



Genesee County Land Bank Authority Blight Elimination Program

Request for Qualifications– Environmental Consulting
Firms: Preparation of Demolition Specifications and
Project Oversight

BID NUMBER: LB 18-001

DUE DATE: Tuesday, January 30, 2018 at 3:00 pm EST

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Genesee County Land Bank Authority

Blight Elimination Program Request for Qualifications- Environmental Consulting Firms: Preparation of Demolition Specifications and Project Oversight

1.0 OVERVIEW

The Genesee County Land Bank Authority (GCLBA) operates various grant funded blight elimination programs, including but not limited to Environmental Protection Agency (EPA) funded clean up and site assessments programs, and various demolition and remediation programs that are locally, state, and federally funded. The Michigan State Housing Development Authority (MSHDA) awarded the GCLBA a \$500,000 Blight Elimination Grant for the remediation and demolition of specific sites with the goals of: 1) Initiating or triggering private investment and development; 2) supporting current investment and development; 3) promoting public safety, and/or stabilizing and increasing the property values of the project area. Additionally, the City of Flint has allocated Community Development Block Grant dollars to the same sites to support the blight elimination.

GCLBA is seeking an environmental consulting firm to develop demolition specification and provide project management services and oversight for the demolition of specific structures on a tight schedule with projects being completed no later than June 30, 2018. Funding sources for services to be provided may include but are not limited to:

- Michigan State Housing Development Authority Blight Elimination Program Funds
- Community Development Block Grant
- Environmental Protection Agency Brownfield Site Assessment Grant
- Hardest Hit Fund
- Genesee County Treasurer Out-county Funding
- Possible future funding from various sources

GCLBA reserves the right to use any and all ideas presented in qualification packet in response to this RFQ unless the proponent identifies such ideas as proprietary in their proposal. In no event will an objection be considered valid with respect to the use of such ideas that are not the proprietary information of the proponent and so designated in the proposal; which were known to GCLBA before submission of such proposal; or properly became known to GCLBA thereafter through other sources or through acceptance of any proposal.

Companies with demonstrated experience in the scope of work defined in this RFQ and with an interest in making their services available to GCLBA are invited to respond to this RFQ. "Respondents" means the companies or individuals that submit proposals in response to this RFQ. 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 RFQ document.

Addendums to this RFQ can be found at www.thelandbank.org under the tab Current Bids. Please check any updates to this proposal.

Section 3 and MBE/WBE/DVE Requirements:

GCLBA is seeking to encourage participation by respondents who are MBE/WBE/DVBE and /or Section 3 business enterprises. Section 3 contracting goals for funding received through the City of Flint and the Department of Housing and Urban Development (HUD) are as follows:

10% of construction (demolition) subcontracts are to be awarded to agencies/businesses who are Section 3 certified, and 3% of non-construction subcontracts (ex - architectural, etc.) are to be awarded to agencies/businesses who are Section 3 certified. These goals will be incorporated into any contract awarded as a result of this RFQ and contractors will be required to complete and submit Section 3 Reporting forms included in Attachment E. Respondents to this RFQ are also required to submit a written plan to for achieving Section 3 goals.

For additional information please refer to Attachment E and the following links:

https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3

<https://portal.hud.gov/hudportal/documents/huddoc?id=11secfags.pdf>

Companies that are MBE/WBE/DVBE or identify MBE/WBE/DVBE subcontractors and include a plan to meet EPA's MBE/WBE/DVBE goals may receive extra consideration in scoring and evaluation of their response.

Nothing in this RFQ shall be construed to create any legal obligation on the part of GCLBA or any respondents. GCLBA reserves the rights, in its sole discretion, to amend, suspend, terminate, or re-issue this RFQ 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 RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from GCLBA for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of the GCLBA. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known.

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 18-001

DUE DATE: Tuesday, January 30, 2018 @ 3:00 pm EST

All inquiries relating to this RFQ should be directed in writing to:

Faith Finholm, Grants Manager
Genesee County Land Bank
452 S. Saginaw Street, 2nd Floor
Flint, Michigan 48502

or ffinholm@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 the proposal. The GCLBA may choose to enter into multiple contracts for the same scope of services to ensure that there is enough capacity to complete the work in a timely manner, as required by the funding sources identified.

