



Genesee County Land Bank Authority

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

Neighborhood Stabilization Program 2

Request for Proposal: Landscaping Services

BID NUMBER: LB 11-028

Due Date: Monday, September 12, 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)

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



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REQUEST FOR PROPOSALS – LANDSCAPING SERVICES

INTRODUCTION

Background

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). The Genesee County Land Bank Authority (GCLBA), through a partnership with the City of Flint and MSHDA, received a federal grant through the HUD Neighborhood Stabilization Program 2 to improve neighborhoods in Flint. Eligible program activities under the grant include demolition, renovation and maintenance of vacant properties. The Land Bank is seeking professional landscaping services to landscape up to 45 fully renovated homes that will be put on the market and sold to qualified buyers.

Companies or individuals with demonstrated experience in landscaping and with an interest in making their services available to the GCLBA are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. 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 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 11-028

DUE DATE: Monday, September 12, 2011 @ 3:00 PM EST

The GCLBA follows Michigan State Housing Development Authority (MSHDA) Neighborhood Stabilization Program 2 Procurement Policies and Procedures which can be found at http://www.michigan.gov/documents/mshda/mshda_cd_nsp2_procurement_331622_7.pdf and are updated periodically as changes to the policy occur. For further information on these policies, contact the Heidi Phaneuf, Community Resource Planner, Genesee County Land Bank, 452 S Saginaw St, 2nd Floor, Flint, MI 48502; phone (810) 257-3088 ext 524; fax (810) 257-3090.

Landscaping Companies 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.

For questions on Fair Housing, please contact our Fair Housing Compliance Specialist, Phil Stair at (810) 257-3088 ext 525 or pstair@co.genesee.mi.us

Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period ending September 30, 2012, with the possibility of an extension.

Number of Homes Landscaping Assistance

GCLBA anticipates up to 60 homes will be renovated with NSP 2 funds. Currently 36 properties are in progress within the NSP 2 Program and will be on the market for sale in the coming 6 months. As properties are sold income from the proceeds of sale may be used to rehabilitate more homes in the target areas.

Type of Contract, Payment and Timeframe

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 per home and may include an additional side lot next to the home. Negotiations may be undertaken with those respondent(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.



It is anticipated that the GCLBA will pay for 50% of the fixed fee rate at the time of the approved landscaping plan and 50% when the landscaping is complete, inspected and approved by GCLBA.

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.

GCLBA anticipates immediately entering into a contract upon selection of a Landscaping Company and would like the selected firm to be ready to turn in 10 landscaping plans within ten (10) days of the awarding of the contract and beginning work within two weeks of notice to proceed from the GCLBA and completion in not less than 30 days of the notice to proceed from the GCLBA. Notices to proceed will be staggered at different times depending on the stage of the rehabilitation work. Some Landscaping Installations may not start until April 2012 depending on when the rehabilitation of the property is complete or nearing completion.

Addendum to RFP

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

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

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Services – Landscaping Services

This project involves providing landscaping services for the homes that are being renovated as part of the NSP2 Program. There will be up to 60 homes that will be renovated as part of the GCLBA NSP 2 Program. Since these homes are being renovated with HUD funds all landscaping must be considered **REASONABLE** and **NECESSARY**. “Overly elaborative” designs are not within this RFP scope of work. Surveying should not be needed to create the Landscaping Plan. Landscaping Plan does not need to be produced in CAD or other digital programs unless the Landscaping Company should choose to do so. GCLBA would like to make these homes look more

appealing to potential homebuyers by increasing the curb appeal, providing nice landscaping and removing any old landscaping that takes away from the overall aesthetics of the property. Regular weekly maintenance of the site is not included in this scope of services. Specific services include the following:

1. **Creating a Landscaping Plan** for each home using plant materials from the Keep Genesee County Beautiful Plant Palette (see Appendix B). Landscaping plans will be done on a site by site basis and will need to be approved by GCLBA before construction is allowed to commence. Landscaping Plans should draw on the strengths of the housing site and minimize negative aspects. The Landscaping Plans should include: a site map, quantities and types and sizes of plants to be used and those plant locations identified on the site map.

