



Genesee County Land Bank Authority Blight Elimination Program

Request for Qualifications– Environmental Consulting
Firms

BID NUMBER: LB 18-002

DUE DATE: Tuesday, February 20, 2018 at 3:00 pm EST

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Genesee County Land Bank Authority

Blight Elimination Program Request for Qualifications- Environmental Consulting Firms

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 U.S. Environmental Protection Agency (EPA) awarded the Genesee County Land Bank Authority (GCLBA) a \$200,000 Hazardous Substance Site Assessment Grant and a \$100,000 Petroleum Site Assessment grant to support the re-use of abandoned properties owned by the GCLBA and others in Genesee County.

GCLBA is seeking one or more environmental consulting firms to complete assessments activities, provide project management services, prepare brownfield plans, Michigan Department of Environmental Quality and MEGA work plans, and complete other activities as described in this RFQ. Funding sources for services to be provided may include but are not limited to:

- Environmental Protection Agency Brownfield Site Assessment Grant
- Community Development Block Grant
- Neighborhood Stabilization Program
- 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. Respondents 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.

A copy of this RFQ and any addendums may 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 @. 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 @ and the following links:

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

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 its firm's name. Late proposals will not be accepted. The proposal request number and due date for this Bid is:

PROPOSAL REQUEST NUMBER: LB 18-002

DUE DATE: Tuesday, February 20, 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 GCLBA 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; further outlined in Appendix 2. 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 March 9, 2018. Any agreement awarded pursuant to this RFQ solicitation shall be for a contract period ending August 30, 2020 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 MIOSHA 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 ④)
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

In general, the proposed scope of work includes the following. Additional information on the work to be completed is provided in the Genesee County Land Bank Authority Work Plan for CERCLA Section 104(k) Assessment Cooperative Agreement in Appendix 1.

TASK 1- Site Selection, Prioritization, Outreach

- Assist the Genesee County Land Bank Authority (GCLBA) with identifying and prioritizing GCLBA-owned and other key brownfields for redevelopment as requested
- Use the Flint Property Portal to assist in identifying and prioritizing sites for assessment
- Market properties and attract developers to brownfield sites
- Use video and social media to highlight brownfield opportunities and brownfield redevelopment success stories.
- Community Outreach as requested

TASK 2- Assessment

- Prepare a generic Quality Assurance Project Plan as required by the EPA
- Prepare Site-specific Sampling Plans and Health and Safety Plans
- Perform Phase I and II Environmental Site Assessments, Baseline Environmental Assessments, , and other assessments as necessary.

TASK 3- Clean-up Planning, Brownfield Redevelopment Planning

- Assist the GCLBA with decision-making around clean-up planning, demolition and redevelopment.
- Prepare environmental construction management plans to help the GCLBA complete demolition and/or redevelopment on brownfield sites.
- Prepare Brownfield Plans under the Michigan Brownfield Redevelopment Financing Act (PA 381) using creative approaches to maximize benefits of funding tools to support the redevelopment of abandoned properties
- Prepare MDEQ and MEGA Work Plans and Due Care Plans
- Prepare Analyses of Brownfields Cleanup Alternatives (ABCAs).

TASK 4- Project Management and Reporting

- Prepare all Quarterly Reports and other status and financial reports required by the Environmental Protection Agency (EPA) and upload them to the EPA ACRES system as requested for the GCLBA to review and submit.
- Prepare other grant related reports as requested.
- Track key results from grant funded activities including number of assessments completed, remediation activities completed, amount of public and private funds invested in projects, amount of funds leveraged, impacts of brownfield redevelopment projects, number of short and long term jobs created.
- Attend meetings as necessary with Genesee County Brownfield Redevelopment Authority, Genesee County Land Bank Authority, local municipalities, stakeholders, and citizens.
- Prepare and maintain project tracking spreadsheets, schedules, and timelines
- Identify and help to secure funding to support redevelopment activities

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 funded site assessment and clean up grants, including ACRES	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/herself, 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 Respondent and its project team and indicate interest in providing Brownfields Assessment and Redevelopment 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. **Threshold Criteria**- See Appendix 2 for Threshold Requirements for qualification.
3. **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 lead 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 to perform the necessary and noted tasks described in this RFQ.
4. **Sub-consultants/Subcontractor**- Provide information and documentation regarding Sub-consultants/Subcontractors.
5. **Fair Share Objectives/Goals**- Identify whether the Respondent 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.