Term of Contract

It is anticipated that the Respondent(s) will start work on or around February 8, 2018. Any agreement awarded pursuant to this RFQ solicitation shall be for a contract period ending August 30, 2018 or until the funds are exhausted, whichever comes first.

Payment to Contractor(s) is made by the GCLBA on a net 30-60 day cycle upon receiving approved and complete payment request packet for each project/address and all required submittals (invoice, sworn statement, lien waivers, back-up documentation, etc.)

Federal Regulations

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, MDEQ, and DCH), and any other local regulations and standards that may apply.

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

1. Certification Form Note
2. Michigan Accredited Asbestos Building Inspector Certification for Company
3. Michigan Accredited Asbestos Certification for Asbestos Supervisor
4. Michigan Accredited Asbestos Certification for workers
5. OSHA 40-hour Hazardous Waste Operations Certification (HAZWOPER)
6. OSHA 8-hour refresher HAZWHOPER Re-certification
7. Laboratory Certificate of Accreditation to ISO/IEC 17025:2005 in accordance with 40 CFR CH.1 (1-1-87 Edition), Part 763, Subpart F, Appendix A, pp.293-299.
8. Compliance with MIOASHA Part 602 Asbestos Standards for Construction (as amended June 5, 2013) http://www.michigan.gov/documents/CIS_WSH_part602_37719_7.pdf
9. OSHA 29 CFR 1926- Construction Industry Standards
10. 29 CFR 1910.1001, 19326.1101 & 1915.1001 – Procedures of Occupational Exposure to Asbestos
11. 29 CFR 1910.1200 – Hazard Communication
12. 40 CFR Part 261- EPA Regulations
13. HUD Title X parts 1012-1013
14. Federal Labor Standards and Provisions

15. Equal Opportunity Clause
16. Section 3 Clause (See Attachment E)
17. HUD Contract and Subcontract Activity
18. Copeland Anti-kickback Act
19. Bidders Insurance Checklist (Attachment A)
20. Genesee County Labor Standards
21. And other Regulations Referenced throughout this document and attachments

2.0 SCOPE OF WORK

Genesee County Land Bank Authority (GCLBA) is seeking an Environmental Consulting firm to quickly and efficiently prepare demolition specifications and provide project management and oversight in compliance with all relevant local, state, and federal rules, regulations, and standards for the demolition of the following addresses:

- 1) 810 S Ballenger Hwy., Flint, MI 48532 40-15-435-016
- 2) 1425 N Saginaw St., Flint, MI 48503 40-12-236-005
- 3) 1518 Averill Ave., Flint, MI 48506 41-09-207-001
- 4) 1721 N Saginaw St., Flint, MI 48505 40-01-488-007

Consultant is to ensure all work and work product is completed in compliance with local, state, and federal rules and regulations as well as completed to relevant standards and in compliance with funding requirements.

Significant environmental site assessment work has already been completed for 810 S Ballenger Hwy., 1425 N Saginaw St., and 1518 Averill Ave. Please refer to the table below for a summary of completed assessments for each structure. Additionally, the referenced reports can be accessed through Box.com at the following link: <https://app.box.com/s/ddp5evpzquyehfczyixmr0vvixosexuo>

| ADDRESS | Completed Reports | Required Scope |
|------------------------|--|--|
| 810 S Ballenger Hwy | <ul style="list-style-type: none"> • Pre-demolition Survey • Phase I ESA • SHPO • Tier II Environmental Clearance- In Progress • Environmental Construction Management Plan | <ul style="list-style-type: none"> • Prepare demolition specification • Complete demolition oversight |
| 1425 N Saginaw St. | <ul style="list-style-type: none"> • Pre-demolition Survey • Phase I ESA • SHPO • Tier II Environmental Clearance- In Progress • Environmental Construction Management Plan | <ul style="list-style-type: none"> • Prepare demolition specification • Complete demolition oversight • Please note this site has a suspected 10,000 gallon UST. Specifications will need to clearly delineate UST remediation costs from demolition costs. MSHDA will not fund UST removal/ remediation. |

| ADDRESS | Completed Reports | Required Scope |
|--------------------|--|--|
| 1518 Averill Ave. | <ul style="list-style-type: none"> • Pre-demolition Survey • Phase I ESA • SHPO • Tier II Environmental Clearance- In Progress • Environmental Construction Management Plan | <ul style="list-style-type: none"> • Prepare demolition specification • Complete demolition oversight |
| 1721 N Saginaw St. | <ul style="list-style-type: none"> • SHPO-In Progress | <ul style="list-style-type: none"> • Pre-demolition Survey • Phase I ESA • Phase II ESA as necessary • Tier II Environmental Clearance • Prepare demolition specification • Complete demolition oversight • Please note that this project is to be completed by no later than May 30, 2018. |

