



Genesee County Land Bank Authority

452 S. Saginaw St. 2nd Floor, Flint, MI 48502

Request for Proposal: Capacity Building for Building Neighborhood Power (BNP)

BID NUMBER: LB 12-008

Due Date: Wednesday, September 5, 2012 at 3:00 pm EST

As part of the Local Initiatives Support Corporation (LISC) funding from the U.S. Department of Housing and Urban Development (HUD) Section 4 Funds to the Genesee County Land Bank Authority (GCLBA)

Para una versión en Español, por favor llamar a Genesee County Land Bank Authority 810-257-3088.



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REQUEST FOR PROPOSALS – CAPACITY BUILDING FOR BUILDING NEIGHBORHOOD POWER

INTRODUCTION

Summary

The Genesee County Land Bank is seeking a qualified Vendor to assist with capacity building for Building Neighborhood Power (BNP). The Vendor will assist with 1) engagement and capacity building activities with BNP and, 2) training and capacity building for the City of Flint Master Plan Advisory Groups. The total contract for professional services to complete this work shall be completed by May 1, 2013.

Background

This Request for Proposals (“RFP”) is being issued by Genesee County Land Bank Authority (GCLBA) in its capacity as fiduciary supporter and collaboration partner for Building Neighborhood Power. This funding is made available through the Local Initiatives Support Corporation (LISC) from the U.S. Department of Housing and Urban Development (HUD) Section 4 Funds to the Genesee County Land Bank Authority (GCLBA).

About Building Neighborhood Power

Building Neighborhood Power believes that effective and sustainable community change requires understanding and responding to the needs of the local context with a process that empowers. This entails addressing the causes, not the symptoms, of community issues and building capacity that grows exponentially and creates sustainable and long-lasting change.

BNP is a collaborative of people and organizations working in the City of Flint including individuals involved in neighborhood capacity building, the City of Flint Police Department, the Genesee County Land Bank, Ruth Mott Outreach, and Salem Housing Community Development Corporation. Additional partners participate in processes as needed. The partners collectively work towards building capacity by sharing capital and skills, ultimately matching local needs with local resources and talent. Thus, BNP is at an advantage for initiating positive community change in the City of Flint, as its collaborators possess a deep understanding of the complexities that shape its community. The BNP Team hears the buzz, positive and negative, spoken and unspoken by the residents of the City of Flint. The team uses this information to craft contextually appropriate strategies to create change.

Building Neighborhood Power is itself a local, direct response to needs expressed by residents in the City of Flint. In 2009 and 2010 many residents expressed interest in getting support for neighborhood organizing and planning at regular neighborhood meetings and during Neighborhood Action Sessions and forums organized by the

Genesee County Land Bank and partners. It became clear to the individuals who now comprise BNP that residents in the City of Flint see the value in collectively organizing, acting, and planning and have the commitment to do so but need support in the process. In response, individuals and organizations came together to organize trainings to Build Neighborhood Power. The free trainings were designed to give residents the skills they need to form effective neighborhood groups and create a stronger community. Between twenty and seventy five residents attended each of the workshops and trainings offered in 2010 and 2011.

Building Neighborhood Power has identified its values and articulated its mission and goals. The structure that guides BNP's work is meant to ensure direction, foster creativity, and allow for adaptation.

The mission of Building Neighborhood Power is: To support and encourage residents as they realize their collective power to create change. All of the work that Building Neighborhood Power does is supported by a set of values. BNP strives to embody and advance its values, seeing them also as opportunities for improvement as they are often not emphasized enough in the City of Flint. These values are:

- Everyone has the power to create change
- Collective action is more powerful than individual action
- It is important for residents to use their voice
- Neighborhoods can create an environment where all voices are heard, valued, and respected

Beyond its mission and values, Building Neighborhood Power has crafted six goals as specific ways for it to work towards fulfilling its mission. BNP's goals are:

- Increase residents' access to resources necessary to change their neighborhoods
- Support residents as they connect with one another
- Promote existing efforts to improve neighborhoods
- Develop opportunities for residents to learn from each other
- Celebrate and uplift residents' success
- Increase residents' ability to advocate in decisions made on their behalf

For more information on BNP see: www.bnplint.org.

Vendors

Companies or individuals herein known as "vendors" with demonstrated experience in organizational capacity building and with an interest in making their services available to the GCLBA are invited to respond to this RFP. The Vendors shall be financially solvent

and each of its members if a joint venture, its employees, agents or sub-Vendors of any tier shall be competent to perform the services required under this RFP document.