The Landscaping Plan may include: installation of plants and other materials from the Keep Genesee County Beautiful Plant Palette, trimming of bushes or trees, removal of trees, planting of trees, reestablishment of lawn areas, creating flower beds, mulching, adding or removing of soil or debris, edging, one mowing of the site as part of the Landscaping Plan and one thorough watering of newly installed plant materials.

2. **Implementation/Installation of the approved Landscaping Plan** at the project site according to the work outlined in the Landscaping Plan.

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:

A. Experience and Capacity

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

1. Landscaping Plan Proposal for three properties in NSP 2 Program (45 points)
2. Demonstrated ability to complete the work in timeframe outlined on pages 4-5 of this proposal (10 points)
3. Respondents will be awarded up to 5 points each for being a certified MBE/WBE or Section 3 business. (15 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
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SUBMITTAL REQUIREMENTS

RFP responses must be submitted 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 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.
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.

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.

3. 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.
4. 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.
5. 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.)
6. The Certification Form Note 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. Additionally, at least one of the proposals submitted is to include an **original signature** of an official authorized to bind the proposer to the proposal response.

C. Main Proposal

Please provide the following information:

1. Proposed Landscaping Plan for the three (3) NSP 2 rehabilitation projects listed below according to the criteria set forth in the scope of work:
713 N Grand Traverse, Flint, MI 48503
1008 Dupont St, Flint, MI 48504
720 Dougherty, Flint, MI 48504
2. Timeframe for implementation of proposed Landscaping Plan (if awarded)
3. Pricing proposal. Pricing proposal should include a fixed fee per property for the services described in your proposal. GCLBA will agree on a fixed price and the Landscaping (including the cost of materials and transportation of materials to the site and labor involved with the installation). This fixed fee will be the same for all of the homes in the NSP 2 Program. Therefore we anticipate the scope of work/cost of materials should be comparable for any property in the NSP 2 program.
4. Respondents should state whether they are an MBE/WBE, Section 3 business enterprise. If so, please provide a copy of a current certification letter.

SELECTION PROCESS

The Selection Committee comprised of GCLBA staff and potentially NSP 2 partners from the City of Flint or Capital Access staff whom 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 may be directed to Heidi Phaneuf, Community Resource Planner at 810-257-3088 ext. 524 or hphaneuf@thelandbank.org.

SUBMITTAL DUE DATE

Responses to this RFP are **due by 3:00 pm** on Monday, September 12, 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:

Heidi Phaneuf
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)