3.0 EVALUATION CRITERIA AND SCORING

The GCLBA will evaluate the qualifications received and identify the submittals that are the most responsive, responsible and offer the best service to the GCLBA. The GCLBA will consider consultant qualifications, financial viability, project references, and experience with comparable projects. Specifically, each Qualifications package will be reviewed based on the following selection criteria:

Pass/fail requirements:

| | |
|--|-----------|
| Respondent has experience working on EPA/HUD funded demolition and clean up grants | Pass/Fail |
| Qualifications and References Provided | Pass/Fail |
| Identification of Project Manager and Key Staff | Pass/Fail |
| Applicable Licensing Requirements | Pass/Fail |
| Insurance Requirements | Pass/Fail |
| Acknowledgement of Federal Requirements | Pass/Fail |
| Debarment Certification | Pass/Fail |
| Acknowledgement of Iran Sanctions Affidavit | Pass/Fail |
| Statement of Violation and Pollution Liability Claims | Pass/Fail |
| MBE/WBE/HBE/Small Business Section | Pass/Fail |
| Evidence of Financial Stability | Pass/Fail |
| Current Certificate of Good Standing or Certificate of Existence | Pass/Fail |
| Conflict of Interest Statement & Supporting Documentation | Pass/Fail |

Additional Criteria:

| Evaluation Factors | Maximum Points |
|---|----------------|
| Ability to Complete Scope of Work The bidder's demonstration of understanding of scope of work, readiness to proceed and capacity to complete work assigned within timeframes required. | 35 |
| HUD Section 3 Consultant provides letter from the City of Flint certifying them as a Section 3 Business Concern and a written plan for achieving Section 3 goals. | 5 |
| MBE/WBE/DVBE Contractor qualifies as MBE/WBE/DVBE or provides plan with identified subcontractors to meet EPA's MBE/WBE/DVBE contracting goals. | 5 |
| Local Contractor Points awarded to contractors that are located in Genesee County | 5 |
| Price The ability to demonstrate reasonable costs in performing scope of work identified in the RFQ. | 50 |

4.0 SUBMITTAL REQUIREMENTS

Please note that any agreement resulting from this RFQ and all attachments, as well as all other information submitted by the Respondent to the GCLBA, are subject to disclosure under the provisions of MCL 15.231, et seq., known as the "Freedom of Information Act".

RFQ responses must be submitted both via hard copy and electronic copy. Each respondent shall submit one (1) original, one (1) additional copy of application and one flash drive containing a PDF copy 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 RFQ will be cause for rejection of submittals.

Bidders may, without prejudice to himself, withdraw Bid/Tender after it has been submitted, provided the request for such withdrawal is received in writing before time set for opening. Verbal communication is not acceptable. After opening, no Bid/Tender may withdraw for period indicated. If there are any changes with the documents or renewals, it is the contractor's responsibility to submit the correct documents to the GCLBA in a timely manner.

GCLBA reserves the right to seek additional information to clarify responses to this RFQ.

