

**CITY OF HANCOCK
REQUEST FOR PROPOSALS
Third Party Administrator
of MSHDA Grant Funds
January 25,2016**

RFP DUE DATE, FRIDAY, FEBRUARY 12, 2016 4:00PM EST

Section I 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 Hancock to satisfy its need for professional assistance in administrating the Michigan State Housing Development Authority (MSHDA) Office of Community Development Rental Rehabilitation/Conversion Grant Program, And other MSHDA grant awards that may be available during the next 3 years.

The Grant 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% of the area median income (AMI). The program will be available for mixed use buildings in the downtown area. All potential applicants will be given an equal opportunity to participate.

I-2 Issuing Office

The RFP is issued by the City of Hancock. Sealed proposal should be sent to:

Glenn Anderson, City Manager
City of Hancock
399 Quincy St.
Hancock, Michigan 49913

I-3 Project Statement

The City of Hancock, located in Michigan's Upper Peninsula, has deteriorated and under-utilized first, second and third floor spaces in the downtown area which represent an opportunity 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 Hancock.

The City currently has an application pending for a rental rehab grant of \$160,000 to rehab 4 apartments in a mixed use 3 story building at the Wisti-Lawton building located at 101 Quincy Street.

I-4 Point of Contact

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

Glenn Anderson, City Manager
City of Hancock
399 Quincy St.

Hancock, Michigan 49930
Telephone: (906) 482-1121
Fax: (906) 482-7910
manager@cityofhancock.net

I-5 Response Date and Time

To be considered, a sealed proposal must arrive at the City office on or before **4:00 p.m. on FRIDAY, February 12, 2016**. Anticipated award date is **February 17, 2016**.

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 Manager. 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. 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, an 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 of Hancock 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 of Hancock. The selection of the consultant will be made by the City of Hancock and be based on criteria outlined in Section III-2 Criteria for Selection.

I-9 Incurring Costs

The City of Hancock 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 City of Hancock, price and other factors considered. The City of Hancock reserves the right to consider the proposals or modifications thereof received at any time before an award is made, if such action is in the best interest of the City of Hancock.

I-11 Disclosure

All responses to this RFP shall remain confidential until the opening of the proposal by the City of Hancock 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 Hancock 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 City of Hancock approval and only in coordination with the City Manager.

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 sufficient 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 projects 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 projects and services to be delivered.

II-6 Prior Experience

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

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 Hancock.

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 deemed appropriate shall be subject to an evaluation by the City of Hancock 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, scheduling, data collection, reporting, billing, etc. including MSHDA, Michigan State Historic Preservation Office (MSHPO) and City of Hancock reporting and compliance.
- 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 is in arrears or in default to the City of Hancock upon any debt or contract, or has failed to perform faithfully any previous contract with the City of Hancock.

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, scheduling, & management of the project	10	X	=

Proposed method of communication, problem solving, data gathering & 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

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 strength; few, if any, offsetting weakness.

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 - Does not meet minimum needs.

Section IV
Scope of Work Detailed Guidelines

IV-1 General

- A. Review and report assessment of the City of Hancock qualifications and possibilities of properties for this grant.
- B. Define, establish, monitor, and update a schedule.
- C. Complete and file the grant application.
- D. Be the contact for answering questions for and about the grant.
- E. Environmental reviews, MSHDA, MSHPA and City of Hancock reviews and compliance.
- F. Maintenance of financial records.
- G. Performance and compliance reports.
- H. Participation in the MSHDA and MSHPO monitoring and program audits and clearance of monitoring and audit findings.
- I. Maintain online system and input information for review in compliance with MSHDA.
- J. Administer this grant from conception to completion.

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.