



Genesee County Land Bank Authority Neighborhood Stabilization Program 2

Request for Proposals–Environmental Services on
Residential/Commercial Structures in the City of
Flint. Environmental Services Include:

- Inspection of Environmentally Hazardous Materials
- Inspection for Lead Containing Materials
- Environmental Site Assessments

BID NUMBER: #LB: 11-007

DUE DATE: March 7, 2011 at 3:00 pm EST

As part of the Michigan NSP2 Consortium, a partnership between:

Michigan State Housing Development Authority (MSHDA)

The City of Flint

Genesee County Land Bank Authority (GCLBA)



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REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS–ENVIRONMENTAL SERVICES ON RESIDENTIAL/COMMERCIAL STRUCTURES IN THE CITY OF FLINT. ENVIRONMENTAL SERVICES INCLUDE:

- INSPECTION OF ENVIRONMENTALLY HAZARDOUS MATERIALS
- INSPECTION FOR LEAD CONTAINING MATERIALS
- ENVIRONMENTAL SITE ASSESSMENTS

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by Genesee County Land Bank Authority (GCLBA) in its capacity as manager of the Neighborhood Stabilization Program 2 (NSP2). GCLBA invites the submission of proposals from environmental consultants with expertise, experience and licensed to conduct environmental services, including: 1) Inspection of Environmentally Hazardous Materials; 2) Inspection for Lead Containing Materials; and 3) Environmental Site Assessments. This proposal is separated into three distinct and separate sub-proposals/ scopes of work:

1. Inspection of Environmentally Hazardous Materials from Residential and Commercial Structures
2. Inspection for Lead Containing materials
3. Environmental Site Assessments

Qualified environmental consultants may submit bids for any of the three sub-proposals of or all of the three sub-proposals/scopes of work defined in this RFP. Each sub-proposal will be scored separately on the evaluation criteria set forth in this RFP. The GCLBA anticipates entering into three separate contracts for the three scopes of work set forth herein.

Addendums to this RFP can be found at www.thelandbank.org under the tab current bids. Please check any updates to this proposal.

Companies with demonstrated experience in the scopes of work defined in this RFP and with an interest in making their services available to GCLBA are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

GCLBA is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises.

Nothing in this RFP shall be construed to create any legal obligation on the part of GCLBA or any respondents. GCLBA 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 GCLBA 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 GCLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the GCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

Each proposer must submit one copy of their 2011 CERTIFICATE TO DO BUSINESS WITH GENESEE COUNTY. The Land Bank follows Genesee County Office of Equity and Diversity policies and procedures for procurement process. For further information on this requirement, contact the Genesee County Office of Equity and Diversity, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone (810) 257-3028; fax (810) 768-7943.

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. Late proposals will not be accepted. The proposal request number and due date for this Bid is:

PROPOSAL REQUEST NUMBER: #LB 11-007

DUE DATE: Monday, March 7, 2011 @ 3:00 pm EST

All inquiries relating to this RFP should be directed to Lucille James, Demolition Program Coordinator, Genesee County Land Bank, 452 S. Saginaw Street, 2nd Floor, Flint, Michigan 48502; (810) 257-3088 ext. 529 or lames@thelandbank.org.



No proposal may be withdrawn for a period of thirty (30) days after submission. Proposals offering less than thirty (30) days for acceptance by the Genesee County Land Bank from the date set for opening will be considered non-responsive and will be rejected.

The GCLBA reserves the right to reject any or all proposals and to waive irregularities or informalities as may be deemed in the GCLBA's interest. It is the GCLBA's intent to award the project to the lowest responsive and responsible contractor for each sub-proposal. The GCLBA may choose to enter into multiple contracts for the same scope of services to ensure that there is enough capacity within the NSP 2 program.

B. Time of Completion

Any agreement awarded pursuant to this RFP solicitation shall be in accordance with the scope of work and compensation as outlined below, and, within a mutually agreed upon expedited timeframe.

C. Term of Contract

Any agreement awarded pursuant to this RFP solicitation shall be for a contract period ending February 10, 2013, with the possibility of an extension.

D. Background

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. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts. MSHDA allocated \$201,487,805 to place properties back in productive use and \$22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

The City of Flint received \$15,772,344 and the GCLBA received \$10,710,994 for a total award amount of \$26,483,338 to assist the targeted census tracts in the City of Flint.