- 6. Experience-** Briefly describe project team capabilities and experience with the following:
- Within the last 5 years:* Working with EPA Project Managers and Region V representatives on EPA Brownfield Assessment projects, and MDEQ on State Brownfield Assessment and cleanup programs. Include information about utilization of reporting mechanism, including ACRES.
 - within the last 5 years:* Attracting private investors and lenders to invest in brownfield redevelopment projects. Include, if applicable, experience with Brownfield Redevelopment Projects funded by Michigan Tax increment Financing Programs and Michigan Economic Development Corporation.
 - within the last 5 years:* Project management of environmentally sensitive commercial demolition projects and/or large scale residential demolition projects, including specification development and project oversight.
 - Please provide a brief description of Respondent's experience with managing and implementing EPA Brownfield projects. Include information regarding history of maximizing available resources and leveraging other government programs.
 - Briefly discuss the Respondent's understanding of:
 - The purpose, goals, and requirements of the project based on the goals and requirements of the EPA funding.
 - Familiarity with the GCLBA and understanding of the goals and direction of the community with regards to brownfield redevelopment initiatives.
 - A description of the Respondent's working knowledge and understanding of the regulatory tools available to facilitate brownfield redevelopment at the local, state, and federal level.

- 7. References-** Provide three references and requested information on Attachment B for relevant projects completed within the last 5 years.

- 8. Fee and Cost Schedule –** Provide a fee schedule and a list of the services the Respondent would perform.

Include a fee and rate schedule for all key personnel assigned to this project. Include standard billing rates for Certified or licensed professionals (e.g. Professional Geologist, Professional Engineer, Certified Lab, Certified Well Driller, etc.) needed for this project. Be sure to include the average cost of the following:

- Quality Assurance Project Plan (QAPP)
- Phase I Environmental Site Assessment
- Phase II Environmental Site Assessment
- Baseline Environmental Site Assessment/ Due Care Compliance
- Pre-demolition hazardous material survey
- Department of Housing and Urban Development Tier II documentation Prep
- Environmental Construction Management Plan
- Total estimated staff hours/costs devoted to EPA Site Assessment implementation and management

Ensure average costs encompassing all travel related costs, assuming travel in and around Genesee County.

- 9. Example Documents-** Provide example documentation of the following:

- Pre-demolition Hazardous Survey
- Phase I Environmental Site Assessment
- Environmental Construction Management Plan

- d. Example Tracking Sheet- Provide an example of the methodology Respondent will use to track cost and compliance for various projects undertaken under the Site Assessment grant.
- e. Example Billing/Invoicing for EPA projects- 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 Respondent 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. Respondent 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 Respondent 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 by the due date 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 Respondent with the lowest price. Instead, contract(s) shall be awarded to Respondent(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, February 20, 2018 by 3:00 p.m.
Questions Due	Friday, February 2, 2018 by 5:00 pm via email
Notice of Award	Wednesday, March 6, 2018
Contract Signed	On or around Tuesday, March 7, 2018
Contract Completed	August 30, 2020

7.0 QUESTIONS

Questions regarding this RFQ should be submitted in writing via email to ffinholm@thelandbank.org NO LATER THAN February 2, 2018.

8.0 SUBMITTAL DUE DATE

Responses to this RFQ are **due by 3:00 pm on Tuesday, February 20, 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 Brownfield 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
- I – SECTION 3 CERTIFICATION INFORMATION

APPENDICES

- 1 – GENESEE COUNTY LAND BANK EPA SITE ASSESSMENT WORK PLAN
- 2 – EVALUATION CRITERIA & SCORING

ATTACHMENT A: GENESEE COUNTY BIDDER'S INSURANCE CHECKLIST

Coverages Required

1. Workers' Compensation
2. Employers Liability
3. General Liability 1,000,000/OCC/AGG
4. Professional liability
5. Products/Completed operations
6. Contractual liability
7. Explosion, Collapse, Subsidence
8. Automobile liability
Owned, hired, nonowned
9. Pollution Liability
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

