



Genesee County Land Bank Authority Blight Elimination Program

Request for Qualifications– Large–Scale Demolition
Program Technical Assistance/ Consulting Services

BID NUMBER: LB 22-004

DUE DATE: Tuesday, July 19, 2022 at 3:00 pm EST

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Genesee County Land Bank Authority

Blight Elimination Program Request for Qualifications- Large-Scale Demolition Program Technical Assistance/Consulting Services

1.0 OVERVIEW

The Genesee County Land Bank Authority (GCLBA) currently holds more than 15,000 tax foreclosed properties in the City of Flint and Genesee County. Of those, over 4,000 have structures remaining, the majority of which have been left vacant for years before they end up in our inventory. GCLBA operates various grant funded blight elimination programs to address challenges on these properties as well as other problem properties. American Rescue Plan Act (ARPA) funding available through the City of Flint and Genesee County creates a unique opportunity to leverage funding from multiple sources to initiate an aggressive blight elimination program. With up to \$45.3 million we are in the process of securing; we plan to demolish up to 2,415 blighted structures in Flint (~94%) and Genesee County (~6%).

We anticipate that funding to complete blight elimination activities will come from various demolition and remediation local, state, and federal grants, including:

- American Rescue Plan Act (ARPA)/ Coronavirus State and Local Fiscal Recovery Funds (SLFRF)
- Community Development Block Grant (CDBG),
- Genesee County Treasurer Demolition Funding,
- Additional funding from various sources

GCLBA has defined Goals and Objectives to be met through expenditure of these funds. Overarching goals are defined below. Please review Appendix 1 for a detailed narrative of Goals and Objectives:

1. Improve and protect the health and wellbeing of residents by taking all safety precautions to remove vacant and blighted structures in our community
2. Create efficient systems to minimize costs and maximize the impact of demolition grants.
3. Improve the local economy by creating jobs for residents and opportunities for local, woman, and minority owned business expansion through demolition related work.

GCLBA is seeking firms with *extensive experience developing and implementing systems for managing multimillion dollar state or federally funded demolition programs* to assist GCLBA staff in improving and developing systems and policies for implementation and assist with implementation on an as needed basis. This includes establishing and improving policies and systems for procurement, contracting, project management, financial management and tracking, and compliance with all applicable regulations and federal grant requirements (specifically CDBG and ARPA). We are also seeking assistance in identifying opportunities for increasing opportunities for businesses that are local, woman-owned, and minority-owned, building contractor capacity, reducing costs, and completing other activities over a period of time as described in this Request for Qualifications (RFQ).

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

Companies with demonstrated experience in the scope of work defined in this RFQ and with an interest in making their services available to GCLBA are invited to respond to this RFQ. "Respondents" means the companies or individuals that submit proposals in response to this RFQ. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFQ document. Respondents must supply evidence of active registration with www.SAM.gov, must not have any exclusions, and possess and supply and active Unique Entity ID (UEI). As of April 4, 2022, the federal government discontinued use of the DUNS number. Successful respondents will be expected to enter into a contract with GCLBA and are referred to as contractor or consultant.

Additional information about GCLBA can be found at www.thelandbank.org. Addendums to this RFQ can be found at http://www.thelandbank.org/current_bids.asp. Please check any updates to this proposal.

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

Each respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time and your firm's name. Late proposals will not be accepted. The proposal request number and due date for this Bid is:

PROPOSAL REQUEST NUMBER: LB 22-004 DUE DATE: Tuesday, July 19, 2022 @ 3:00 pm EST

All inquiries relating to this RFQ should be directed in writing to the staff member indicated under submittal information.

No proposal may be withdrawn for a period of thirty (30) days after submission. Proposals offering less than thirty (30) days for acceptance by the Genesee County Land Bank from the date set for opening may be considered non-responsive and may 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.

Term of Contract

It is anticipated that successful Respondent(s) will start work after a contract is executed on or around **August 9, 2022**. GCLBA intends to enter into contracts with more than one respondent. Contracted respondents will be requested to prepare competing proposals for work as necessary. GCLBA may provide a Notice to Proceed to the contracted respondent offering the most appropriate and cost efficient proposal for the requested scope. Any contract awarded pursuant to this RFQ solicitation shall be renewable on an annual basis through a contract period ending December 31, 2026 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 completed work product and approved invoice for that work product according to approved scope of work/proposal and all additionally required submittals (invoice, sworn statement, lien waivers, back-up documentation, etc.)

Federal Regulations

The successful respondent will have extensive experience in commercial and residential demolition and a commanding knowledge of appropriate codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, EGLE, and DCH), and any other local regulations and standards that may apply. Successful respondent will also have a commanding knowledge of federal procurement policies and compliance including, but not limited to, 2 CFR 200.