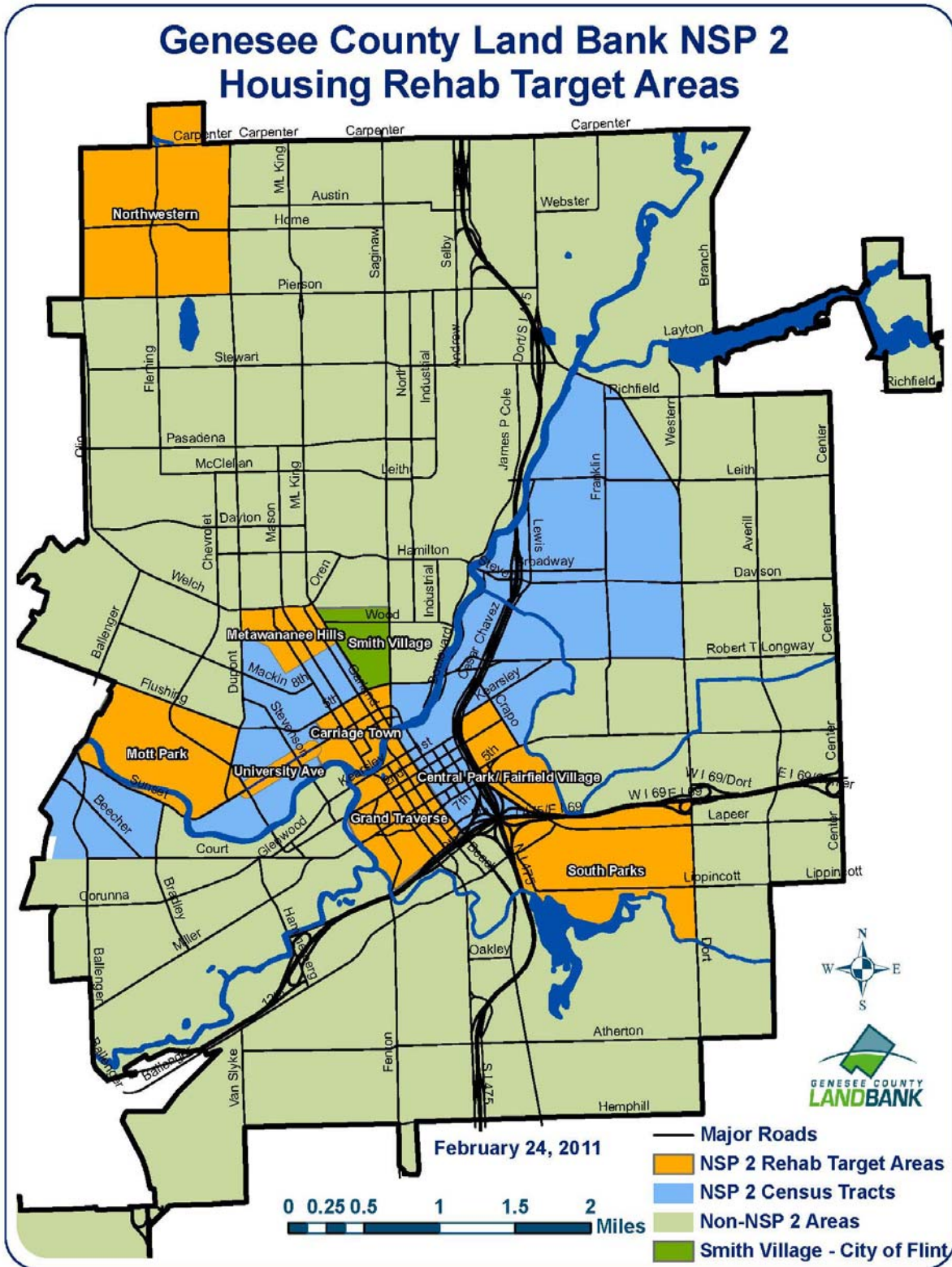
(Date)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Certification Form Note
- Evidence of Insurance
- Certificate to do business with Genesee County
- Evidence of Financial Stability
- Conflict of Interest Statement & Supporting Documentation
- Main Proposal including Pricing Proposal
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

APPENDIX A: MAP AND BOUNDARIES OF NSP2 TARGET AREA



APPENDIX B: KEEP GENESEE COUNTY BEAUTIFUL PLANT PALETTE

■ **Shrubs**

A shrub is usually defined as a multi-stemmed woody plant. Many shrubs can be viewed as a shrub or tree, depending on their growing conditions and how they are pruned. Many shrubs provide year round color while others provide seasonal interest. Shrubs also provide height and texture.

■ **Trees**

A tree is a large, perennial woody plant. Trees provide structure in our gardens, beautiful spring and fall color, and are homes for birds, insects and other wildlife. They remove carbon dioxide from the air and are important for pollution control in cities.

⊙ **“Cultivating Our Community” Plant Palette**

These ten plants were chosen for their hardiness, bloom time, ability to tolerate winter salt spray and their availability in the local landscape trade. There are many other exciting plants available and you are encouraged to try additional plants as you gain experience and confidence. These plants were chosen to help new gardeners be successful with their first garden.