Each response must include the following:

- 1. Cover letter**– Briefly introduce consultant/consultant team and indicate interest in providing Demolition Consulting Services to GCLBA. Identify point of contact, email address and phone number. Ensure the following information is included:
 - a. The principal place of business
 - b. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture)
 - c. The names and business addresses of all Principals of the Respondent. For purposes of this RFQ "Principals" shall mean persons possessing an ownership interest in the Respondent.
 - i. 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.
- 2. Staff Qualifications** – Identify roles of key personnel to be committed to this project, and provide resumes for primary contacts. Each resume shall not exceed two pages in length. Personnel identified in the statement of qualifications must be the principal staff who will work on the project and represent the majority of hours billed to the project. Project staff must meet all local, state, and federal requirements as required to perform the necessary and noted tasks.
- 3. Sub-consultants/Subcontractor**- Provide information and documentation regarding Sub-consultants/Subcontractors.
- 4. Fair Share Objectives/Goals**- Identify whether the firm or any proposed sub-consultant or subcontractor is a Minority Business Enterprise, Women's Business or is a small business located in the local area, in accordance with EPA requirements pertaining to Brownfields Assessment and Cleanup Cooperative Agreements with EPA. Include information sufficient to allow GCLBA to determine the likelihood that Respondent can achieve Fair Share Objectives/Goals.
- 5. Experience**- Briefly describe consultant/consultant team capabilities and experience with the following:

- a. Within the last 5 years: Working with Brownfield Assessment projects and cleanup projects, involving project management of environmentally sensitive commercial demolition projects that include excavation and remediation of USTs, including specification development and project oversight.
 - b. Within the last 5 years: Working with project oversight for large scale commercial demolition projects involving asbestos abatement and demolition of structures as asbestos containing material.
 - c. within the last 5 years: Oversight of environmentally sensitive commercial demolition projects subject to MSHDA and HUD requirements for redevelopment
 - d. within the last 5 years: HUD and MSHDA funding requirements relating to environmental site assessments, surveys, and demolition/remediation projects.
- 6. References-** Provide three references and requested information on Attachment B for relevant projects completed within the last 5 years.
- 7. Fee and Cost Schedule –** Provide a fee schedule and a list of the services the firm would perform by address with a total cost per address. The contract signed will be for time and materials not to exceed the proposed cost.
- 8. Schedule-** Provide a schedule for completion of the project within required timeframe.
- 9. Example Documents-** Provide example documentation of the following:
- a. Pre-demolition Hazardous Survey
 - b. Phase I Environmental Site Assessment
 - c. Environmental Construction Management Plan
 - d. Example Billing- Consultant shall submit monthly invoice statements to GCLBA for work completed in the previous month. Invoice statement are to include a detailed breakdown by task in the proposal for individual staff hours and rates, equipment usage and rates, subcontracted services and markup, and other itemized charges. GCLBA reserves the right to request supplemental information regarding monthly statements/invoices. Monthly statements/invoices shall be accompanied by a brief narrative progress report describing work completed and remaining.
- 10. Additional Documents:**
- a. Signature Page
 - b. Evidence of Financial Stability- The bidder shall be financially stable and have the financial wherewithal to carry out the requirements of this solicitation. All respondents shall include two years of Company tax returns and a most recent financial statement provided by their accountant or a letter from their accountant stating evidence of financial stability with the proposal response. This information will assist 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.
 - c. Evidence of Insurance- The bidder must have Commercial General Liability with limits not less than: Premises/operations \$1,000,000 per occurrence with \$2,000,000 aggregate; Workers Compensation Statutory limits of Michigan; Employers Liability with limits \$100,000 accident/disease, \$500,000 policy limit, disease; Automobile Liability with limits not less than \$1,000,000 combined single limit each accident-Owned, hired, non-owned; and, Professional Liability with limits not less than \$1,000,000 including errors & omissions \$200,000 per occurrence \$600,000 in aggregate for Medical Malpractice. The bidder must also have Pollution Liability insurance for projects involving the removal and disposal of waste or storage tanks. Contractor shall maintain limits no less than

\$1,000,000 per loss/\$1,000,000 aggregate. A certificate of insurance must be included with submission of qualifications. **(See Attachment A for Bidder's Insurance Checklist) GCLBA must be listed as an additional insured.**

- d. **Current** Certificate of Good Standing (Corporation) or Certificate of Existence- The bidder shall provide a Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau. **(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.)**
- e. Conflict of Interest Statement & Supporting Documentation- The 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.
- f. Debarment and Suspension Certification
- g. Iran Sanctions Affidavit
- h. Other State License and or Certification:
 - i. Michigan Accredited Asbestos Building Inspector Certification for employees
 - ii. OSHA 40-hour Hazardous Waste Operations Certification (HAZWOPER)
 - iii. License Laboratory: Laboratory Certificate of Accreditation to ISO/IEC 17025:2005 in accordance with 40 CFR CH.1 (1-1-87 Edition), Part 763, Subpart F, Appendix A, pp.293-299.
 - iv. Any other State License and/or Certification that is deemed necessary to complete the Scope of Work as described.