2.0 SCOPE OF WORK

In general, the proposed scope of work will entail providing technical assistance, as requested in work orders, to assist GCLBA staff in the development, improvement and implementation of policies and systems to operate a large-scale demolition program that aims to achieve the goals and objectives detailed in Appendix 1. Specifically, GCLBA anticipates technical assistance will include but not be limited to the following:

Assistance creating communications strategies and systems that:

- Keep residents informed about demolition status of properties of interest and safety precautions they should take during demolition operations.
- Identify opportunities to increase transparency and access to information about the program and project status.

Technical Assistance around procurement in order to:

- Review current GCLBA procurement, implementation and compliance processes and systems.
- Participate in bid reviews and provide feedback on streamlining.
- Evaluate and identify the most effective, efficient, and cost-effective methods for procuring contractors to complete demolition work in full compliance with regulations and different grant requirements while minimizing the potential for legal challenges.
- Streamline bid packets to make it easier for contractors to bid.
- Identify opportunities to reduce demolition costs.

- Create a compliance system with appropriate penalties to hold contractors accountable.
- Explore opportunities for breaking out sections of work within the demolition scope for contracting local/MBE/WBE contractors separately.
- Design procurement system to allow small, medium, and large contractors to complete demolition work.

Assistance with improving and creating demolition project management systems that:

- Communicate efficiently with demolition management database application/existing public facing databases such as the Flint Property Portal (www.flintpropertyportal.com).
- Streamline submittal requirements for payment requests and allow contractors to submit digital documentation as they go.
- Coordinate with the grants/finance team to make timely payments to contractors after complete submittals.
- Create a compliance system with appropriate penalties to hold contractors accountable.
- Support smaller contractors with capacity building to meet requirements.

Assistance with capacity building for GCLBA and contractors, including:

- Guidance and assistance with hiring and training qualified staff to manage demolition procurement, workflows, contracts and contract compliance.
- Identify opportunities to make it more feasible for small contractors to secure work on demolition projects.
- Identify opportunities to streamline contractor submittals and payment processing.
- Create a grievance process for contractors to contest penalties.
- Build GCLBA's understanding of existing capacity and resource gaps.
- Assist GCLBA in creating a network of local, woman, and minority owned demolition related business to improve coordination between demolition contractors and potential local and minority owned sub-contractors.
- Assist GCLBA staff in hosting networking events and bid trainings with contractors and sub-contractors.
- Assist GCLBA in building partnerships with local non-profits to provide loans and other resources to local businesses for costs related to business expansion, training, and bonding related to demolition program. Expand partnerships with local community colleges and universities to offer training and education programming to help contractors and sub-contractors address labor shortages.
- Assist GCLBA in hosting trainings with regulators to increase understanding about compliance with regulations.

General technical assistance as requested around design and implementation of a large scale, grant funded, demolition program.

Consultants may be requested at times to provide quotes for environmental assessment work as well. For a summary of these scopes, please refer to Appendix 2.

3.0 EVALUATION CRITERIA AND SCORING

The Genesee County Land Bank Authority (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 respondent qualifications, financial viability, project references, and experience with comparable projects.

Respondents that meet all the Threshold Requirements detailed below will be reviewed and scored by a review committee as designated by GCLBA. Evaluators will assign scores to factors based on their review of submittals as defined below. The scores of reviewers will be averaged and the respondents receiving the highest scores may be interviewed. GCLBA reserves the right to conduct discussions with responsible bidders determined to be reasonably susceptible of being selected for award for the purposes of clarification to assure full understanding of, and conformance to, the solicitation requirements and for the purpose of obtaining Best and Final offers. GCLBA will make award to the Respondent(s) deemed the most responsive, responsible and that offer the best service to the GCLBA.

| THRESHOLD REQUIREMENTS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cover Letter provided as outlined under Submittal Requirements |
| Identification of Qualified Project Manager and Key Staff with relevant experience |
| Respondent submits documentation as requested under Submittal Requirements satisfying GCLBA that respondent has <i>extensive experience</i> : <ul style="list-style-type: none">• Developing and implementing systems for managing multimillion dollar state or federally funded demolition program.• Establishing policies and systems for:<ul style="list-style-type: none">○ Procurement consistent with federal requirements○ Contracting○ Project specific management○ Financial management and tracking○ Compliance with all applicable regulations and federal grant requirements (specifically CDBG and ARPA) relating to a large scale demolition program; and○ Reducing costs |
| Respondent provided required fee schedule |
| Proof of active Sam.gov Registration provided |
| Insurance Requirements (Attachment A) |
| References Provided (Attachment B) |
| Certification Form Note is provided (Attachment C) |
| Signature Page (Attachment D) |
| Conflict of Interest Statement & Supporting Documentation (Attachment F) |
| MBE/WBE/DVBE/Small Business Section and Supporting Documentation (Attachment G) |
| Debarment Certification (Attachment H) |
| Evidence of Financial Stability |
| Current Certificate of Good Standing or Certificate of Existence |

| SCORING FACTORS | |
|----------------------------------------------------|----|
| Understanding the requested Scope of Work | 30 |
| Knowledge and Technical competence | 30 |
| Management experience and personnel qualifications | 25 |
| Cost | 15 |

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 may be cause for rejection of submittals.

