

CITY OF OWOSSO

REQUEST FOR PROPOSAL

FOR AN ADMINISTRATIVE CONSULTANT



301 W. Main Street

Owosso, MI 48867

REQUEST FOR PROPOSALS FOR AN ADMINISTRATIVE CONSULTANT

The city of Owosso is accepting proposals from consultants for management and administrative services required by the City for administration/implementation of a proposed Community Development Block Grant (CDBG) if funded by the state. The project for which funds will be requested consists of the rehabilitation of an historic building, located at 344W. Main Street. The project proposes a mixed-use redevelopment with 11 new apartments on the second floor and 9,010 square feet of commercial space on the first floor to be white boxed.

Overview

A fixed sum contract on a cost reimbursement basis will be negotiated with the actual fees for services subject to approval by and funding from the state in accordance to the cost guidelines published in its [Application Guide](#). CDBG funds can be utilized for the payment of overall program administration costs that are associated with the funded CDBG project; such costs must be within the amounts allowed under the CDBG Program.

PART ONE: SCOPE

The scope of services that the consultant must be prepared and qualified to provide is as follows:

I. General Tasks

- a. Establish project files in the GRANTEE's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the GRANTEE's files.
- b. With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- c. Prepare the Section 504 self-evaluation and transition plan, if applicable.
- d. Prepare one analysis of impediments to fair housing.
- e. Ensure all Citizen Participation Requirements are met.
- f. Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
- g. Prepare progress reports for the GRANTEE, including obtaining financial and employment data from the developer.
- h. Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required.
- i. Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

II. Financial Management

- a. Prepare the Requests for Payment to ensure consistency with the procedures established for the CDBG Program.

- b. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- c. Make progress inspections and certify private investment.
- d. Provide assistance during annual audit of CDBG programs, as necessary.

III. Environmental Review - per project

- a. Assist GRANTEE with determining the required level of environmental review and prepare the required paperwork.
- b. Assist GRANTEE in providing documentation to ensure that project costs are not incurred until after the completion of the environmental review and authorization from the GRANTOR.

IV. Procurement

- a. Establish and maintain Procurement Policies and files.
- b. Assist the GRANTEE in preparing all RFPs/RFQs for any additional necessary professional services such as appraisal, architectural/engineering, legal and other services needed for projects.
- c. Review and analyze proposals for qualifications, cost, and other factors.
- d. Provide required procurement reports to and obtain approvals from MEDC as appropriate.
- e. Maintain procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- f. Maintain Section 3 file for each contract in excess of \$100,000.
- g. Provide annual Project DBE and other related procurement reports.

V. Construction and Labor Compliance

- a. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- b. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- c. Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.
- d. Obtain contractor clearance(s).
- e. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.

- f. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- g. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- h. Assist the project architect/engineer in obtaining any necessary permits.
- i. Monitor Section 3, DBE and other contractor and subcontractor reports.

VI. Monitoring and Close Out

- a. Attend and assist the GRANTEE during the MEDC's monitoring visit(s). Prepare GRANTEE's response to all monitoring findings.
- b. Prepare close-out documents.
- c. Conduct and document Performance Public Hearings on an annual and/or project basis as required.

VII. National Objective Compliance, Surveys, and Income verification

For blight elimination: Obtain local building inspector letter certifying that the project eliminated specific conditions of blight.

PART TWO: PROPOSALS

- I. Proposals will be considered by the city of Owosso at a meeting to be held at 7:30 pm on May 15, 2017. In order to be considered, proposals must be received by the City prior to 3pm on May 2, 2017.
- II. All proposals should be sealed and identified on the outside as;

“2017 CDBG Administrative Consultant Implementation Proposal – 344 Building”
- III. All bids should be sent to the attention of the Assistant City Manager – 301 W. Main Street, Owosso, MI 48867. Bids are only accepted by mail or in person, no fax or e-mail bids will be accepted. The City of Owosso reserves the right to reject any or all proposals.
- IV. The proposal must include an hourly rate, including fringe benefits plus travel and material costs, if applicable. The proposal must include a justification of the hourly rate, a brief history of the firm and a resume of each person in the firm who will be assigned to the project. The proposal must also include a list of local governing bodies for which the firm has been under contract with for CDBG administration during the last four calendar years; this list will be used for reference purposes. This list should include the type of CDBG projects administered. All references must indicate excellent program performance.
- V. Questions concerning this proposal should be addressed to Susan Montenegro, Assistant City Manager / Director of Community Development, (989) 725-0544, susan.montenegro@ci.owosso.mi.us

PART THREE: SELECTION CRITERIA

All responses to the proposal will be evaluated according to the following criteria and corresponding point system. The proposals will be evaluated on the basis of written materials. Sufficient information must be included in the proposal to assure that the correct number of points is assigned. Incomplete or incorrect information may result in a lower score.

Price Consideration - The lowest proposal will receive the maximum points. Other, more expensive proposals will receive reduced points based on the following formula with rounding to the nearest tenth. The lowest proposal will receive the full 60 pts with each proposal thereafter receiving a proportionally reduced amount of points to the higher proposal.

Lowest Proposal x Total Possible Price Points = Points allocated to a more expensive proposal

Example:

60 points is the total possible points.

100% of total possible points are the price consideration.

Proposal 1 is for \$ 27,000

Proposal 2 is for \$ 20,000

Proposal 3 is for \$ 30,000

Step 1: Determine points allocated for price -- $60 \times 100\% = 60$ points

Step 2: Award 60 points to the lowest priced proposal (Proposal 2 is awarded **60 points**)

Step 3: Allocate a proportionally reduced amount of points to the higher proposals

Proposal 1 $\frac{20,000}{27,000} \times 60 = \mathbf{44.4 \text{ points}}$ Proposal 3 $\frac{20,000}{30,000} \times 60 = \mathbf{40 \text{ points}}$

Experience - Firm's experience in administering CDBG projects during the last four calendar years; name of locality under contract with the firm and type of project administered:

- Administered no CDBG projects: 0 pts.
- Administered 1-5 CDBG projects: 15 pts.
- Administered more than 5 CDBG projects: 30 pts
- Administered more than 5 CDBG projects, including national objective type blight elimination: 40 pts.

Education - Educational background of project manager who will be assigned to project - the highest level attained will receive the assigned number of points shown for that level:

- High school diploma: 15 pts.
- College degree: 30 pts.
- Masters or PhD: 40 pts.

Business Age - Length of time the firm has been in business:

- Less than 5 years: 15 pts.
- 5 to 10 years: 30 pts.
- Over 10 years: 40 pts.

Total points possible: 180 pts.

Total points earned: _____