

**CITY OF HANCOCK
REQUEST FOR PROPOSALS
THRID PARTY ADMINISTRATOR
OF MSHDA GRANT FUNDS**

MARCH 19, 2012

I-5 Response Date and Time

To be considered, a sealed proposal must arrive at the city office on or before 5:00 p.m. on Friday, April 13th, 2012.

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, 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 Hancock reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council approves the proposal. The selection of the Consultant will be made by the city and be based on criteria outlined in Section III-2 CRITERA 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 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 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 were 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 issuing office on the dated 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 approval, and then 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 in include project description, schedule, costs and related information of projects that have been successful. Also, the name, address and phone number of the responsible official of the client's 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 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 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, scheduling, data collection, reporting, billing, etc.
- D. Have demonstrated integrity and record of compliance with public policy

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 requirement; 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 Hancock's 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
- F. Maintenance of financial records
- G. Performance and compliance reports

- H. Participation in the MSHDA 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. Basically administering 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.