Respondents may, without prejudice to themselves, 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/consultant’s responsibility to submit the correct documents to the GCLBA in a timely manner.

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

Each response must include the following:

- 1. Cover letter**– Briefly introduce consultant/consultant team and indicate interest in providing Large-Scale Demolition Program Consulting Services to GCLBA. Identify point of contact, email address and phone number for communications around RFQ submittal and contracting. 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.

- d. Familiarity with the GCLBA and basic understanding of Land Bank programs, including previous experience with other Land Banks.

2. Staff/Staff Qualifications – Indicate the size of organization in terms of number of employees. Identify roles of key personnel to be committed to this project, and provide resumes for primary contacts. Each resume shall not exceed two pages in length. Personnel identified in the statement of qualifications **must be the principal staff who will work on the project and represent the majority of hours billed to the project**. Project staff must meet all local, state, and federal requirements as required to perform the necessary and noted tasks. Include a description of how you envision your staff interacting with GCLBA and its consultants if successful. Out of which office will staff primarily operate? Will interactions be primarily virtual? What will the opportunity for in-person interactions be?

3. Sub-consultants/Subcontractor- Provide information, qualifications, and documentation regarding Sub-consultants/Subcontractors, including necessary licensing if using.

4. Experience-

- a. The Scope of Work is guided by the GCLBA Program Goals and Objectives (Appendix 1). Describe your understanding of these goals and objectives and how you will fulfill the Scope of Work.
- b. Describe consultant/consultant team capabilities and experience, within the last five years, in completing work similar to that defined in the Scope of Work. Please specifically describe capabilities and experience with developing and implementing systems for managing multimillion dollar state or federally funded demolition programs. This includes establishing policies and systems for procurement, contracting, project management, financial management and tracking, and compliance with all applicable regulations and federal grant requirements (specifically CDBG and ARPA) as they relate to a large scale demolition project.
- c. Does respondent have experience with Filemaker and BS&A accounting software?

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

6. Standard Pricing and Fee Schedule– Provide the following:

- a. A detailed, itemized, **Standard Pricing and Fee Schedule** for staff, and services.
- b. Indicate any fees associated with the use of required systems/software and whether they are proprietary or non-proprietary.
- c. Indicate the rates and any potential fees associated with principal staff you previously identified.

7. Additional Documents:

- a. Signature Page

- b. Evidence of Financial Stability- The bidder shall be financially stable and have the financial wherewithal to carry out the requirements of this solicitation. All respondents shall make available to GCLBA for review two years of Company tax returns and a most recent financial statement provided by their accountant. 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. The bidder must also have Pollution Liability insurance for projects involving the removal and disposal of waste or storage tanks. Contractor shall maintain limits no less than \$1,000,000 per loss/\$1,000,000 aggregate. A certificate of insurance must be included with submission of qualifications. **(See Attachment A for Bidder's Insurance Checklist) If contracted, GCLBA must be listed as an additional insured.**
- d. **Current** Certificate of Good Standing (Corporation) or Certificate of Existence- The bidder shall provide a Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau. **(If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)**
- e. Conflict of Interest Statement & Supporting Documentation- The Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the GCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
- f. Debarment and Suspension Certification

5.0 IMPORTANT DATES

| | |
|------------------------------------------------|--------------------------------------|
| Questions Due | Wednesday, July 13, 2022 by 5:00 pm |
| Bids Due | Tuesday, July 19, 2022 by 3:00 p.m. |
| Notice of Award | On or around Tuesday, August 2, 2022 |
| Contract Signed | On or around Tuesday, August 9, 2022 |
| Contract Completed (Subject to Annual Renewal) | December 31, 2026 |

6.0 QUESTIONS

Questions regarding this RFQ should be submitted by no later than the indicated date above in writing via email to ffinholm@thelandbank.org.

Submittals are to be addressed as follows:

RFQ 22-004, Due 07/19/2022 3:00 PM.

Faith Finholm, Grants Manager
Genesee County Land Bank Authority
452 S. Saginaw St. 2nd Floor
Flint, MI 48502

RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQ. Bidders must include all required submittals identified in this Invitation for Bids with bid response.