'Dutch Master' Daffodil
Narcissus 'Dutch Master'

- Grows 14" tall
- Large yellow flowers
- Blooms April
- Will naturalize and multiply



Bayberry
Myrica pensylvanica

- Up to 3' to 5' tall
- Medium ornamental shrub
- Upright rounded growth habit
- Extremely salt tolerant



Black-Eyed Susan 'Goldsturm'
Rudbeckia fulgida 'Goldsturm'

- Grows 2' tall
- Golden yellow flowers
- Attracts butterflies
- Blooms July - September



Coneflower 'Magnus'
Echinacea purpurea 'Magnus'

- Grows to 3' tall
- Rose pink flowers
- Attracts butterflies and goldfinches
- Blooms from July - September



Maiden Grass 'Gracillimus'
Miscanthus sinensis 'Gracillimus'

- Grows 5' to 7' tall
- Copper red flower turning to silver in late September
- Fall foliage color is golden yellow
- Decorative in winter



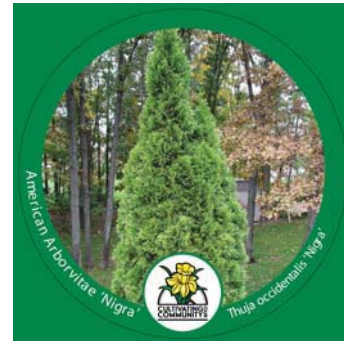
'Autumn Joy' Sedum
Sedum spectabile 'Autumn Joy'

- Grows 18" tall
- Attracts butterflies
- Dark pink flowers that age to bronze
- Blooms August - October



Daylily 'Happy Returns'
Hemerocallis 'Happy Returns'

- Grows 18" tall
- Flowers are 3" across
- Cheerful true yellow flowers
- Re-blooms from June - September



'Nigra' American Arborvitae
Thuja occidentalis "Nigra"

- Grows 20' to 30' tall
- Upright pyramidal growth habit
- Evergreen with deep green color
- Tolerates a wide range of planting conditions



Serviceberry
Amelanchier x grandiflora selection

- Grows 15' tall with a 15' spread
- White flowers in May
- Fruit red in fall.
- Great bird habitat
- Beautiful red fall color



Juniper 'Buffalo'
Juniperus sabina 'Buffalo'

- Grows 1' tall up to 8' wide
- Clean green foliage
- Branches not easily broken
- Evergreen
- Disease resistant

⊙ **Additional Perennial Plants**

Because we know that not every plant works in every instance, here are additional plants for different situations.

■ **Sunny Perennials** (Need 8 or more hours of sunlight per day)



Russian Sage 'Blue Spire'
Pervoskia Atriplicifolia 'Blue Spire'

- Height: 3' to 4'
- Spread: 3'
- Blooms: June to September



Little Blue Stem
Schizachyrium scoparium

- Height: 2' to 3'
- Spread: 2' to 3'
- Colorful foliage



Salvia 'May Night'
Salvia nemorosa 'May Night'

- Height: 18"
- Spread: 18"
- Blooms: May to June

■ **Shade Perennials** (Less than 6 hours of sunlight a day)



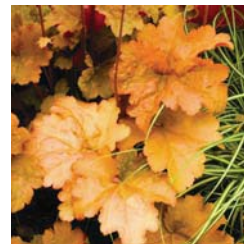
Hosta 'Patriot'
Hosta x hybrida 'Patriot'

- Height: 2'
- Spread: 3' to 4'
- Blooms: July



Goat's Beard
Aruncus dioicus

- Height: 4' to 7'
- Spread: 4' to 5'
- Blooms: June



Heuchera 'Caramel'
Heuchera villosa 'Caramel'

- Height: 10"
- Spread: 1' to 2'
- Blooms: June to July



Sensitive Fern
Onoclea sensibilis

- Height: 1' to 2'
- 2 feet spread
- Deciduous foliage

■ **Sunny Annuals** (6-8 hours of sunlight per day)



Petunia 'Avalanche Series'
Petunia x hybrida avalanche

- Height: 6" to 8"
- Spread: 12" to 18"
- Blooms: Summer through Fall
- Variety of colors available



Verbena
Verbena bonariensis

- Height: 4' to 6'
- Spread: 1' to 2'
- Blooms: July to October
- Variety of colors available



Zinnia 'Profusion Series'
Zinnia angustifolia

- Height: 1' to 2'
- Spread: 9"
- Blooms: Summer

⊙ **Trees**

With pests like the Emerald Ash borer killing ash trees in our community, we recommend planting a diversity of species. The following trees were chosen for their tolerance of disease, drought and pollution. This is by no means an inclusive list as there are many other excellent tree species available.