Limits (Figures denote minimums)

\$500,000 or Statutory limits of Michigan – whichever is greater
\$100,000 accident/disease
\$500,000 policy limit, disease
Including Premises/operations
\$1,000,000 per occurrence with \$2,000,000 aggregate
\$1,000,000 including errors & omissions
\$200,000 per occurrence
\$1,000,000 per occurrence with \$2,000,000 aggregate
\$1,000,000 general aggregate (gen. agg.)
Excess Policy with limits at least \$2,000,000
\$1,000,000 combined single limit each
accident-Owned, hired, nonowned
\$1,000,000 per loss/\$1,000,000 aggregate

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

<hr/>	
(Signature)	(Title)
<hr/>	
(Company Name)	(Street / P. O. Box)
<hr/>	
(Company Telephone Number)	(City) (State) (Zip)

NOTARIZATION SECTION

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

<hr/>	<hr/>
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



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 A: IRAN ECONOMIC SANCTIONS AFFIDAVIT

BID# 18-00

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: _____

ATTACHMENT I: Section 3 Clause and City of Flint Section 3 Business Certification Program Information

To become Section 3 Certified, bidders the contact information is provided below:

City of Flint Section 3 Business Certification Program - Contact City of Flint's Department of Community and Economic Development at (810) 766-7436 for information regarding their Section 3 Business Certification Program. Download the following forms from the Genesee County Land Bank's website for the City of Flint's Section 3 Certification Program.

City of Flint Section 3 Certification Program forms are as follows:

- Certification for Resident Seeking Section 3 Training and Employment
- Mott Workforce Development Contact Information Sheet
- Certification for Business Concern Seeking Section 3 Preference in Contracting and Demonstration of Capacity
- Genesee County Land Bank Section 3 Reporting form (Program requirement regardless of contractors Section 3 status, all contractors must fill out this form with payment requests)

SUBMIT THESE FORMS TO THE CITY OF FLINT DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT TO BECOME SECTION 3 CERTIFIED

SUBMISSION OF LOW-INCOME EMPLOYEE INFORMATION:

Bidders are required to submit the following information with their RFP regarding their low-income employees:

- a. List of low-income employees
- b. Date of hire
- c. Position

Samples of type of eligible Section 3 positions are as follows:

Construction: cement/masonry, demolition, electrical, engineering, fencing, heating, machine operation, painting, and surveying;

Administrative Management: accounting, payroll, research, bookkeeping, purchasing, and word processing;

Services: marketing, janitorial, photography, catering, landscaping, printing, computer/information, manufacturing, and transportation.

FY 2016 MEDIAN FAMILY INCOME FOR FLINT AND GENESEE COUNTY -- \$52,200

MAXIMUM HIP INCOME LIMITS

Household Size	30% Extremely Low Income	50% Very Low Income	60% Low Income	80% Moderate Income
One Person	\$11,880	\$18,450	\$22,000	\$29,500
Two Person	\$16,020	\$21,050	\$25,150	\$33,700
Three Person	\$20,160	\$23,700	\$28,300	\$37,900
Four Person	\$24,300	\$26,300	\$31,400	\$42,100
Five Person	\$28,440	\$28,450	\$33,900	\$45,500
Six Person	\$30,550	\$30,550	\$36,450	\$48,850
Seven Person	\$32,650	\$32,650	\$38,950	\$52,250
Eight Person	\$34,750	\$34,750	\$41,450	\$55,600

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).

APPENDIX 1

Genesee County Land Bank Authority Site Assessment Work Plan

**ASSESSMENT WORK PLAN
HAZARDOUS AND PETROLEUM SUBSTANCES
FY 2017**

**Genesee County Land Bank Authority
Work Plan for CERCLA Section 104(k) Assessment Cooperative Agreement
10/1/2017 – 10/1/2020**

- 1. This project supports the EPA's Strategic Plan GOAL 3: Cleaning Up Communities and Advancing Sustainable Development, Objective 3.1 Promote Sustainable and Livable Communities**

**CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund (RLF) Grants
CERCLA Authority: 104(k)(2)&(3)**

OBJECTIVE:

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate, eligible Brownfields sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The **Genesee County Land Bank Authority**, a Michigan local unit of government, was selected for Hazardous Substance and Petroleum Assessment funding in the FY 2017 competition.