Minority Owned Firms and Women’s Business Enterprises

GCLBA is seeking to encourage participation by respondents who are small and minority-owned firms, women’s business enterprises and labor surplus area firms.

Nothing in this RFP shall be construed to create any legal obligation on the part of GCLBA or any Vendors. 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 Vendors 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 Vendors 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. Vendors may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

Each proposer 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. The proposal request number and due date for this Bid is:

PROPOSAL REQUEST NUMBER: #LB 12-008

DUE DATE: Wednesday, September 5, 2012 @ 3:00 PM EST

The GCLBA follows HUD Contracting Procurement Policies and Procedures. LISC funds shall be available for work items performed that are considered allowable, allocable, and reasonable with the cost principles of Office of Management and Budget Circular (“OMB”) A-122 and A-87 as applicable. For further information on these policies, contact the Christina Kelly, Lead Planner, Genesee County Land Bank, 452 S Saginaw St, 2nd Floor, Flint, MI 48502; or ckelly@thelandbank.org

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.

Term of Contract(s)

Any contract awarded pursuant to this RFP solicitation shall be for a contract period ending May 1, 2013, with the possibility of an extension.

Type of Contract(s)

It is proposed that, if a contract is entered into as a result of this RFP, it will be a time and materials contract based upon a fixed price/fee. Negotiations may be undertaken with those Vendors(s) whose proposals, based on price and other factors, as determined by GCLBA, show them to be qualified, responsible and capable of performing the work. The determined price of the contract(s) shall be adhered to and at no time will the contractor(s) be allowed to bill for work not agreed upon.

Vendors should propose a schedule of services and staff hours committed by month for the 8-month period. Payments will be fixed fee based on the services and schedule presented by the proposer and accepted by the GCLBA.

Addendum to RFP

In the event it becomes necessary to revise any part of this RFP, addendums will be provided to all Vendors via the GCLBA website www.thelandbank.org under the tab “Current Bids”. Please check the website regularly for addendums.

PROFESSIONAL SERVICE REQUIREMENTS

Scope of Work

The Vendor is expected to provide the following scope of services:

1. Engagement and Capacity Building with BNP

BNP is not a program of any organization. Instead it is a collaborative that requires leadership to keep the team on task to complete activities defined in the strategic plan. Having strong and consistent leadership enables BNP to continue to draw upon the wide range of resources in the community to create high quality and effective processes for engagement. The Vendor will be expected to provide general leadership, engagement and capacity building support to achieve the goals and mission of BNP. Specific activities will be defined and billed hourly.

2. Training and capacity building for the City of Flint Master Plan Advisory Groups

The Vendor will work closely with the BNP team and the City of Flint to create a training process to introduce advisory group members to the goals and purpose of the master planning process, clarify roles and responsibilities, create

guidelines for working together as a group, and define structures and processes for working together effectively as a group. The scope of work will be defined in the Contract and services will be billed hourly. The scope will include the following activities:

- Participate in planning meetings to define the goals, objectives and outcomes of the Advisory Group trainings, clearly define roles and responsibilities, and create a plan for implementation of the trainings
- Participate in a kick off session with the master planning Vendors, the City of Flint, the Steering Committee and the Advisory Groups
- Design a training process and facilitate trainings for the Advisory Group to meet the goals, objectives and outcomes defined. meet the goals, objectives and outcomes defined.

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 Vendors. The following Evaluation Criteria will be considered in reviewing submittals:

A. Experience and Capacity

The point system is to evaluate the experience and capacity of the Vendors.

1. Experience working with residents in Flint. (10 points)
2. Experience in designing and implementing community based training and capacity building sessions. (10 points)
3. Understanding of and experience in integrating cultural competency into training and capacity building sessions. (10 points)
4. Experience working with groups least likely to be involved in city processes and decision-making. (10 points)
5. Experience working with multiple sectors including government, businesses and community-based organizations. (10 points)
6. Experience working with diverse audiences. (10 points)
7. Understanding and experience with government planning processes and programs. (10 points)

B. Cost (30 points)

Highest 1/3 of proposals	10 Points
Middle Cost 1/3 of proposals	20 Points
Lowest Cost 1/3 of proposals	30 Points

SUBMITTAL REQUIREMENTS

RFP responses must be submitted via email. Each Vendor shall submit an electronic copy of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. Hard copies may be submitted in addition to the electronic copies. Vendors 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. Proposal Format - Proposals should include the items described below:

1. Summary of the Vendor's background including experience in facilitation, and supporting the formation of community based collaborative groups. Vendor must have a minimum of five (5) years' experience in facilitating community based and collaborative processes and providing training and capacity building to support planning and neighborhood change.
2. Summary of the Vendor's experience and background in community engagement and working on neighborhood capacity building in Flint.
3. Summary of the Vendor's knowledge of and experience in creating equitable processes in which all participants have a voice and are treated with full respect.
4. A brief synopsis stating that the Vendor understands BNP's needs and how the Vendor plans to meet these needs.
5. Hourly rate
6. Any other pertinent information needed to evaluate proposal.