E. Federal Regulations

Award recipients implementing the Michigan NSP2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, 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

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. All NSP2 funds must be spent on specific eligible activities no later than February 10, 2013 and 50% of NSP2 funds must be spent no later than February 10, 2012.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scopes of Work

GCLBA seeks sealed proposals from qualified respondents to provide any or all of the scopes of services described below on residential/commercial structures located in targeted neighborhoods and census tracts in the City of Flint. See *Appendix A – NSP2 Boundaries and Map*. Nearly all of the targeted neighborhoods and census tracts contain abandoned and derelict residential/commercial structures. Applicants can respond to any and all of the sub-proposals/ scopes of services described below:

Sub-proposal/ Scope of Work 1:

Inspection of environmentally hazardous materials from Residential/Commercial Structures

During the program period, which ends February 10, 2013, GCLBA anticipates up to 370 hazardous material inspections across the respective NSP2 areas. Further, GCLBA anticipates multiple requests within a short timeframe.

The purpose of the survey is to locate and identify potential hazardous materials present with the building, or within close proximity to the building, that may require removal and disposal, or other consideration, before a structure is renovated, demolished or deconstructed. Structures may need to be surveyed for the following materials depending on the future activity:

- Asbestos containing building materials (ACM);
- Mechanical and electrical systems containing polychlorinated biphenyls (PCB);
- Potentially hazardous or regulated materials/waste located in containers or drums;
- Potential mercury containing equipment

During preparation of the survey an inspection should be performed to assess and evaluate the presence of hazardous material at the property. As part of the inspection the following methodology should be used for ACM:

1. A survey should be performed to determine the extent and location of ACM in the survey area. The survey should be qualitative and quantitative in that an attempt should be made to locate accessible friable and non-ACM areas, as well as an estimate of the amount of ACM. All accessible areas of the survey area should be inspected.

2. Bulk samples of all suspects ACM shall be collected by a Michigan Accredited Asbestos Inspector. Samples shall be collected in a safe manner. As required, limited destructive sampling (i.e. interior wall or ceiling demolition) should be conducted as a part of this assessment in order to gain access to suspected ACM.
3. Per EPA recommended sampling guidelines, bulk samples shall be collected in each homogenous area encountered. Homogenous area is defined as an area of material that is uniform in color, texture, and appearance.
4. Samples of suspect ACM shall be analyzed by an accredited National Voluntary Laboratory Accreditation Program via polarized light microscopy and dispersion staining following the EPA Test Method (EPA-600/M4-82-020) and the National Institute of Standards and Technology Bulk Asbestos Handbook.
5. In an effort to minimize costs, contractor/consultant shall utilize first positive stop analysis methodologies.
6. Upon completion of the field inspection, and receipt of laboratory data contractor/consultant shall prepare a report that will include: (a) a general description of the ACM identified, (b) a determination of the quantity of materials observed, and diagrams indicating the location of the materials and sampling, (c) a description of the physical assessment of friable and thermal insulating materials, (d) a discussion regarding the quality assurance and quality control as well as methodology, and (e) laboratory testing results.

The survey for polychlorinated biphenyls (PCBs), potential mercury containing equipment, and containers that may contain hazardous or regulated/wastes shall be completed according to the following procedures:

1. Inspect the accessible areas of the building for potential hazardous materials such a PCB containing light ballasts, transformers, and mercury light bulbs and switches.
2. Inspect the interior and exterior areas of the building to identify the location of containers, drums, batteries, oil water separator basins, or other features that may contain potentially hazardous or regulated materials/waste. Label identified containers for removal.
3. Note appropriate information identified during this inspection and provide recommendations for the disposal of equipment or containers identified as containing PCBs, mercury, or potentially hazardous or regulated/waste.

Sub-proposal/ Scope of Work 2:**Inspection for Lead Containing materials**

The purpose of the survey is to locate and identify lead containing materials present with the building, or within close proximity to the building, that may require removal and disposal, or other consideration, before a structure is renovated, demolished or deconstructed.