| For GCLBA Use | For Respondent (Yes/No) | <i>** Some of the submittal requirements are included in the attachments.</i> |
|---------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <input type="checkbox"/> Cover Letter as described in Submittal Requirements |
| | | <input type="checkbox"/> Staff/Staff Qualifications |
| | | <input type="checkbox"/> Sub-consultants/Subcontractor |
| | | <input type="checkbox"/> Experience |
| | | <input type="checkbox"/> Insurance Checklist (Attachment A)/ Evidence of Insurance – GCLBA must be listed as an insured (Contractor and Subcontractor) |
| | | <input type="checkbox"/> References (Attachment B) |
| | | <input type="checkbox"/> Certification Form Note (Attachment C) |
| | | <input type="checkbox"/> Signature Page (Attachment D) |
| | | <input type="checkbox"/> Local Hiring, HUD Section 3, MBE/WBE/DVBE, if applicable (Attachment E & G) (Section 3 Goals: 10% of construction subcontracts and 3% of non-construction subcontracts are to be awarded to agencies/businesses who are Section 3 certified. Contractors can achieve Section 3 goals through committing 25% of award to Section 3 certified subcontractors.) |
| | | <input type="checkbox"/> Conflict of Interest Statement & Supporting Documentation (Attachment F) |
| | | <input type="checkbox"/> Debarment Certification (Attachment H) |
| | | <input type="checkbox"/> Proof of active sam.gov registration and Unique Entity Identifier |
| | | <input type="checkbox"/> Current Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Bidder 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.) |
| | | <input type="checkbox"/> Evidence of Financial Stability – Letter from accountant stating evidence of financial stability <ul style="list-style-type: none"> ○ Have you made two years tax returns and most recent financial statement available to GCLBA for review? |
| | | <input type="checkbox"/> Standard Pricing and Fee Schedule |
| | | <input type="checkbox"/> Any other State License and/or Certification that is deemed necessary or applicable and is relevant to work completed within Genesee County |
| | | <input type="checkbox"/> RFQ Submittal Requirements Checklist |
| | | <input type="checkbox"/> Received Addendum(s): _____ |

ADDITIONAL INFORMATION

ATTACHMENTS

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

APPENDICES

- 1 – GENESEE COUNTY LAND BANK DEMOLITION STRATEGY GOALS AND OBJECTIVES
- 2 – ENVIRONMENT ASSESSMENT SCOPES

ATTACHMENT A: GENESEE COUNTY LAND BANK BIDDER'S INSURANCE CHECKLIST

| Coverages Required | Limits (Figures denote minimums) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| ____ 1. Workers' Compensation | Statutory limits of Michigan |
| ____ 2. Employers Liability | \$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations |
| ____ 3. General Liability | \$1,000,000 per occurrence with \$2,000,000 aggregate \$1,000,000 including errors & omissions |
| ____ 4. Professional liability | \$200,000 per occurrence \$600,000 in aggregate for Medical Malpractice |
| ____ 5. Products/Completed operations | \$1,000,000 per occurrence with \$2,000,000 aggregate |
| ____ 6. Contractual liability | \$1,000,000 general aggregate (gen. agg.) Excess Policy with limits at least |
| ____ 7. Explosion, Collapse, Subsidence | \$2,000,000 |
| ____ 8. Automobile liability | \$1,000,000 combined single limit each accident-Owned, hired, nonowned |
| ____ 9. Owned, hired, nonowned | \$1,000,000 per loss |
| ____ 10. Pollution Liability for contracts involving removal and disposal of waste or storage tanks | \$1,000,000 aggregate |
| ____ 11. Authority's and Contractors Protective | |
| ____ 12. 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. Cancellation notice is to read: Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder named to the left or 10 day notice for non-payment of premium. | |
| ____ 13. The certificate must state bid number and title | |

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

Bidder's Statement

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

Bidder

Signature

ATTACHMENT B: LIST OF REFERENCES (3) Related to scope from last 5 years

Reference #1

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project and Budget: _____

Reference #2

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project and Budget: _____

Reference #3

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project and Budget: _____

ATTACHMENT C: CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION.

The undersigned hereby certifies, on behalf of the Bidder named in this Certification (the "Bidder"), that the information provided in this RFQ submittal to GCLBA is accurate and complete and I am duly authorized to submit the same. I hereby certify that the Bidder has reviewed this RFQ in its entirety and accepts its terms and conditions.

(Name of Bidder)

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

____ **Will not** be responding to this RFQ, but to remain on the Genesee County Land Bank approved contractors list. (Please return only this form.)

(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. is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state funded program or department,
5. 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 Land Bank :

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 Title

Email

Mailing Address

Phone Fax

ATTACHMENT E: SECTION 3 INFORMATION

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968, federal regulation formerly 24 CFR Part 135. HUD released a final rule in the fall of 2020 changing the regulation to 24 CFR Part 75. The final rule moved from tracking the number of qualified new hires (Section 3 residents) in Section 3 projects to tracking the total labor hours worked (by Section 3 workers and Targeted Section 3 workers). In connection with the final rule, 24 CFR Part 75, HUD published a document citation via the federal register, 85 FR 60907, Section 3 Benchmarks for Creating Economic Opportunities for Low- and Very Low-Income Persons and Eligible Businesses. The citation includes benchmark numbers and the methodology for determining the benchmarks.

