



# Genesee County Land Bank Authority

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

## Request for Proposal: Problem Property Portal

BID NUMBER: LB 16-002

Due Date: Friday, February 12, 2016 at 4:00 pm EST

This proposal may be funded by any of the following: U.S. Department of Housing and Urban Development (HUD), Charles Stewart Mott Foundation, and/or City of Flint Community Development Block Grant (CDBG) Program

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



## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
REQUEST FOR PROPOSALS – Problem Property portal.....	3
INTRODUCTION.....	3
PROFESSIONAL SERVICE REQUIREMENTS.....	5
Scope of Work.....	5
EVALUATION CRITERIA AND SCORING.....	6
SUBMITTAL REQUIRMENTS.....	7
CONTRACT REQUIREMENTS .....	8
SELECTION PROCESS .....	11
QUESTIONS.....	11
SUBMITTAL DUE DATE.....	11
CERTIFICATION FORM OF BUSINESS ENRERPRISE STATUS.....	11
ATTACHMENT 1: PROPERTY ATTRIBUTES.....	13



# REQUEST FOR PROPOSALS – PROBLEM PROPERTY PORTAL

## INTRODUCTION

### Summary

The Genesee County Land Bank (GCLB) is seeking a qualified Vendor to assist with creating a web-based “Problem Property Portal” (Portal) that will give and receive information about properties in Flint to and from the community. Creating this Portal was an immediate action step recommended by *Beyond Blight: City of Flint Comprehensive Blight Elimination Framework*. The Vendor will create the web-based portal as described in the scope of work below. The portal should launch online by April 1, 2016 and the total contract for professional services to complete this work shall be completed by July 31, 2016.

### Background

This Request for Proposals (“RFP”) is being issued by Genesee County Land Bank Authority (GCLBA). The proposal may be funded by U.S. Department of Housing and Urban Development (HUD) Funds, the Charles Stewart Mott Foundation, and/or City of Flint Community Development Block Grant (CDBG) Program.

### About the Problem Property Portal

In 2014, the City of Flint released *Beyond Blight: City of Flint Comprehensive Blight Elimination Framework*. The purpose of this Framework is to promote collaborative, complementary, and effective blight elimination by directing blight removal activities according to the City of Flint Master Plan. The goal of the Framework is to stabilize Flint’s population by eliminating blight in neighborhoods and improving the quality of life for residents. Working towards this purpose and goal, the Framework specifically seeks to:

- Provide clear direction for blight removal that can be applied by all partners.
- Identify opportunities for improving current blight removal practices to be more cost-effective, sustainable, and complementary.
- Recommend new efforts for blight elimination based upon unmet needs.
- Share information regarding the state of blight and blight elimination in Flint to create common understanding.
- Demonstrate the prioritization of neighborhood stabilization and social equity throughout the Framework.
- Set benchmarks necessary for blight elimination over the next five years.

In 2015, following an extensive outreach and engagement process that was conducted by a partnership between the City of Flint and Genesee County Land Bank, the City of

Flint Planning Commission adopted the Beyond Blight Framework as an official Master Plan implementation plan. Vendors submitting proposals are encouraged to review the Framework, which can be viewed and downloaded at [imagineflint.com](http://imagineflint.com), prior to submitting proposals. Creating an online “Problem Property Portal” is an immediate action step in the Beyond Blight Framework. The Framework calls for the creation of a Portal that gives and receives information about properties in Flint to and from the community.

## Vendors

Companies or individuals herein known as “vendors” with demonstrated experience in developing web-based solutions to vacant and blighted property problems and with an interest in making their services available to the GCLBA are invited to respond to this RFP. The Vendors shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-Vendors of any tier shall be competent to perform the services required under this RFP document.