The environmental firm must have their own Lead XRF Sampling Gun. A rented gun will not be acceptable. The GCLBA is anticipating up to 70 houses that will need a lead risk assessment/ clearance inspection with the NSP 2 program. The firm selected must be able to immediately begin work upon signing a contract.

Lead Risk Assessment/Clearance inspection in accordance with United States Housing and Urban Development (HUD) Guidelines, which consists of an assessment of identified areas: by reviewing maintenance activities; inspection for visible dust and debris; locating deteriorated paint and evaluating the extent and causes of deterioration; identifying other potential hazards; the collection of dust wipe samples; and soil samples. Sample types and locations are listed below.

<u>Sample Type</u>	<u>Possible Collection Areas</u>
Paint Chip	Deteriorated painted surfaces
Dust Wipe	Window sills, troughs, and floors
Soil	Drip Line

Lead inspectors must be certified by the State of Michigan as a Risk Assessor.

Sub-proposal/ Scope of Work 3:
Environmental Site Assessments

The proposed scope of work includes the following:

- Conduct environmental assessment activities on up to ten (10) sites, including;
 - Prepare Phase I and II Environmental Site Assessments (ESAs), Baseline Environmental Site Assessments, Sampling Plans, Site Remediation and Health and Safety Plans
 - Write MDNRE and MEGA Work Plans and Due Care Plans
- Prepare all status and financial reports required by state and federal agencies as needed
- Attend meetings as necessary with, GCLBA, local municipalities, stakeholders, and citizens.
- Prepare and maintain project tracking, schedules, and timelines

B. Additional Requirements

This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, MDNRE, and DCH), and any other local regulations and standards that may apply.

Proposals shall be responsible for compliance with the following additional requirements:

1. CERTIFICATE TO DO BUSINESS WITH GENESEE COUNTY FOR 2011
2. OSHA 29 CRF 1926- Construction Industry Standards
3. 29 CFR 1926.62- Construction Industry Lead Standards
4. 29 CFR 1910.1200 – Hazard Communication
5. 40 CFR Part 261- EPA Regulations
6. HUD Title X parts 1012-1013
7. Federal Labor Standards and Provisions
8. Equal Opportunity Clause
9. Section 3 Clause
10. HUD Contract and Subcontract Activity
11. Copeland Anti-kickback Act
12. Bidders Insurance Checklist (Attachment B)

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, GCLBA 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 GCLBA will evaluate the qualifications received and identify the submittal that is the most responsive, responsible and offers the best service to the GCLBA. The GCLBA will consider cost of services, consultant qualifications, financial viability, project references, and experience with comparable projects. Specifically, each Qualifications package will be reviewed based on the following selection criteria:

Sub-proposal/ Evaluation Criteria for Scope of Work 1:

Inspection of environmentally hazardous materials from Residential/Commercial Structures

1. Pricing Proposal (20 points)

Pricing proposals that are in the highest cost 1/3 of proposals	5 Points
Pricing proposals that are in the middle cost 1/3 of proposals	10 Points
Pricing proposals that are in the lowest cost 1/3 of proposals	20 Points

2. Specialized experience in Neighborhood Stabilization Program and working with Land Banks (20 points)

Neighborhood Stabilization Program (NSP) Experience	5 Points
Tax Foreclosed /Land Bank Experience	10 Points
Both NSP and Tax Foreclosed/ Land Bank Experience	20 Points

3. Experience in providing environmental hazardous inspection services. (15 points)

One (1) to four (4) year of experience in completing environmental hazardous inspections.	2 Points
Five (5) to nine (9) year of experience in completing environmental hazardous inspections.	5 Points

Ten (10) to fourteen (14) years of experience in completing environmental hazardous inspections.	10 Points
Greater than fifteen (15) years of experience in completing environmental hazardous inspections.	15 Points

4. Demonstrated Understanding of Federal Regulations (5 points)
5. References (5 points)
6. Capacity. Number of accurately completed inspections and reports that the firm could provide to the GCLBA in less than three weeks (15 points)

Demonstrated capacity and experience to complete up to ten (10) environmental inspections	5 Points
Demonstrated capacity and experience to complete up to fifteen (15) environmental inspections	10 Points
Demonstrated capacity and experience to complete more than twenty-five (25) environmental inspections	15 Points