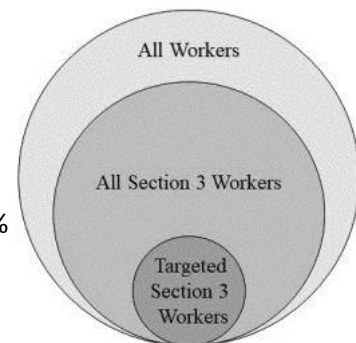
The new Section 3 regulation, 24 CFR Part 75 still aims to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are residents of the community in which the federal assistance is spent. **Requiring recipients of certain HUD housing and community development financial assistance, to the greatest extent feasible, to provide employment and job training for low- and very low-income persons and contracting opportunities to business concerns which provide economic opportunities to low- and very low-income persons in connection with projects and activities in their neighborhoods.**

HUD established nationwide benchmarks for work performed by tracking the labor hours. The two benchmarks are (1) twenty-five percent (25%) or more of the total number of labor hours worked on a Section 3 project is performed by Section 3 workers; and (2) five percent (5%) or more of the total number of labor hours worked on a Section 3 project is performed by Targeted Section 3 workers. The five percent is within the twenty-five percent. The labor hours reported must include any labor hour charged against the budget of the project.

and

$$\frac{\text{Section 3 Labor Hours}}{\text{Total Labor Hours}} = 25\%$$

$$\frac{\text{Targeted Section 3 Labor Hours}}{\text{Total Labor Hours}} = 5\%$$



Successful compliance with HUD Section 3, federal regulation 24 CFR Part 75, by the subrecipient, developer, general contractor, and subcontractor will be a factor in determining future awards of Section 3 covered assistance.

Definitions (24 CFR Part 75):

“Section 3 worker” * is any worker who meets at least one of the following criteria:

- Low- or very low-income, as established by HUD’s income limits (find: https://www.huduser.gov/portal/datasets/il/il2022/select_Geography.odn) ;
- living in a Qualified Census Tract (QCT) (find: https://www.huduser.gov/portal/sadda/sadda_qct.html) ;
- or employed by a Section 3 business concern.

“Targeted Section 3 worker” * for Housing and Community Development Financial Assistance projects is a Section 3 worker who:

1. Is employed by a Section 3 business concern; or
2. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - I. Living within the service area or the neighborhood of the project, as defined in [24 CFR § 75.5](#); or
 - II. A YouthBuild participant.

*Note: Section 3 workers' and Targeted Section 3 workers' labor hours may be counted for five years from when their status as a Section 3 worker or Targeted Section 3 worker is established pursuant to 24 CFR [§ 75.31](#).

“Section 3 business concern” is a business that meets at least one of the following criteria, documented within the last six-month period:

1. At least 51 percent owned and controlled by low- or very low-income persons;
2. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or Section 3 Frequently Asked Questions 5
3. A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

CONTRACTOR RESPONSIBILITIES

1. Read, understand, and acknowledge Section 3 obligations and responsibilities. Explicitly acknowledge and confirm intent to comply.
2. Create a Section 3 Compliance Plan to include incorporation of the Section 3 Clause into subcontracts.
3. Complete and submit reports and documentation as requested which may include, but may not limited to:
 - a. HUD 2516 Contract and Subcontract Activity
 - b. Provide weekly certified payrolls
 - c. Provide Workforce lists listing employees working on the project by company
 - d. Provide Certification for Section 3 Workers, Targeted Section 3 Workers, and Section 3 Business Concerns as appropriate
 - e. For each contractor and subcontractor, report:
 - i. The total number of labor hours worked by all workers;
 - ii. The total number of labor hours worked by Section 3 workers; and
 - iii. The total number of labor hours worked by Targeted Section 3 workers.
4. Undertake Qualitative Efforts to achieve Section 3 goals. Qualitative Efforts may, for example, include but are not limited to the following:
 - a. Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
 - b. Provided training or apprenticeship opportunities.
 - c. Provided technical assistance to help Section 3 workers compete for jobs (*e.g.*, resume assistance, coaching).

- d. Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
- e. Held one or more job fairs.
- f. Provided or referred Section 3 workers to services supporting work readiness and retention (*e.g.*, work readiness activities, interview clothing, test fees, transportation, child care).
- g. Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
- h. Assisted Section 3 workers to obtain financial literacy training and/or coaching.
- i. Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
- j. Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
- k. Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- l. Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- m. Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
- n. Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

SECTION 3 CONTRACT CLAUSE

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

1. 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.
2. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implements 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 75 regulations, and that they will comply with and cause to be included any subsequent agreement 24 CFR § 75.19 and § 75.27:

24 CFR § 75.19 Requirements.

(a) Employment and training.

(1) To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers

within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for opportunities and training described in [paragraph \(a\)\(1\)](#) of this section should be given to:

- (i) Section 3 workers residing within the service area or the neighborhood of the project, and
- (ii) Participants in YouthBuild programs.

(b) *Contracting.*

(1) To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for contracting opportunities described in [paragraph \(b\)\(1\)](#) of this section should be given to:

- (i) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
- (ii) YouthBuild programs.

24 CFR [§ 75.27 Contract provisions.](#)

(a) Recipients must include language applying Section 3 requirements in any subrecipient agreement or contract for a Section 3 project.

(b) Recipients of Section 3 funding must require subrecipients, contractors, and subcontractors to meet the requirements of [§ 75.19](#), regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts.