## Minority Owned Firms and Women’s Business Enterprises

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

Nothing in this RFP shall be construed to create any legal obligation on the part of GCLBA or any Vendors. GCLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall GCLBA be liable to Vendors for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No Vendors shall be entitled to repayment from GCLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the GCLBA. Vendors may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

Each proposer is responsible for labeling the cover page of their emailed proposal with the proposal number, proposal name, proposal due date and time, and your firm’s name. The proposal request number and due date for this RFP is:

PROPOSAL REQUEST NUMBER: #LB 16-002

**DUE DATE: Friday, February 12, 2016 @ 4:00 PM EST**

The GCLBA follows HUD Contracting Procurement Policies and Procedures. If the proposal is funded by LISC and/or CDBG funds, these funds shall be available for work items performed that are considered allowable, allocable, and reasonable with the cost principles of Office of Management and Budget Circular (“OMB”) A-122 and A-87 as applicable. For further information on these policies, contact Heidi Phaneuf, Community



Resource Planner, Genesee County Land Bank, 452 S Saginaw St, 2<sup>nd</sup> Floor, Flint, MI 48502; or [hphaneuf@thelandbank.org](mailto:hphaneuf@thelandbank.org)

### Time of Completion

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

### Term of Contract(s)

Any contract awarded pursuant to this RFP solicitation shall be for a contract period ending July 31, 2016, with the possibility of an extension.

### Type of Contract(s)

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

Vendors should propose a schedule of services and staff hours committed by month for the 6-month period. Payments will be fixed fee based on the services and schedule presented by the proposer and accepted by the GCLBA.

### Addendum to RFP

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

## PROFESSIONAL SERVICE REQUIREMENTS

### Scope of Work

The Vendor is expected to provide the following services:

1. Create a web-based Problem Property Portal, as recommended by *Beyond Blight: City of Flint Comprehensive Blight Elimination Framework*, that will:

- a. Rely on a user-friendly format for property information displays and surveys.
  - b. Consist of graphic design that complements imagery used by the GCLBA, Beyond Blight Framework, and Imagine Flint Master Plan.
  - c. Display at least 31 property attributes (see Attachment 1) for all properties in Flint through maps and individual property displays that can be accessed on personal computers and smart devices.
  - d. Include interactive mapping features that will allow users to visualize information for any area within Flint, large or small.
  - e. Accept parcel-specific property maintenance reports from the public.
  - f. Encourage the public to update property information through parcel-specific messages.
  - g. Maintain historical property-specific information, including information submitted by the public through surveys and messages.
  - h. Provide a combination of public and private user options to maximize the Portal's utility.
  - i. Allow the public to upload property-specific photographs and submit geographic location information.
  - j. Ensure user-friendly data management features for data exporting, importing, updating, tracking, and confirming by the GCLBA and any other project partners.
  - k. Allow the GCLBA and any other project partners to change property display and survey features directly, without services from the vendor.
  - l. Provide options for direct data exporting to the public.
2. Train the GCLBA and any other project partners on the Portal's use and maintenance.

## EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, GCLBA will take into consideration the experience, Portal design, and costs that are being proposed by the Vendors. The following Evaluation Criteria will be considered in reviewing submittals:

### **A. Experience and Capacity (70 points)**

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

1. Experience in designing and successfully creating web-based solutions for vacant and blighted property problems, particularly in cities that possess high rates of vacant properties. (10 points)
2. Understanding of and experience in integrating user-friendly design elements, both aesthetically and functionally, in web-based solutions. (10 points)
3. Experience and Portal design demonstrates the Vendor's experience in and ability to create a Portal that will draw from many large parcel-based data sets

to visualize property information through mapping and user-friendly individual property displays. (10 points)

4. Experience and Portal design demonstrates the Vendor's experience in and ability to create a Portal that will be easily updated, modified, and maintained by the GCLBA. (10 points)
5. Experience and Portal design demonstrates the Vendor's experience in and ability to create a Portal that will provide a combination of public and private user options, including varied options for (1) surveying properties and (2) importing and exporting data sets to and from the Portal. (10 points)
6. Experience and Portal design demonstrates the Vendor's experience in and ability to create a Portal that will easily receive information and photographs from the public through a combination of surveys and messages. (10 points)
7. Local contractors (within Genesee County) will receive an additional 5 points. Section 3 Business Concerns will receive an additional 5 points. To qualify for Section 3, the Contractor must provide a letter from the City of Flint or Genesee County Metropolitan Planning Commission certifying them as a Section 3 Business Concern (5 points each; up to 10 points in this area)