5.0 SELECTION PROCESS

A Selection Committee comprised of GCLBA staff 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 RFQ will be evaluated in accordance with the terms of the RFQ. **Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest price. Instead, contract(s) shall be awarded to vendor(s) whose proposal(s) is the most responsive, responsible and offer the best service to the GCLBA in accordance with criteria set forth in RFQ.**

6.0 IMPORTANT DATES

| | |
|--------------------|--|
| Bids Due | Tuesday, January 30, 2018 by 3:00 p.m. |
| Questions Due | Wednesday, January 24, 2018 by 5:00 pm via email |
| Notice of Award | Friday, January 2, 2018 |
| Contract Signed | On or around Tuesday, February 8, 2018 |
| Contract Completed | August 30, 2018 |

7.0 QUESTIONS

Questions regarding this RFQ should be submitted in writing via email to ffinholm@thelandbank.org NO LATER THAN January 24, 2018.

8.0 SUBMITTAL DUE DATE

Responses to this RFQ are **due by 3:00 pm on Tuesday, January 30, 2018**. Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal name, proposal due date and time, and your firm's name. Hard copies and flash drive must be delivered to:

**Genesee County Land Bank Authority
Attn: Faith Finholm
GCLBA Demolition Consulting Services RFQ
452 S. Saginaw Street, Second Floor,
Flint, Michigan 48502**

ADDITIONAL INFORMATION

ATTACHMENTS

- A – GENESEE COUNTY BIDDERS INSURANCE CHECK LIST
- B – LIST OF REFERENCES (3)
- C – CERTIFICATION FORM NOTE
- D – SIGNATURE PAGE
- E – CONFLICT OF INTEREST/NON-COLLUSION AFFIDAVIT
- F – CERTIFICATION FORM OF BUSINESS ENTERPRISE
- G – DEBARMENT/SUSPENSION CERTIFICATION
- H – IRANIAN SANCTIONS AFFIDAVIT

APPENDICES

- 1 – EVALUATION CRITERIA & SCORING

ATTACHMENT A: GENESEE COUNTY BIDDER'S INSURANCE CHECKLIST

Coverages Required

Limits (Figures denote minimums)

- | | |
|--|--|
| 1. Workers' Compensation | \$500,000 or Statutory limits of Michigan – whichever is greater |
| 2. Employers Liability | \$100,000 accident/disease \$500,000 policy limit, disease |
| 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 |
| 5. Products/Completed operations | \$1,000,000 per occurrence with \$2,000,000 aggregate |
| 6. Contractual liability | \$1,000,000 general aggregate (gen. agg.) |
| 7. Explosion, Collapse, Subsidence | Excess Policy with limits at least \$2,000,000 |
| 8. Automobile liability Owned, hired, nonowned | \$1,000,000 combined single limit each accident-Owned, hired, nonowned |
| 9. Pollution Liability | \$1,000,000 per loss/\$1,000,000 aggregate |
| 10. Authority's and Contractors Protective | |
| 11. 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. | |
| 12. 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. | |
| 13. The certificate must state bid number and title | |

A copy of the insurance certificate with the Genesee County Land Bank listed as a certificate holder is required and must be attachment to the response to this proposal.

*******Bidder's Statement**

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

Bidder

Signature



ATTACHMENT B: LIST OF REFERENCES (3) RELATED TO SCOPE OF WORK FROM THE LAST 5 YEARS

Reference #1:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project: _____

Budget: _____

Reference #2:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project: _____

Budget: _____

Reference #3:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project: _____

Budget: _____

BID #: _____

ATTACHMENT C: 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 RFQ submittal to GCLBA is accurate and complete and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

(Name of Respondent)

_____ **Will** be responding to this RFQ.

_____ **Will not** be responding to this RFQ, but wishes to receive future solicitations.

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

Email: _____ Phone: _____

Federal Identification Number: _____ License Number: _____

NAME OF AUTHORIZED REPRESENTATIVES FOR SUBCONTRACTORS:

(Typed Name of Subcontractor's Authorized Representative) *(Title)*

(Typed Name of Subcontractor's Authorized Representative) *(Title)*

(Typed Name of Subcontractor's Authorized Representative) *(Title)*

ATTACHMENT D: SIGNATURE PAGE

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the application,
3. has not engaged in any collusive actions with any other potential applicants,
4. hereby offers to enter into a binding contract with Genesee County Land Bank for the products and services herein offered, if selected by Genesee County:

Name (Typed): _____

Signature: _____

Title: _____

Company: _____

Federal EIN: _____

Date: _____

Contact Person

Please indicate name, telephone number, fax number, mailing address, and e-mail address of company representative for matters regarding this application.

Contact Name _____ Position _____

Email _____

Mailing Address _____

Phone _____ Fax _____

ATTACHMENT E: CONFLICT OF INTEREST / NON-COLLUSION AFFIDAVIT

State of _____:

S.S.

County of _____:

I, _____ of

(Name of Company/Firm)

And that I am authorized to make this affidavit on behalf of my firm, its owner, directors and officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state:

1. This company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other provider, and the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person in this type of business prior to the official opening of this proposal.
2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
3. _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
4. This company, corporation, firm, partnership or individual is fully aware that this contract is wholly or partially federally funded, and further, by submission of the bid or proposal that the individual or form certifies that there is no conflict of interest with any public official, employee, agency, commission, or committee with the GCLBA.

I state that _____ understands and

(Name of my Company/Firm)



Acknowledges that the above representations are material and important, and will be relied on by the Genesee County Land Bank Authority in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that misstatements in this affidavit is and shall be treated as fraudulent concealment from the Genesee County Land Bank Authority of the true facts relating to the submission bids for this contract.

SIGNATURE SECTION

| | |
|-------------|---------|
| (Signature) | (Title) |
|-------------|---------|

| | |
|----------------|----------------------|
| (Company Name) | (Street / P. O. Box) |
|----------------|----------------------|

| | | |
|----------------------------|--------|---------------|
| (Company Telephone Number) | (City) | (State) (Zip) |
|----------------------------|--------|---------------|

NOTARIZATION SECTION

Subscribed and sworn to before me this _____ Day of _____, 20_____

| | |
|-------------------------|------------------------|
| Notary Public Signature | My Commission Expires: |
|-------------------------|------------------------|



ATTACHMENT /: CERTIFICATION FORM OF BUSINESS ENTERPRISE

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

(See other side for explanation)



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.



ATTACHMENT G: DEBARMENT CERTIFICATION

BID# _____

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

- (1) Are not presently or proposed to be debarred or suspended, declared ineligible, or voluntarily excluded from federal, state, or local (hereinafter "public") transactions;
- (2) Have not within a three year period preceding this Agreement been convicted of or had a civil judgment rendered against them for
 - (i) Fraud or commission of a criminal offence in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction,
 - (ii) Violation of federal or state antitrust laws, or
 - (iii) Embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- (3) Have not within the preceding three years had a public transaction terminated for cause or default; and
- (4) Are not presently indicted for or otherwise criminally or civilly charged by a public entity with commission of any of the offenses enumerated under the above.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award.

Name and Title of Authorized Representative

Name of Participant Agency or Firm

Signature of Authorized Representative

Date

I am unable to certify to the above statement. Attached is my explanation.

ATTACHMENT fl: IRAN ECONOMIC SANCTIONS AFFIDAVIT

BID# _____

AFFIDAVIT OF COMPLIANCE-IRAN ECONOMIC SANCTIONS ACT
MICHIGAN PUBLIC ACT 517 OF 2012

The undersigned, as owner or authorized officer of the below named contractor (CONTRACTOR), pursuant to the compliance certification requirement by the State of Michigan, and as referenced by the Genesee County Land Bank Authority (LAND BANK) in the Request for Proposal (RFP) which you are receiving, hereby certifies, represents and warrants that the CONTRACTOR (including its Officers, Directors and Employees) is not an "Iran linked business" as defined by the Iran Economic Sanctions Act, Michigan Public Act 517 of 2012 (THE ACT). And, that in the event CONTRACTOR is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing the work or any services under the contract.

