for Joint Ventures; or
  - “Doing Business As” documentation and certificates for all other types of businesses.
- b. Evidence of Insurance:
- **Commercial General Liability with limits not less than \$500,000;**
  - Workers Compensation and Employers Liability with limits not less than \$500,000; and
  - Automobile Liability with limits not less than \$500,000 per occurrence.

The selected Contractor(s) shall agree to indemnify and hold harmless the CCLBA, Treasurer, Calhoun County, 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, Treasurer, Calhoun County, or its officer, agents, or employees in connection with said contact.

**A note about Workers’ Compensation Insurance:** If you feel that your company is exempt from this requirement, you must file paperwork with the Workers’ Compensation Agency (<http://www.michigan.gov/wca>). It is our understanding that the State requires exempt companies to file a WC-337 with this office; however, we advise all companies interested in pursuing this to contact the agency at 517-322-1195 to get more information and better understand which companies are exempt. To be counted as exempt by Calhoun County, Respondents must submit paperwork from the State that shows the exemption is valid. If a company cannot document an exemption, then it should submit the required Workers’ Compensation Insurance as discussed under “Evidence of Insurance.”

- c. **Builder’s License:** A copy of Respondent’s Department of Energy, Labor & Economic Growth’s Residential Builder License issued by the Corporations, Securities & Commercial Licensing Bureau.
- d. **Lead Certification:** A copy of documentation showing the Respondent has received training in lead based paint at the supervisor level.
- e. **Pricing Proposal** - see Appendix A
- f. **References (Three)** – see Appendix B - including contact person and phone number, and type of services provided and;
- g. **Non Collusion Affidavit** – see Appendix C - Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CCLBA or Treasurer. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
- h. **Debarred or Suspended Organization Statement** – see Appendix D
- i. **W9** – see Appendix E

## EVALUATION CRITERIA AND SCORING

In evaluating responses to this RFQ, the CCLBA and Treasurer will take into consideration the experience, capacity, 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 RFQ. The following Evaluation Criteria will be considered in reviewing submittals (See Appendix F):

- Years of Experience CDBG Grant for Homeowner Rehab Program
- Years of Construction and Demolition Experience
- Price Proposal
- Locality of Business
- References

## OTHER ASPECTS TO CONSIDER

### A. RFQ 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, the County or any Respondents. The CCLBA and County reserves the right, in their sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the CCLBA or County 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 or County 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 and County. 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 shall be effective until awarded project is completed. 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. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed RFQ/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.

## SELECTION PROCESS

The Selection Committee comprised of staff from the CCLBA, Treasurer, and the Calhoun County Purchasing Department will review qualifications in accordance with the evaluation criteria set forth herein. Proposals that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ. Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest overall price. Instead, contract shall be awarded to the vendor whose proposal received the most points in accordance with criteria set forth in RFQ.

## QUESTIONS

Written questions must be submitted via email to [arobinson@calhouncountymi.gov](mailto:arobinson@calhouncountymi.gov) by 5:00pm Wednesday, October 26, 2016. Written answers will be provided to all potential bidders via email and posting the website by 3:00pm Thursday, October 27, 2016.

## SUBMITTAL DUE DATE

Responses to this RFQ are due by **3:00pm (local time) on Wednesday, November 2, 2016**. 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. Three (3) **unbound** hard copies must be delivered to:

**Calhoun County Purchasing Department  
Attn: Leslie 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 RFQ submittal to THE CALHOUN COUNTY TREASURER and THE CALHOUN COUNTY LAND BANK AUTHORITY is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

---

(Name of Respondent)

---

(Signature of Authorized Representative)

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(Typed Name of Authorized Representative)

---

(Title)

---

(Date)



## RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQ

- Letter of Interest
- Main Proposal
- Certificate Form Note (Completed and signed)
- Certificate of Good Standing for Corporation issued by the Michigan Secretary of State; or Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or a Certificate of Good Standing or Certificate of Existence for Joint Ventures for each entity comprising the joint venture; and all documentation and certifications for Respondents "Doing Business As."
- Evidence of Insurance
- A copy of Respondent's "Department of Licensing and Regulatory Affairs Residential Builder Company or Individual License"
- Lead Certification
- Pricing Proposal (See Appendix A)
- References (See Appendix B)
- Non Collusion Affidavit (Complete, sign and have notarized - Appendix C)
- Debarred or Suspended Organization Statement (Complete, sign – Appendix D)
- W-9 (Complete and sign – Appendix E)
- RFQ Submittal Requirements Checklist (this sheet – use as top sheet)

Respondent name: \_\_\_\_\_

Company name: \_\_\_\_\_

Date submitted: \_\_\_\_\_

DUNS Number: \_\_\_\_\_



## APPENDIX A – PRICING PROPOSAL

Hourly rate for services performed\* \$ \_\_\_\_\_

*Note: This rate should include mileage and any other foreseeable expenses.*



## APPENDIX B - REFERENCES

### List of Three (3) References & 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 C – 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 or Treasurer’s Office, 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

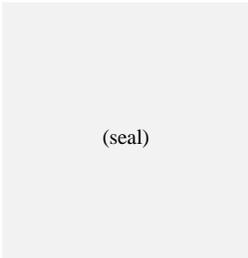
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
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 D – DEBARRED OR SUSPENDED ORGANIZATION STATEMENT

### Debarred or Suspended Organization Statement

By signing below I agree that my company/organization or any of its principals, personnel, divisions or affiliates presently or in the past have not been debarred or suspended from entering into contracts with any Federal, State, or Local governmental entity.

The company/organization has not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under public transaction; violation of Federal of State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification of destruction of records, making false statements, or receiving stolen property.

The company/ organization is not presently indicated or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local).

The company/ organization has not had one or more public transaction (Federal, State, Local) terminated for cause of default.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of authorized agent

For reference, this website may be accessed to look up debarred companies/organizations: System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). This is the system used by Federal, State and Local agencies for grants.





## APPENDIX F – EVALUATION CRITERIA

In evaluating responses to this Request for Proposal, Calhoun County Land Bank Authority 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:

### Evaluation Criteria

#### 1. Experience in with CDBG Homeowner Rehabilitation Program

Two (2) to three (5) years of experience providing described services.	10 Points
Greater than five (5) years of experience providing described services.	20 Points

#### 2. Experience in Construction and Demolition

Two (2) to three (5) years of experience providing described services.	5 Points
Greater than five (5) years of experience providing described services.	10 Points

#### 3. Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	55 Points
Each additional lowest bid amount will be reduced by 5 points	

#### 4. Local Preference

Principal Business Office Location within Calhoun County, MI	10 Points
Principal Business Office Location within 20 miles of Calhoun County, MI	5 Points