- 3. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, 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 75. 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 24CFR Part 75.
- 4. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

**City of Flint - Certification for Business Concern Seeking Section 3 Preference in Contracting and
Demonstration of Capacity**

Name of Business _____ **Phone & Fax** _____

Address _____ **City** _____ **Zip** _____

Type of Business: Corporation Partnership Sole Proprietorship

Type of Business Activity: _____

Please attach the following documentation as evidence of status:

For all business entities (as applicable):

- | | |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Copy of Articles of Incorporation | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of owners/stockholders and 51% ownership of each | <input type="checkbox"/> Corporation Annual Report <input type="checkbox"/> Latest Board minutes appointing officers |
| <input type="checkbox"/> Organization chart with names and titles and brief function statement | <input type="checkbox"/> Additional documentation |

1. For business claiming status as a Section 3 resident-owned enterprise:

- ☐ Certification for Section 3 Residents (at least 51% of the business owners)

2. For Business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 Business:

- ☐ List of subcontracted Section 3 business(es) and contract/agreement documentation of subcontract amount
- ☐ Section 3 certification & all supporting documentation for each subcontracted Section 3 Business

3. For business claiming Section 3 status by claiming at least 30 percent of their full time, permanent workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- ☐ List of all current full time employees
- ☐ List of employees claiming Section 3 status
- ☐ Certification for Section 3 Residents (at least 30% of all current full-time employees) with supporting documentation showing Section 3 status immediately prior to the date of first hire

For all business entities:

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- ☐ Current audited financial statement or Income Tax Return
- ☐ Statement of ability to comply with public policy related to government funding (federal, state or city work experience) evidenced by providing a list of all contracts for the past two years
- ☐ List of owned equipment

Authorized Name, Title and Signature

Date _____

Please submit documentation of the following items to City of Flint, Dept. of Community and Economic Development, 120 E. Fifth St. Rm. N102, Flint, Michigan 48502, msmith@cityofflint.com or fax to 810-766-7351. Direct any questions to 810-766-7436



FY 2022 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2022 Income Limits Summary

Selecting any of the buttons labeled "Click for More Detail" will display detailed calculation steps for each of the various parameters.

| FY 2022 Income Limit Area | Median Family Income Click for More Detail | FY 2022 Income Limit Category | Persons in Family | | | | | | | |
|---------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------|--------|--------|---------------|--------|--------|--------|--------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Flint, MI MSA | \$71,600 | Very Low (50%) Income Limits (\$) Click for More Detail | 25,100 | 28,650 | 32,250 | 35,800 | 38,700 | 41,550 | 44,400 | 47,300 |
| | | Extremely Low Income Limits (\$)*) Click for More Detail | 15,050 | 18,310 | 23,030 | 27,750 | 32,470 | 37,190 | 41,910 | 46,630 |
| | | Low (80%) Income Limits (\$) Click for More Detail | 40,150 | 45,850 | 51,600 | 57,300 | 61,900 | 66,500 | 71,100 | 75,650 |

NOTE: Genesee County is part of the **Flint, MI MSA**, so all information presented here applies to all of the **Flint, MI MSA**.

The **Flint, MI MSA** contains the following areas: Genesee County, MI;

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2022 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2022 [Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

[FY2021 Median Family Income and Income Limits for Flint, MI MSA](#)

Select a different county or county equivalent in
Michigan:

Crawford County
Delta County
Dickinson County
Eaton County
Emmet County
Genesee County

[Select county or county equivalent](#)

Select any FY2022 HUD Metropolitan FMR Area's
Income Limits:

Flint, MI MSA
[Select HMFA Income Limits Area](#)

Or press below to start over and select a different
state:

[Select a new state](#)

[Update URL For bookmarking or E-Mailing](#)

Prepared by the [Program Parameters and Research Division](#), HUD.

709 N Saginaw St
Flint, MI 48503
(810)232-2555
www.mcc.edu



April, 2018

Section 3 Resident Application Process

Mott Community College Workforce & Economic Development (MCCWED) offers several programs to assist adults who are seeking employment and/or career training programs. The mission of Mott Community College is to provide high quality, accessible, and affordable educational opportunities and services – including programs focused on university transfer, technical and lifelong learning, as well as “Workforce and Economic Development” – that promote student success, individual development, and improve the overall quality of life in a multicultural community.

Persons interested in job placement assistance and/or training are required to complete enrollment. Enrollment is as follows:

By Appointment Only

Monday/Wednesday

8:45 AM or 1:45 PM

Call (810)232-2555 to schedule your appointment today!

The following documents are required at the time of your enrollment:

- State of Michigan Identification Card or Driver’s License (must be valid)
- Social Security Card
- High School Diploma / GED (if applicable)
- Proof of Income

Supportive Services may be available on a limited basis (to those who qualify) for the purpose of enabling successful participation and completion of program services.