The tasks of the project to be funded by this cooperative agreement are to: (1) Site Selection, Prioritization, and Outreach, (2) Perform Assessments, (3) Cleanup Planning/Brownfield Redevelopment Plans, and (4) Programmatic Expenses. Non-site-specific tasks include developing and periodically updating the inventory of potential brownfield properties, obtaining contractor services to provide technical assistance and oversight, preparing a Quality Assurance Project Plan, and conducting outreach. Site-specific tasks include performing assessments and preparing reports including up to 21 Phase Is, 9 Phase IIs, 8 Michigan Baseline Environmental Assessments, and 3 Brownfield Plans.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the GCLBA Project Manager, with technical assistance and oversight to be performed by an environmental consultant and the Michigan Department of Environmental Quality (MDEQ).

The GCLBA assessment grant will begin with an existing brownfield inventory and backlog of properties ready for assessment. An updated inventory will occur by reviewing commercial properties recently foreclosed by the GCLBA and outreach to project partner organizations. The inventory will then be prioritized based on ability to meet measurable performance goals.

The assessment grant project will focus on three target areas where little to no financial resources are available to facilitate and support needed redevelopment: (1) tax foreclosed properties received by the GCLBA, (2) assistance

to minority, disadvantaged, and small businesses within the City of Flint and surrounding communities, and (3) abandoned automotive and industrial sites. The goals of this program are to **create jobs, address public health issues, and return abandoned or underutilized brownfields back into productive use**. Productive uses range from re-occupancy to re-purposing vacant space for parks, as well as open space and green innovation (including energy and agriculture) as defined in the City of Flint Master Plan.

The GCLBA tax foreclosed property inventory continues to increase with blighted, contaminated properties. The 460 commercial properties currently owned by the GCLBA, range from drycleaners and gas stations to former GM automotive sites. Phase I and II ESAs, asbestos surveys, and brownfield plans will be conducted to promote redevelopment of these properties.

The City EDC office promotes affordable housing, neighborhood revitalization, business development and job growth. The City's role in the grant will be to identify projects that promote these priorities and assist the large population of African Americans and low income residents within the City. In addition, GCLBA will work with the City in order to ensure grant activities support the implementation of the City's Master Plan.

The third area of focus is the considerable number of large abandoned automotive and industrial sites located within Genesee County. Leading the redevelopment efforts at these sites is the Flint & Genesee Chamber of Commerce (FGCC), who employs a brownfield specialist and has produced detailed real-estate marketing materials and tour developers at these sites. With more than 60 properties recently abandoned by Delphi and GM alone, some of the largest brownfields in the country are located here with existing infrastructure and highway/rail access unavailable elsewhere. Phase I and II ESAs, cleanup plans, and brownfield plans completed with grant funds will help facilitate the sale and redevelopment of these properties.

MANAGEMENT AND BIOGRAPHICAL SKETCH

The GCLBA will be responsible for implementing all the grant activities.

GCLBA Project Manager: Faith Finholm
Genesee County Land Bank Authority
452 S. Saginaw Street, Second Floor
Flint, MI 48502
Phone: 810-257-3088 ext. 539
Fax: 810-257-3090
Email: ffinholm@thelandbank.org

Ability to Administer and Report on Grants

The GCLBA is well qualified to ensure successful management, implementation, and administration of the funds. The GCLBA administers numerous grants, manages a current inventory of more than 12,000 properties, and implements several community wide programs. These activities are all intended to manage and facilitate the redevelopment of properties.