7. Demonstrated Understanding of the Land Bank's NSP 2 needs as described in the respondents scope of work (15 points)

Sub-proposal/ Evaluation Criteria for Scope of Work 2:

Inspection for Lead Containing Materials

1. Pricing Proposal (20 points)

Pricing proposals that are in the highest cost 1/3 of proposals	5 Points
Pricing proposals that are in the middle cost 1/3 of proposals	10 Points
Pricing proposals that are in the lowest cost 1/3 of proposals	20 Points

2. Specialized experience in Neighborhood Stabilization Program and working with Land Banks (20 points)

Neighborhood Stabilization Program (NSP) Experience	5 Points
Tax Foreclosed /Land Bank Experience	10 Points
Both NSP and Tax Foreclosed/ Land Bank Experience	20 Points

3. Experience in providing lead hazardous inspection services. (15 points)

One (1) to four (4) year of experience in completing lead hazardous inspections.	2 Points
Five (5) to nine (9) year of experience in completing lead hazardous inspections.	5 Points
Ten (10) to fourteen (14) years of experience in completing lead hazardous inspections.	10 Points
Greater than fifteen (15) years of experience in completing lead hazardous inspections.	15 Points

4. Demonstrated Understanding of Federal Regulations (5 points)

5. References (5 points)

6. Capacity. Number of accurately completed inspections and reports that the firm could provide to the GCLBA in less than three weeks (15 points)

Demonstrated capacity and experience to complete up to ten (10) lead hazard inspections	5 Points
Demonstrated capacity and experience to complete up to fifteen (15) lead hazard inspections	10 Points
Demonstrated capacity and experience to complete more than twenty-five (25) lead hazard inspections	15 Points

7. Demonstrated Understanding of the Land Bank's NSP 2 needs as described in the respondents scope of work (15 points)

Sub-proposal/ Evaluation Criteria for Scope of Work 3:**Environmental Site Assessments**

1. Pricing Proposal (20 points)

Pricing proposals that are in the highest cost 1/3 of proposals	5 Points
Pricing proposals that are in the middle cost 1/3 of proposals	10 Points
Pricing proposals that are in the lowest cost 1/3 of proposals	20 Points

2. Specialized experience in Neighborhood Stabilization Program and working with Land Banks (20 points)

Neighborhood Stabilization Program (NSP) Experience	5 Points
Tax Foreclosed /Land Bank Experience	10 Points
Both NSP and Tax Foreclosed/ Land Bank Experience	20 Points

3. Experience in providing environmental assessment services. (15 points)

One (1) to four (4) year of experience in completing environmental site assessments	2 Points
Five (5) to nine (9) year of experience in completing environmental site assessments	5 Points
Ten (10) to fourteen (14) years of experience in completing environmental site assessments	10 Points
Greater than fifteen (15) years of experience in completing environmental site assessments	15 Points

4. Demonstrated Understanding of Federal Regulations (5 points)

5. References (5 points)

6. Demonstrated Understanding of the Land Bank's NSP 2 needs as described in the respondents scope of work (15 points)

SUBMITTAL REQUIREMENTS

RFP responses must be submitted both via hard copy. Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. Responses not submitted via hard copy will not be considered. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

GCLBA reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest on your firms letterhead signed by a duly authorized officer or 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/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team. Please ensure you are including information for GCLBA to assess your qualifications in regards to the scoring criteria set forth in this RFP.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The 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

B. Threshold Requirements

These documents must be submitted and acceptable before GCLBA will review the Experience and Capacity proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a

- joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. 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; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000. (See Attachment B)
 3. State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)
 4. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist and GCLBA in determining the Respondent's financial condition. GCLBA is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.
 5. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project. (See Attachment C)
 6. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the GCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
 7. 2011 Certificate to do Business with Genesee County (If you do not have a Certificate at the time of submission, include a letter indicating the date your company's equity & diversity plan was submitted to the Genesee County Office of Equity & Diversity for review.)
 8. Staff certifications in 8-hour OSHA HAZWOPER
 9. State of Michigan Certified Risk Assessor (Lead Inspection Only)
 10. Must own a XRF gun (Lead Inspection Only)
 11. Certification Form Note (attached)

C. Main Proposal

Please provide the following information:

1. Clearly identify which sub-proposal(s) you are submitting your proposal for.

Sub-Proposal 1: Inspection of Environmentally Hazardous Materials from Residential and Commercial Structures
Sub-Proposal 2: Inspection for Lead Containing materials
Sub-Proposal 3: Environmental Site Assessments

2. Experience and capacity to implement scope of work described in Scope of Services. Please ensure you are including information for GCLBA to assess your qualifications in regards to the scoring criteria set forth in this RFP.
3. Familiarity with the GCLBA and basic understanding of programs (see www.thelandbank.org for more information) including previous experience with NSP activities.
4. The qualification of assigned project staff and subcontracts, including (a) relevant professional and educational experience, (b) identification of specific staff individuals with experience managing hazardous materials inspection projects, and (c) identification of state certified laboratories who will participate in the project. (d) Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in the RFP.
5. Capacity to complete multiple inspections on a weekly basis. (See RFP scoring criteria)
6. Pricing proposal. The contractor should provide a fixed price fee schedule including unit rates to the GCLBA for all work and services provided. (Provide a separate Fee Schedule for each Sub-Proposal you are submitting your proposal for.)
7. Reporting format to facilitate use of information collected to complete demolition, rehab or deconstruction. (Provide a separate reporting format for each Sub-Proposal you are submitting your proposal for.)
8. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter. (Provide a separate Fee Schedule for Each Sub-Proposal you are submitting your proposal for.)

SELECTION PROCESS

The Selection Committee comprised of GCLBA staff will review qualifications in accordance with the evaluation criteria set forth herein and Michigan NSP2 Consortium objectives and policies. Proposals 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 price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to ljames@thelandbank.org.

SUBMITTAL DUE DATE

Responses to this RFP are due by 3:00 pm on March 7, 2011. 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. Hard copies must be delivered to:

Lucille James
Genesee County Land Bank Authority
452 S. Saginaw St. 2nd Floor
Flint, MI 48502

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 GCLBA 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.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

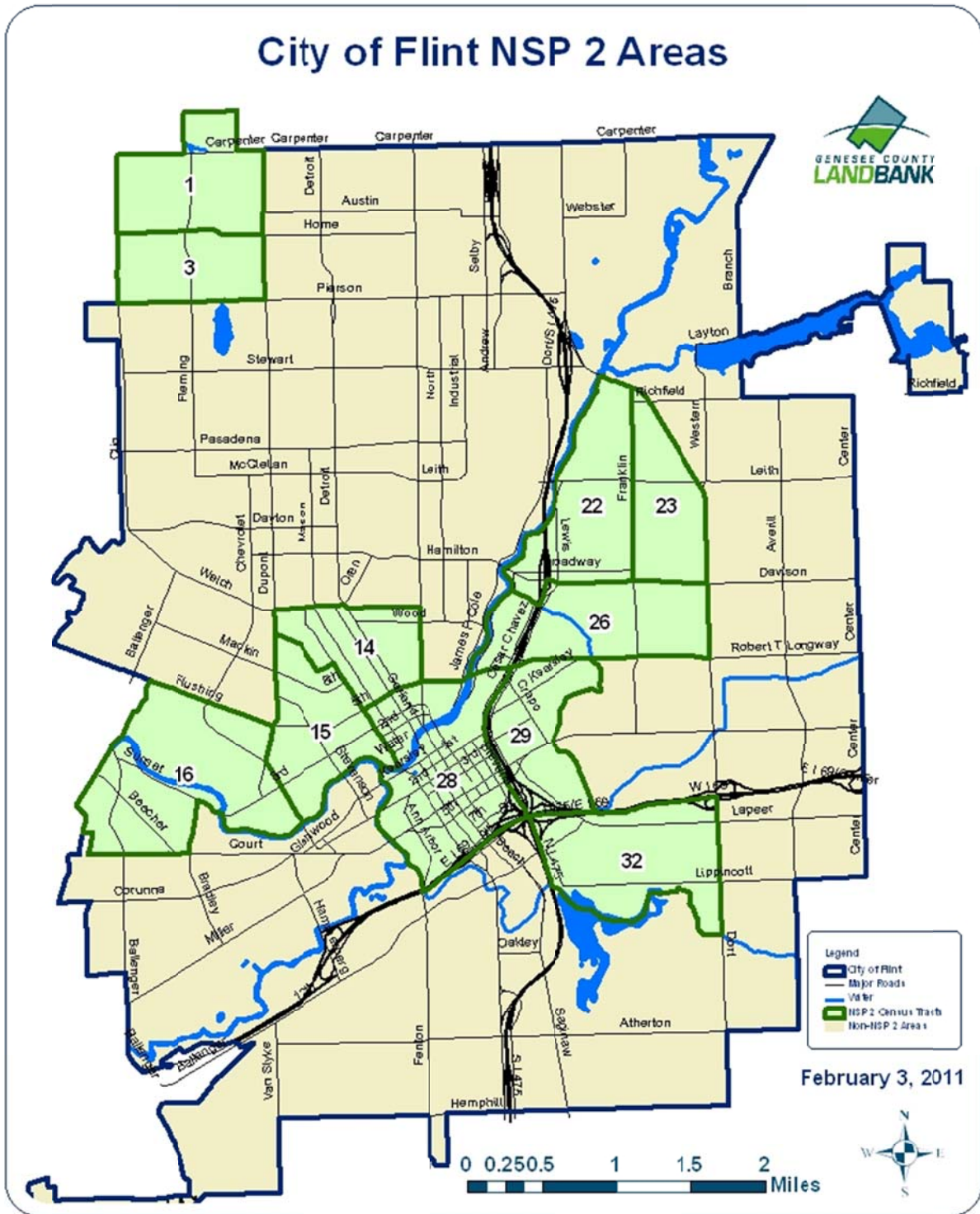
(Date)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Certification Form Note
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- 2011 Certificate to do Business with Genesee County
- State License and or Certification
- Evidence of Financial Stability
- References
- Conflict of Interest Statement & Supporting Documentation
- Description of Company
- Capacity of Company
- Pricing Proposal
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