CONTRACT REQUIREMENTS

The Vendor selected is required to agree to the terms contained below. If a Proposer should have any objections, these objections must be addressed under the RFP response or the objections will be deemed to have been waived.

Equal Employment Opportunity

The Vendor and any subcontractors shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part

60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Invention Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Clean Air Act (42 U. S.C. 7401 et seq.) and the **Federal Water Pollution Control Act** (33 U.S.C. 1251 et seq.), as amended

For contracts and subcontracts of amounts in excess of \$100,000 the contractor or subcontractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Agency (EPA).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

Debarment and Suspension (Executive Orders 12549 and 12689)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the “Section 3 Clause”):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, [12 U.S.C. 1701u](#) (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected by before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing\ assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises.

Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Fair Housing Policy. Vendors must comply with the Genesee County Land Bank Authority Fair Housing Policy as stated below:

Equal housing opportunity for all persons, regardless of race, color, national origin, religion, age, sex, familial status, marital status, sexual orientation or disability, is a fundamental policy of the Genesee County Land Bank Authority (GCLBA). GCLBA is committed to diligence in assuring equal housing opportunity and non-discrimination to all aspects of its housing activities. As a county governmental authority undertaking housing activities, GCLBA has an ethical as well as legal imperative to work aggressively to ensure that GCLBA housing programs comply fully with all local, state and federal fair housing laws.

Interest of the GCLBA and Local Public Officials. No member of the governing body of the GCLBA who exercises any functions or responsibilities in connection with the administration of the NSP 2 Program, no other officer or employee or public official of the GCLBA, who exercises such functions or responsibilities, and no member of the City Government of the City of Flint, shall have any interest, direct or indirect, in this agreement.

Retention and Access to Records. The Vendor shall maintain for a period of five (5) years all supporting documents, financial records, statistical records and all other records pertinent to this contract. GCLBA, the State of Michigan, U.S. Department of Housing and Urban Development (HUD), the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers and records of the Vendor which are pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

SELECTION PROCESS

The Selection Committee 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 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 may be directed to Christina Kelly, Lead Planner, Genesee County Land Bank Authority at ckelly@thelandbank.org

SUBMITTAL DUE DATE

Responses to this RFP are **due by 3:00 pm** on Wednesday, September 5, 2012. Each Vendor 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:

Christina Kelly
Lead Planner
Genesee County Land Bank Authority
452 S. Saginaw St. 2nd Floor
Flint, MI 48502
ckelly@thelandbank.org

CERTIFICATION FORM OF BUSINESS ENTERPRISE STATUS

Company Name: _____

Business Enterprise Status:

Check all that apply: MBE _____ WBE _____ SBE _____
LBE _____ DVBE _____ OBE _____

Ethnicity of Owner (s):

Check all that apply: White _____ Black _____ Hispanic _____
Asian _____ Native American _____

I undersigned, certify the above information to be accurate and is satisfied that the above company meets the requirements for self-certification as an MBE, WBE, SBE, LBE, DVBE, and/or OBE.

Signed this _____ day of _____, _____

Contractor Name (please print)

Contractor Signature



Explanation of Business Enterprise Status

A Minority Business Enterprise (MBE) is a business entity which is at least 51% owned by one or more minorities who are citizens or lawful permanent residents of the United States and a member of a recognized ethnic or racial group.

A Women Business Enterprise (WBE) is a business entity at least 51% owned by one or more women who are citizens or lawful permanent residents of the United States.

An Other Business Enterprise (OBE) is any business which does not otherwise qualify as a Minority or Women Business Enterprise.

A Small Business Enterprise (SBE) is an independently owned and operated business; with 50 or fewer employees and net profits of 100,000 or less.

A Local Business Enterprise (LBE) is a business entity whose principal place of business is located within the boundaries of Genesee County.

A Disabled Veteran Business Enterprise (DVBE) is a business concern certified by the administering agency as meeting all of the following: 1) a veteran of the military, naval, or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California, 2) one or more disabled veterans own 51% percent of the firm, 3) the management and control of the daily business operations are by one or more disabled veterans, and 4) it is a sole proprietorship corporation or partnership with its home office located in the United States and is not a subsidiary of a foreign firm.