The GCLBA staff has a strong record of success with grant oversight, compliance, and administration. The GCLBA successfully managed, implemented and fully expended all funds under the EPA 2005, 2006, and 2008 Hazardous/Petroleum Substance Site Assessment Grants, and 2006 and 2015 Cleanup Grants. Work was completed as described in the work plans and all reports were submitted quarterly and annually as required. The GCLBA is also in the process of implementing a 2004 EPA Revolving Loan Fund for cleanup activities at Chevy in the Hole, now Chevy Commons. The project is nearing completion and has been used to leverage millions of

dollars in additional investments that are transforming the Flint River Waterfront in the core of downtown Flint and beyond. All properties and project benefits have been entered into EPA ACRES or submitted via property profile sheets.

Expertise of Key Personnel

The GCLBA's Director of Planning and Revitalization, Christina Kelly, and Grants Manager, Faith Finholm, will implement the Assessment Grant. The GCLBA's Planning Team has managed more than \$100 million in grant and loan funds. Ms. Finholm graduated from the University of Michigan- Flint with a MS in Non-profit Administration. Since 2013, Ms. Finholm has overseen and assisted in the expenditure of more than \$64M in various demolition grants. She quickly became a point of reference for contractors and peers in the field, while building strong relationships with area regulators. Ms. Kelly has worked since 2003 as the Director of Planning and Neighborhood Revitalization, where she has partnered with organizations to clean up, green, and return abandoned and tax foreclosed property to productive use. Ms. Kelly has an MS in Environmental Policy and an MS in Urban Planning from UM and speaks fluent Spanish. Ms. Kelly and the GCLBA Planning Team have helped to secure more than \$37 million in brownfield incentives to demolish blighted structures and assess, remediate and return abandoned properties to the tax roll.

Ms. Michele Wildman, Executive Director of the GCLBA, will oversee the work of Ms. Finholm and Ms. Kelly. Ms. Wildman has the ability to assign or recruit qualified staff personnel should the need occur.

The GCLBA employs a full time accountant with over 20-years of experience and has accounting practices consistent with federal grant performance requirements.

2. FUNDING: \$200,000 Hazardous Substances; and \$100,000 Petroleum

3. BUDGET

The tables below summarize the budgets for each grant. A detailed break down of each budget can be found in attachment 1.

Hazardous Substance Assessment Budget

Budget Categories	Project Tasks				
	Task 1 Prioritization and Outreach	Task 2 Assessments	Task 3 Cleanup Planning: Brownfield Plans	Task 4 Programmatic Expenses, & Travel	Total
Personnel	\$6,075	\$4,050		\$4,050	\$14,175
Fringe Benefits	\$3,150	\$2,100		\$2,100	\$7,350
Travel				\$2,000	\$2,000
Equipment*					(N/A)
Supplies					(N/A)
Contractual	\$1,675	\$147,800	\$22,000		\$176,475
Total	\$10,900	\$153,950	\$22,000	\$13,150	\$200,000

Petroleum Substance Assessment Budget

Budget Categories	Project Tasks				
(Programmatic costs only)	Task 1 Prioritization and Outreach	Task 2 Assessments	Task 3 Cleanup Planning: Brownfield Plans	Task 4 Programmatic Expenses, & Travel	<u>Total</u>
Personnel	\$3,105	\$2,025		\$2,025	\$7,155
Fringe Benefits	\$1,610	\$1,050		\$1,050	\$3,710
Travel				\$1,000	\$1,000
Equipment*					(N/A)
Supplies					(N/A)
Contractual	\$1,235	\$73,400	\$11,000	\$2,500	\$88,135
Total	\$5,950	\$76,475	\$11,000	\$6,575	\$100,000

* EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

4. WORK PLAN TASKS**Task 1: Site Selection, Prioritization, and Outreach**

Task 1 – Site Selection Prioritization, and Outreach Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Site Inventory: <ul style="list-style-type: none"> • Obtain existing site inventory • Review Genesee County tax foreclosed properties • Gather proposed sites from project partners • Prepare Inventory • Enter sites on GIS mapping tool • Rank and prioritize sites • Choose initial sites for assessment 	Outputs: <ul style="list-style-type: none"> • Spreadsheet of possible sites for brownfield assessment • Planning meetings • GIS maps of potential brownfield sites / available tracts of land for developers Outcomes: <ul style="list-style-type: none"> • List of brownfield sites identified for possible assessment • Basic site information which will assist with prioritization and property redevelopment efforts • 5 to 10 brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) • Graphical capturing of brownfield (BF) sites for planning and marketing work 	<ul style="list-style-type: none"> • December 2017 • Annually • As necessary throughout grant 	