APPENDIX A: MAP AND BOUNDARIES OF NSP2 TARGET AREA



Attachment B GENESEE COUNTY BIDDERS INSURANCE CHECKLIST

Bid Title: INSPECTION OF RESIDENTIAL/COMMERCIAL STRUCTURES IN GENESEE COUNTY

Coverages Required	Limits (Figures denote minimums)
X 1. Workers Compensation	Statutory limits of Michigan
X 2. Employers Liability	\$100,000 accident/disease \$500,000 policy limit, disease
X 3. General Liability 1,000,000/OCC/AGG	Including Premises/operations \$1,000,000 per occurrence with \$2,000,000 aggregate
4. Professional liability	\$1,000,000 including errors & omissions \$200,000 per occurrence \$600,000 in aggregate for Medical Malpractice
X 5. Products/Completed operations	\$1,000,000 per occurrence with \$2,000,000 aggregate
X 6. Contractual liability	\$1,000,000 general aggregate (gen. agg.)
7. Explosion, Collapse, Subsidence	Excess Policy with limits at least \$2,000,000
X 8. Automobile liability	\$1,000,000 combined single limit each
9. Umbrella liability/excess coverage	Owned, hired, nonowned \$ X,000,000 BI & PD and PI
10. Garage liability	\$ _____ BI & PD, each occurrence
11. Garagekeepers legal liability	\$ _____ Comprehensive (Comp.) \$ _____ Collision
12. Authoritys and Contractors Protective	
X 13. Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement must be included with the certificate.	
14. Other insurance required: <u>POLLUTION LIABILITY: Total limit excess of \$3,000,000 per occurrence and in aggregate</u>	
X 15. Cancellation notice is to read: Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder named to the left or 10 day notice for non-payment of premium.	
X 16. Bests rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
X 17. The certificate must state bid number and title	

Insurance Agents Statement

I have reviewed the requirements with bidder named below. In addition:

_____ The above policies carry the following deductibles:

Liability policies are **occurrence** ___ **claims made** ___

Insurance Agent

Signature

Bidders Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Bidder

Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the bid. Modifications to this checklist may occur prior to the bid, or after the bid has been released. To the degree possible, all changes will be made as soon as feasible. REVISED 6/16/03



Attachment C

List of References (3)

Reference #1:
Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____
Type of Project: _____

Budget: _____

Reference #2:
Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____
Type of Project: _____

Budget: _____

Reference #3:
Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____
Type of Project: _____

Budget: _____