The CONTRACTOR further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater. The cost of the LAND BANK'S investigation and reasonable attorney fees may also be added in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

CONTRACTOR:

Name of Contractor

By: _____

Its: _____

Date: _____

APPENDIX 1: EVALUATION AND SCORING CRITERIA

EVALUATION CRITERIA AND SCORING – Environmental Demolition Consultant

The GCLBA will evaluate the qualifications received and identify the submittals that are the most responsive, responsible and offer the best service to the GCLBA. The GCLBA will consider consultant qualifications, financial viability, project references, and experience with comparable projects. Specifically, each Qualifications package will be reviewed based on the following selection criteria:

A. PROPOSAL/EVALUATION CRITERIA:

| Evaluation Factors | Maximum Points |
|---|-----------------------|
| Ability to Complete Scope of Work The bidder's demonstration of understanding of scope of work, readiness to proceed and capacity to complete work assigned within timeframes required. | 35 |
| HUD Section 3 Consultant provides letter from the City of Flint certifying them as a Section 3 Business Concern and a written plan for achieving Section 3 goals. | 5 |
| MBE/WBE/DVBE Contractor qualifies as MBE/WBE/DVBE or provides plan with identified subcontractors to meet EPA's MBE/WBE/DVBE contracting goals. | 5 |
| Local Consultant Points awarded to consultants that are located in Genesee County | 5 |
| Price The ability to demonstrate reasonable costs in performing scope of work identified in the RFP. | 50 |

Ability to Meet Production Goals within Timelines

1. Experience in the appropriate scope of work as outlined in the RFP. (14 points)

| | |
|---|-----------------------|
| <p>Demonstrated staff experience working with:</p> <ul style="list-style-type: none"> • Local Units of Government on environmentally sensitive cleanup/remediation projects (1 point) • Specification development and implementation for demolition projects including excavations and remediation of USTs (2 points) • Project oversight for large scale commercial demolition projects involving asbestos abatement and demolition of structures as asbestos containing material (2 points) • Experience with specification preparation for environmentally sensitive demolition projects for redevelopment utilizing State and Federal funding (2 points) • HUD and MSHDA and demonstrated understanding of requirements relating to environmental site assessments, surveys, and demolition/remediation projects (2 points) | <p>Up to 9 Points</p> |
| <p>Committed Staff Experience. Experience of committed staff will be ranked according to GCLBA preference. Respondent with committed staff with most relevant experience will receive 5 points, second most experience will receive 3 points, third most experience 1 point. All other respondents not ranked in the top 3 will receive 0 points for this section.</p> | <p>Up to 5 Points</p> |

2. References: Up to nine (9) points. 3 references listed on Attachment B will be sought. For each positive response to items listed below, respondent will receive 1 point(s). For each negative response, respondent will receive -1 point(s). For each reference listed that does not respond or provides a neutral response, contractor will receive 0 points. GCLBA reserves the right to reject a proposal as non-responsive based on feedback provided by references.

| | | | | |
|---|--|--|--|--|
| <p>Contractor does not provide references for similar scopes and references do not respond/cannot be reached OR references provided are for similar scope but are negative.</p> | <p>0 Points for this section</p> | | | |
| <p style="text-align: center;">REFERENCES SCORING CRITERIA</p> | <p style="text-align: center;">#1</p> | <p style="text-align: center;">#2</p> | <p style="text-align: center;">#3</p> | <p style="text-align: center;">Tally below (Up to 9 Points)</p> |
| <p>References confirm projects completed within budget</p> | | | | |
| <p>References confirm projects completed on time</p> | | | | |
| <p>References confirm contractor was responsive to additional requests from contracting agent and quality of work consistently meets expectations</p> | | | | |