Task 1 – Site Selection Prioritization, and Outreach Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Site Visits and Research: <ul style="list-style-type: none"> • Conduct necessary research to identify property and eligibility information • Visit sites to identify current condition and eligibility information • Gather and review preliminary site history data and property ownership information 	Outputs: <ul style="list-style-type: none"> • Spreadsheet of possible sites for brownfield assessment • Photographic, field notes, and other physical documentation of current site conditions Outcomes: <ul style="list-style-type: none"> • List of brownfield sites identified for possible assessment • Basic site information which will assist with prioritization and property redevelopment efforts 	<ul style="list-style-type: none"> • December 2017 • Annually • As necessary throughout grant 	
Implement outreach strategy: <ul style="list-style-type: none"> • Meet w/ local community organizations and/or attend local community/ government unit meetings • Publish program info in local papers and within GCLBA website and communications • Develop informational marketing materials and outreach fact sheets • Send project information notice to Community Based Organization, local units of government, project partners and targeted contact lists • Planning for targeted property acquisition • Outreach and meetings with targeted property owners • Retain production firm to compile media about economic success under brownfields grant 	Outputs: <ul style="list-style-type: none"> • Give BF presentations and discuss assessment grant at four meetings, minimum • Post round of ads/notices in local publications in target areas and GCLBA website • Notice and information provided to over 100 community based organizations • Potential for developer / lender / stakeholder workshop and transaction forum • Write at least one article/notice for publication in GCLBA communications • Up-to-date marketing tools to promote project work and disseminate information • Marketing media to share with community potential developers Outcomes: <ul style="list-style-type: none"> • Improve community knowledge on BF issues and identify potential BF sites • Encourage public participation and support of BF project(s) going forward • Informed property owners, stakeholders, and project partners • Increased awareness of positive impacts of brownfield funding, attract developers to area brownfield sites 	Continuously throughout grant period, completed September 2020	

Task 1 – Site Selection Prioritization, and Outreach Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Grant Progress Reporting <ul style="list-style-type: none"> • Track grant accomplishments and metrics • Prepare progress reports • Write articles for GCLBA communications and/or website • Update GCLBA website 	Outputs: <ul style="list-style-type: none"> • Present assessment grant updates at a minimum of eight Land Bank and Brownfield Redevelopment Authority meetings • GCLBA brownfield webpage with progress dashboard • Progress or success articles published in the GCLBA communications Outcomes: <ul style="list-style-type: none"> • Informed and involved community, stakeholders, and project partners • Track jobs created • Track leveraged funds • Track property details, acreage, etc. • Track number of assessments completed 	Continuously throughout grant period	

Task 2: Assessment

Task 2 – Assessment	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Quality Assurance Project Plan (QAPP): <ul style="list-style-type: none"> • Consultant/GCLBA participate in pre-QAPP conference call with EPA • Consultant prepares draft generic QAPP w/ organization chart • Consultant/GCLBA submits draft generic QAPP to EPA review and comments • Comments from EPA are incorporated into final generic QAPP • EPA/state approval is obtained for Final QAPP 	Outputs: <ul style="list-style-type: none"> • 1 approved generic QAPP Outcomes • Documentation of quality assurance practices sufficient to produce data adequate to meet project objectives and minimize data loss Outcomes: <ul style="list-style-type: none"> • Quality assurance practices • Scientific and objective data valid for decision making 	February 2018	
Property Eligibility Determination and Access: <ul style="list-style-type: none"> • Site visits to targeted properties • Prepare documentation of property eligibility for submittal to the MDEQ and/or EPA • Prepare access agreements for privately owned properties • Evaluate site access issues • Consultant obtains title searches and survey services as necessary • Consultant obtains access agreement • Meet with private property owners • Discuss eligibility information with MDEQ and/or EPA 	Outputs: <ul style="list-style-type: none"> • Completed/approved eligibility determinations • Documentation of property eligibility and brownfield status • Signed access agreements Outcomes: <ul style="list-style-type: none"> • Detailed site information which will assist in acquisition or assessment efforts • Informed property owners • Informed EPA Project Manager • Informed MDEQ 	Continuously throughout grant period, completed September 2020	