Persons seeking Section 3 certification are not required to enroll with MCCWED, however it is highly recommended. For those seeking Section 3 certification, you must visit the Career Resource Center at 709 N Saginaw Street, Flint, 48503 and bring the following documents:

- State of Michigan Identification Card or Driver’s License (must be valid)
- Proof of Income (e.g. copy of receipt of public assistance, tax return, pay stub, bridge card, copy of lease from public housing, unemployment letter)
- Resume

Once Section 3 application has been reviewed and approved, persons will receive a card that will verify Section 3 status. Referrals for employment can then be made based on employer need and resident qualifications.

For additional information and/or assistance, please contact Kathleen LaVallier at (810)232-4674 or via email kathleen.lavallier@mcc.edu.

We look forward to working with you!



Application for Resident Seeking Section 3 Certification

_____ meets the income and residence eligibility guidelines for a low- or very-low-income person for this area seeking Section 3 preference in training and employment.

The following documentation has been submitted to Mott Community College Workforce and Economic Development as evidence of Section 3 status:

- Proof of Income
- Michigan State Driver's License or Identification Card
- Resume

Full address of Person seeking Certification

Signature of Person seeking Certification

Proof of Income Accepted Documents

- Copy of receipt of public assistance
- Copy of evidence of participation in a public assistance program
- Copy of lease from Public Housing
- Other evidence
 - Tax return
 - Pay stub
 - Social Security annual income report
 - Unemployment rejection letter
 - DHS denial letter
 - Notarized letter of support from other individual

For Internal Use Only

Name: _____ Title: _____ Date: _____

Name and Title of person verifying Section 3 preference status

Referred for employment to: _____ Date: _____

Trade/Skill: _____

Referred by: _____ Title: Job Development Specialist

ATTACHMENT F: CONFLICT OF INTEREST / NON-COLLUSION AFFIDAVIT

I, _____ of _____
(Name of Authorized Representative) (Name of Company/Firm)

State that:

1. 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 bids.
2. This company, corporation, firm, partnership or individual is not working in collusion with any other provider.
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 contracts are wholly or partially federally funded, and further, by submission of bids 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.
5. _____ understands and acknowledges that the above representations are material and important, and will be relied on by the Genesee County Land Bank Authority in awarding accepting bids and awarding contract(s) for which purpose this application 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 and related contracts.

SIGNATURE SECTION

(Signature) (Title)

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

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

NOTARIZATION SECTION

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

Notary Public Signature

My Commission Expires:

ATTACHMENT G: 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 H: DEBARMENT/SUSPENSION CERTIFICATION

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:
 - a. 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,
 - b. Violation of federal or state antitrust laws, or
 - c. 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.

APPENDIX 1- GENESEE COUNTY LAND BANK AUTHORITY DEMOLITION STRATEGY GOALS AND OBJECTIVES

- 1. Improve and protect the health and wellbeing of residents by taking all safety precautions to remove vacant and blighted structures in our community**
 - Clear up to 2,410 hazardous commercial and residential structures in neighborhoods while working to ensure compliance with health, safety and environmental regulations to keep residents safe during the demolition process
 - Strategically select demolitions following resident priorities to make sure the most hazardous structures and those that are near to occupied residents are selected for demolition.
 - Make properties available for sale to adjacent owners after demolition so residents can expand their yards and improve the appearance and maintenance of neighborhoods
 - Maintain properties not sold through the Land Bank's Clean & Green community-based property maintenance program for up to five years after demolition.
 - Constantly identify opportunities for additional funding as the pool of demolition projects grow.
- 2. Create efficient systems to minimize costs and maximize the impact of demolition grants.**
 - Evaluate and identify the most effective, efficient, and cost-effective methods for procuring contractors to complete demolition work in full compliance with regulations and different grant requirements while minimizing the potential for legal challenges.
 - Streamline bid packets to make it easier for contractors to bid.
 - Create/expand demolition management database application.
 - Streamline submittal requirements for payment requests and allow contractors to submit digital documentation as they go.
 - Identify additional opportunities to utilize the Flint Property Portal surveys to facilitate program operation
 - Identify opportunities to increase transparency and access to information about the program and project status.
 - Hire and train qualified staff to manage demolition procurement, workflows, contracts and contract compliance.
 - Identify opportunities to reduce demolition costs.
 - Identify opportunities to make it more feasible for small contractors to secure work on demolition projects.
 - Coordinate with the grants/finance team to make timely payments to contracts after complete submittals.
 - Create a compliance system with appropriate penalties to hold contractors accountable.
 - Create a grievance process for contractors to contest penalties.

3. Improve the local economy by creating jobs for residents and opportunities for local and women and minority owned business expansion through demolition related work.

- Survey contractors and sub-contractors to better understand existing capacity and identify areas where assistance is needed.
- Create a network of local women and minority owned demolition related business to improve coordination between demolition contractors and potential local and minority owned sub-contractors.
- Host networking events and bid trainings with contractors and sub-contractors
- Explore opportunities for breaking out sections of work within the demolition scope for contracting local contractors separately
- Build partnerships with local non-profits to provide loans and other resources to local businesses for costs related to business expansion, training, and bonding.
- Host trainings with regulators to increase understanding about compliance with regulations.
- Expand partnerships with local community colleges and universities to offer training and education programming to help contractors and sub-contractors address labor shortages.
- Design procurement system to allow small, medium, and large contractors to complete demolition work.