3. Demonstrated understanding and experience necessary to complete f the scope of work (12 points)

| | |
|--|----------------|
| RFP submitted included all of the required submittals/documentation & signatures | 1 Point |
| Schedule. Respondent with most advantageous schedule receive 3 points, second most advantageous schedule will receive 2 points, and third most advantageous schedule will receive 1 point. All other respondents not ranked in the top 3 will receive 0 points for this section. | Up to 3 Points |
| <p>Example documents listed below meet GCLB expectations/scope. Examples of listed documents supplied by respondents will be ranked according to GCLBA preference on presentation and perceived quality. Best ranked example will receive 2 points, second rank will receive 1 point, third ranked will receive 0 points. If there is a tie, tied sample documents will receive appropriate score for rank:</p> <ul style="list-style-type: none"> • Pre-demolition Hazardous Survey (0-2 points) • Phase I Environmental Site Assessment (0-2 points) • Environmental Construction Management Plan (0-2 points) • Example Billing (0-2 points) | Up to 8 points |

THRESHOLD REQUIREMENTS

Does contractor or identified subcontractor have the minimum required licenses and certifications to complete the project in compliance with necessary rules and regulations?

- Michigan Accredited Asbestos Building Inspector Certification for employees:
N/A YES NO
- OSHA 40-hour Hazardous Waste Operations Certification (HAZWOPER)
N/A YES NO
- License Laboratory: Laboratory Certificate of Accreditation to ISO/IEC 17025:2005 in accordance with 40 CFR CH.1 (1-1-87 Edition), Part 763, Subpart F, Appendix A, pp.293-299.
N/A YES NO

Does contractor have the financial capacity to complete the project in compliance with necessary rules and regulations?

N/A YES NO

Does the firm have **adequate experience** to complete the scope of work (*If not, are they subcontracting with a company/individual that has the required qualifications?*)*Required Experience includes experience with EPA, MDEQ, and HUD grants and experience utilizing the EPA's ACRES reporting system.*

N/A YES NO

Does contractor have experience working on federally funded site assessment and clean up grants?

N/A YES NO

Does the firm have **adequate staffing** to complete the scope of work *(If not, are they subcontracting with a company/individual that has the required qualifications?)*

N/A YES NO

Does the firm have **adequate equipment and licensing** to complete the scope of work *(If not, are they subcontracting with a company/individual that has the required qualifications?)*

N/A YES NO

If the answer to the above questions is “No” then submission is to be considered NON-RESPONSIVE.

Evaluating Pricing Proposal

The lowest bidder will be the bidder deemed by the Genesee County Land Bank Authority (GCLBA) to provide the most cost advantageous response.

The maximum points allowable (50) will be divided by the number of eligible responding bidders. The lowest responsive bidder will receive the maximum points (50). The next lowest responsive bidder will receive the maximum points (50) less the quotient of 50 divided by the number of eligible responding bidders. Each eligible bidder will be awarded pricing points based on the points awarded to the bidder with the closest bid price without exceeding the bid in question, less the quotient. For example, if there are four (4) eligible responsive bids, pricing points will be awarded as follows:

| Bidder | Pricing Total | Bid Ranking | Pricing Score |
|---------------|----------------------|--------------------|----------------------|
| Bidder A | 92 | 3 | 25 |
| Bidder B | 102 | 1 | 50 |
| Bidder C | 63 | 4 | 12.5 |
| Bidder D | 98 | 2 | 37.5 |

To achieve the Pricing Score, divide the maximum points possible by the number of eligible bidders: $50/4=12.5$. Then subtract the quotient from the score of the previous bidder subsequently.

- Bidder B, as lowest responsive bid (having the highest Pricing Total) will receive fifty (50) points for pricing.
- Bidder D, as next lowest responsive bid will receive 37.5 points for pricing ($50-12.5= 37.5$)
- Bidder A, as next lowest responsive bid after D, will receive 25 points for pricing ($37.5-12.5=25$)
- Bidder C, as the as next lowest responsive bid after A, will receive 12.5 points for pricing ($25-12.5=12.5$)

A quotient will be rounded to the nearest tenth of a decimal for subtraction purposes.. Should two or more eligible bidders have the same pricing, they shall receive the same scoring depending on where they fall in the formula (i.e. should Bidder D and Bidder A in the example above both have Bid Price Totals of 98 they both would have been awarded 37.5 points [$50-12.5=37.5$]. Bidder C would then have received 25 points.)

AWARD

Final total score will be rounded to the nearest whole number.

In the event that the highest scoring respondents’ total scores are within a 5 point spread of one another, GCLBA reserves the right to award the contract to the respondent with the most advantageous pricing proposal at its discretion.