Task 2 – Assessment	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Phase I Environmental Site Assessment (ESA) Investigations: <ul style="list-style-type: none"> • Conduct planning meeting with consultant to discuss approved sites • Consultant conducts Phase I ESA • Consultant submits Phase I report • Team reviews/comments on Phase I • Discuss environmental concerns and recommendations with consultant 	Outputs: <ul style="list-style-type: none"> • Planning meetings • Up to 21 Phase I Reports • Information for ACRES database Outcomes: <ul style="list-style-type: none"> • Up to 21 high potential brownfields sites assessed through Phase I • Document metrics through Phase I 	Continuously throughout grant period, completed September 2020	
Preparation for Phase II ESA, Asbestos, and Hazardous Material Assessments and Sampling and Analysis Plans (SAPs): <ul style="list-style-type: none"> • Review Phase I results and project direction • Consultant prepares draft SAP (draft site-specific QAPP addendum), Health and Safety plan, and project budget for review by GCLBA • GCLBA issues consultant approval to proceed with investigation • Consultant/GCLBA submit final SAP, and Health and Safety plan to EPA for approval to proceed with investigation • Obtain EPA approval to proceed with Phase II • Meet with consultant and property owner (if applicable) to plan assessment • GCLBA encourages consultant to maximize efficiencies and minimize negative impacts of site assessments 	Outputs: <ul style="list-style-type: none"> • Project planning meetings • Up to 9 approved SAPs and Health and Safety Plans Outcomes: <ul style="list-style-type: none"> • Up to 9 high priority sites prepared and approved for further investigation and potential redevelopment • Informed proper owners and EPA Project Manager 	Continuously throughout grant period, completed September 2020	

Task 2 – Assessment	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Phase II, Asbestos, and Hazardous Material Assessments Investigation:</p> <ul style="list-style-type: none"> • Consultant performs field work according to plan • GCLBA monitors site work and communicates any concerns with EPA/state • Grantee tracks site assessment efforts • GCLBA and consultant evaluate assessment findings, and implement additional investigations as appropriate to delineate extent of contamination • Consultant submits Phase II, Asbestos, or Hazardous Materials report • Consultant Prepares Michigan Baseline Environmental Assessments (BEA) and Due Care Plans as appropriate to support redevelopment 	<p>Outputs:</p> <ul style="list-style-type: none"> • Up to 9 completed Phase II, Asbestos, or Hazardous Materials Assessments documenting the results • At least 8 BEAs and Due Care Plans prepared to support redevelopment <p>Outcomes:</p> <ul style="list-style-type: none"> • At least 9 high priority sites with complete Phase II assessments and reports that are ready for cleanup and reuse planning and/or redevelopment 	Continuously throughout grant period, completed September 2020	

Task 3: Cleanup Planning: Brownfield Redevelopment Plans

Task 3 – Cleanup Planning: Brownfield Redevelopment Plans	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Cleanup Planning and Brownfield Redevelopment Plans: <ul style="list-style-type: none"> • Review assessment results and project direction • Meet and discuss redevelopment plans and future use with property owner, developer, and consultant • Consultant prepares draft scope of work and project budget for review by GCLBA • Consultant submits final scope of work and budget for approval to proceed by GCLBA • Review possible brownfield plans with local units of government, brownfield redevelopment authority, MDEQ, and Michigan Economic Development Corporation, as appropriate • Consultant prepares draft and final cleanup plans and/or brownfield redevelopment plans • As necessary prepare an Analysis of Brownfields Cleanup Alternatives (ABCA) • Perform stakeholder outreach and involvement in cleanup and reuse planning • Consultant and GCLBA present and gain approval for brownfield redevelopment plans from appropriate units of government 	Outputs: <ul style="list-style-type: none"> • Up to 3 completed cleanup plans or brownfield redevelopment plans to support redevelopment Outcomes: <ul style="list-style-type: none"> • Up to 3 significant redevelopment projects assessed through cleanup and reuse planning, ready for cleanup and redevelopment, and/or undergoing cleanup and redevelopment investment 	Continuously throughout grant period, completed September 2020	