**B. Cost (30 points)**

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

## SUBMITTAL REQUIREMENTS

RFP responses must be submitted via email. Each Vendor shall submit an electronic copy of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. Hard copies may be submitted in addition to the electronic copies. Vendors are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

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

**A. Proposal Format** - Proposals should include the items described below:

1. Summary of the Vendor's background including experience in web-based solutions to vacant and blighted property problems.

2. Summary of the Vendor’s experience and background in working in communities with high rates of vacant properties.
3. Summary of the Vendor’s experience in integrating user-friendly design elements, both aesthetically and functionally, in web-based solutions.
4. A brief synopsis stating that the Vendor understands the Problem Property Portal concept and its connection to blight elimination planning in Flint.
5. A Portal proposal outlining how the Vendor will create a web-based portal that includes all of the elements listed in the Scope of Work above.
6. Timeline
7. Budget
8. Any other pertinent information needed to evaluate proposal.

## CONTRACT REQUIREMENTS

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

### Equal Employment Opportunity

The Vendor and any subcontractors shall comply with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

### Rights to Inventions Made Under a Contract or Agreement

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

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

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

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





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

### **Debarment and Suspension** (Executive Orders 12549 and 12689)

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

### **Section 3 Clause**

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

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, [12 U.S.C. 1701u](#) (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each;

- and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
  - E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected by before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
  - F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
  - G. With respect to work performed in connection with section 3 covered Indian housing\ assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

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

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

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

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

## SELECTION PROCESS

The Selection Committee will review qualifications in accordance with the evaluation criteria set forth herein. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

## QUESTIONS

Questions may be directed to Heidi Phaneuf, Community Resource Planner, Genesee County Land Bank Authority at [hphaneuf@thelandbank.org](mailto:hphaneuf@thelandbank.org) all questions should be submitted via email, any addendums to this RFP will be added to the website, check [http://www.thelandbank.org/current\\_bids.asp](http://www.thelandbank.org/current_bids.asp) for updates and addendums.

## SUBMITTAL DUE DATE

Responses to this RFP are **due by 4:00 pm** on Monday, February 12, 2016 to [hphaneuf@thelandbank.org](mailto:hphaneuf@thelandbank.org). Each Vendor is responsible for including in their email subject containing the proposal response **the proposal number, proposal name, proposal due date and time, and your firm's name**. Questions may be submitted to:

Heidi Phaneuf  
Community Outreach Coordinator  
Genesee County Land Bank Authority  
452 S. Saginaw St. 2<sup>nd</sup> Floor  
Flint, MI 48502  
[hphaneuf@thelandbank.org](mailto:hphaneuf@thelandbank.org)

## 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.

**GENESEE COUNTY LAND BANK ENCOURAGES MBE, WBE, OBE, SBE, LBE AND DVBE VENDORS TO APPLY.**

## ATTACHMENT 1: PROPERTY ATTRIBUTES

Parcel Number  
Street Address  
Place Type  
Classification  
Housing Condition  
Commercial Building Condition  
Occupancy Status  
Use  
State Equalized Value

Tall Grass  
Boarded Windows  
Open to Trespass  
Trash and/or Debris  
Fire Damage  
Suggested Demolition

Maintenance Commitment  
Community Mowing  
Community Boarding  
Community Cleanup

Owner Name  
Owner Address  
Parcel Size  
City Ward  
Census Tract  
Census Block Group  
Draft Zoning District

Demolition Status  
Land Bank Sale Status  
Land Bank Lots Available  
Planted with Clover  
2015 Tax-Foreclosure