■ **Utility Trees**

These trees are best suited for planting in the restricted zones between streets and sidewalks and beneath utility lines.



'Ohio Pioneer' Dotted Hawthorn
Crataegus phaenopyrum

- Height: 25'
- Width: 20'
- Shape: Rounded
- Fall Color: Red to Purple



Paperbark Maple
Acer griseum

- Height: 25'
- Width: 20'
- Shape: Upright Oval
- Fall Color: Red



Hedge Maple
Acer campestre

- Height: 30'
- Width: 30'
- Shape: Rounded
- Fall Color: Yellow



White Angel Crabapple
Malus 'White Angel'

- Height: 15'
- Width: 12'
- Shape: Triangular
- Good Residential Tree
- Flowers: White



Ivory Silk Japanese Tree Lilac
Syringa reticulata

- Height: 20'
- Width: 15'
- Shape: Oval
- Flowers: Showy White



Red Jewel Crabapple
Malus 'Red Jewel'

- Height: 15'
- Width: 12'
- Shape: Upright, Pyramidal
- Good Residential Tree
- Flowers: White
- Fall Color: Yellow

■ **Street Trees**

These trees are for planting in the space between the street and the sidewalk, also called the right-of-way, or when you have no height restrictions.



Katsura Tree
Cercidiphyllum japonicum

- Height: 40' to 60'
- Width: 25' to 35'
- Shape: Rounded
- Fall Color: Bright Yellow



Bloodgood London Planetree
Platanus x acerifolia 'Bloodgood'

- Height: 50'
- Width: 40'
- Shape: Triangular
- Fall Color: Orange



Northern Red Oak
Quercus rubra

- Height: 60' to 75'
- Width: 45' to 50'
- Shape: Rounded
- Fall Color: Red



Sweet Gum
Liquidambar styraciflua

- Height: 45'
- Width: 30'
- Shape: Triangular
- Fall Color: Orange/Red



Valley Forge Elm
Ulmus americana 'Valley Forge'

- Height: 70'
- Width: 70'
- Shape: Broad Vase
- Fall Color: Yellow



Yellowwood
Cladastris kentukea

- Height: 30' to 50'
- Width: 40' to 55'
- Shape: Rounded
- Flowers: Cream Colored
- Fall Color: Yellow



Red Maple
Acer rubrum

- Height: 40'
- Width: 40'
- Shape: Round to Oval
- Fall Color: Red/Yellow



Maidenhair Tree
Ginkgo biloba 'Autumn Gold'

- Height: 45'
- Width: 35'
- Shape: Triangular
- Fall Color: Yellow



Swamp Oak
Quercus bicolor

- Height: 45'
- Width: 45'
- Shape: Rounded
- Fall Color: Yellowish Brown



Regent Japanese Pagoda Tree
Sophora japonica 'Regent'

- Height: 50'
- Width: 45'
- Shape: Upright Spreading
- Flowers: Creamy White Clusters
- Fall Color: Yellow

■ **Park & Open Space Trees**

These trees are best suited for planting in park areas and open spaces where there is plenty of room to grow.



Bur Oak
Quercus macrocarpa

- Height: 70' to 80'
- Width: 30' to 40'
- Shape: Rounded



Amur Cork Tree
Phellodendron amurense

- Height: 30' to 40'
- Width: 25'
- Shape: Rounded
- Fall Color: Yellow



Dawn Redwood
Metasequoia glyptostroboides

- Height: 70'
- Width: 25'
- Shape: Narrow
- Fall Color: Rusty Orange



Jacquemontii Birch
Betula jacquemontii

- Height: 40'
- Width: 30'
- Shape: Oval
- Good for Residential Use



Kentucky Coffee Tree
Gymnocladus dioica

- Height: 50'
- Width: 35'
- Shape: Vase