Task 4: Programmatic Expenses and Travel

Task 4 – Cooperative Agreement Oversight Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Obtain QEP and legal services (if necessary): <ul style="list-style-type: none"> • Prepare Request For Proposals/Qualifications, evaluate applications, conduct interviews, hire qualified environmental consultant • Obtain legal services for title searches, regulation interpretations, etc. 	Outputs: <ul style="list-style-type: none"> • RFP/RFQ; documentation of meeting of open competition; contract for scope of services Outcomes: <ul style="list-style-type: none"> • High quality products and services to meet project needs 	November 2017	
Reporting: <ul style="list-style-type: none"> • Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period • Modifications to work plan and budget if necessary • Enter site data in ACRES • Prepare final report and grant closeout material 	Outputs: <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms Outcomes: <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting • Informed EPA Project Manager 	Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur	
Records: <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records • Document eligible expenses 	Outputs: <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes Outcomes: <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	Continuously throughout grant period	
Requests for Reimbursements or Advances <ul style="list-style-type: none"> • Prepare reimbursement forms 	Outputs: <ul style="list-style-type: none"> • Forms submitted to Las Vegas for payment Outcomes: <ul style="list-style-type: none"> • Reduce unliquidated obligations 	Continuously throughout grant period	
Training: <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	Outputs: <ul style="list-style-type: none"> • Attend Brownfields conference Outcomes: <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	2017	

5. QUALITY ASSURANCE

Prior to undertaking Phase II, Asbestos, or Hazardous Materials assessments, the GCLBA will prepare and submit a QAPP, which meets the approval of U.S. EPA Region VI Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II, Asbestos, or Hazardous Materials assessments. QAPP approval will be obtained prior to performing any field activities.

6. PRE-AWARD COSTS

The GCLBA is requesting approval of pre-award costs for this cooperative agreement. It is estimated we will need \$1,000 from Hazardous Substance and \$500 from Petroleum for personnel in the capacity of preparation of the grant work plan, budgets, as well as assessing prominent brownfield sites that will be a priority for the community. See request included as Attachment 2.

7. Detailed Budget and Budget Narrative - Attachment 1

Attachment 1 includes a detailed budget for each Project Task.

APPENDIX 2
Genesee County Land Bank Authority
Scoring and Evaluation

EVALUATION CRITERIA AND SCORING – Environmental Consulting Firm

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. (12 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) • Private investors and lenders to attract investment in brownfield redevelopment projects (1 point) • Local, state and federal funders to leverage brownfield remediation resources (1 point) • Demolition projects including: <ul style="list-style-type: none"> ○ Development of specifications (1 point) ○ Project oversight and successful experience troubleshooting unanticipated environmental concerns (1point) • EPA and demonstrated understanding of EPA grant requirements, procedures, reporting and ACRES grants management system (1 point) • HUD and MSHDA and demonstrated understanding of requirements relating to environmental site assessments, surveys, and demolition/remediation projects (1 point) 	Up to 7 Points
<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>	Up to 5 Points

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.

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.				0 Points for this section
REFERENCES SCORING CRITERIA	#1	#2	#3	Tally below (Up to 9 Points)
References confirm projects completed within budget				
References confirm projects completed on time				
References confirm contractor was responsive to additional requests from contracting agent and quality of work consistently meets expectations				

3. Demonstrated understanding and experience necessary to complete f the scope of work (14 points)

RFP submitted included all of the required submittals/documentation & signatures	1 Point
<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 Tracking Sheet (0-2 points) • Example Billing (0-2 points) 	Up to 10 points
<p>Interviews</p> <p>GCLB will conduct interviews with candidates likely to sign a contract. Scoring for interviews is TBD but will not exceed 3 points.</p>	Up to 3 Points TBD

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 EPA funded site assessment and clean up grants?

N/A YES NO

Does contractor have experience leveraging brownfield remediation resources with state and federal sources?

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.