APPENDIX 2- ENVIRONMENTAL ASSESSMENT SCOPES

ESA Scope of Work #1: Inspection of environmentally hazardous materials

During the contract period GCLBA anticipates requesting asbestos and environmentally hazardous material inspections across Genesee County.

The purpose of the survey is to locate and identify asbestos and potential hazardous materials present within the building, or within close proximity to the building, that may require removal and disposal, or other consideration, before a structure is demolished. Structures need to be surveyed for the following materials:

- Asbestos containing building materials (ACM);
- Mechanical and electrical systems containing polychlorinated biphenyls (PCB);
- Potentially hazardous or regulated materials/waste located in containers or drums;
- Potential mercury containing equipment

During preparation of the survey an inspection should be performed to assess and evaluate the presence of hazardous material at the property. As part of the inspection the following methodology should be used for ACM:

1. A survey should be performed to determine the extent and location of ACM in the survey area. The survey should be qualitative and quantitative in that an attempt should be made to locate accessible friable, non-friable and non-ACM areas, as well as an estimate of the amount of ACM. All accessible areas of the survey area should be inspected. **Sampling of Category I & II non-friable ACM including flooring and roofing materials is required. Every effort should be made to conduct a thorough survey, including removal of debris blocking access to certain areas, and possibly dewatering flooded basements/structures as necessary and where applicable.**
2. Bulk samples of all suspect ACM shall be collected by a Michigan Accredited Asbestos Inspector. Samples shall be collected in a safe manner and in accordance with EPA-approved Quality Assurance Project Plan (QAPP). As required, limited destructive sampling (i.e. interior wall or ceiling demolition) should be conducted as a part of this assessment in order to gain access to suspected ACM.
3. Per EPA recommended sampling guidelines, bulk samples shall be collected in each homogenous area encountered. Homogenous area is defined as an area of material that is uniform in color, texture, and appearance.
4. Samples of suspect ACM shall be analyzed by an accredited National Voluntary Laboratory Accreditation Program via polarized light microscopy and dispersion staining following the EPA Test Method (EPA-600/M4-82-020) and the National Institute of Standards and Technology Bulk Asbestos Handbook.
5. In an effort to minimize costs, contractor/consultant shall utilize first positive stop analysis methodologies.
6. Upon completion of the field inspection, and receipt of laboratory data contractor/consultant shall prepare a report that will include:

- a. A general description of the ACM identified,
- b. A determination of the quantity of materials observed, and diagrams indicating the location of the materials and sampling,
- c. A description of the physical assessment of friable, non-friable and thermal insulating materials,
- d. A discussion regarding the quality assurance and quality control as well as methodology,
- e. Laboratory testing results,
- f. Photos of hazardous materials and conditions limiting the scope of survey along with written descriptions of any limitations, and
- g. Photos of the front, left side, back, and right side of the structure.

Reports shall be available in PDF format with color photographs and shall be delivered to the GCLBA with an electronic summary of identified materials in an Excel format.

The survey for polychlorinated biphenyls (PCBs), potential mercury containing equipment, and containers that may contain hazardous or regulated/wastes shall be completed according to the following procedures:

1. Inspect the accessible areas of the building for potential hazardous materials such a PCB containing light ballasts, transformers, and mercury light bulbs and switches.
2. Inspect the interior and exterior areas of the building to identify the location of containers, drums, batteries, oil water separator basins, or other features that may contain potentially hazardous of regulated materials/waste. Label identified containers for removal.
3. Note appropriate information identified during this inspection and provide recommendations for the disposal of equipment or containers identified as containing PCBs, mercury, or potentially hazardous or regulated/waste.

ESA Scope of Work #2: Environmental Site Assessments

During the contract period GCLBA may request assessments for project requiring the completion of HUD Statutory Environmental Review Checklists per 24 CFR Part 58, Phase I, Phase II, and Baseline Environmental Site Assessments. The purpose of these assessments is to evaluate environmental conditions of property so that it may subsequently be demolished/ redeveloped in compliance with relevant rules and regulations. Each assessment is to be accompanied by a report that includes evaluation/ conclusion/ recommendations and documents reviewed/produces in reaching said evaluation/conclusion/recommendations. The proposed scope of work includes:

- HUD-mandated Environmental Review per 24 CFR part 58-
<https://www.hudexchange.info/programs/environmental-review/>
- Phase I Environmental Site Assessments in accordance with the All Appropriate Inquiries (AAI) Final Rule at 40 CFR Part 312 and in accordance with appropriate ASTM standards. The purpose of the Phase I ESA is to identify recognized environmental conditions. Phase I activities to include, but are not limited to:

- Historical records search
- Regulatory list review of hazardous waste generators and contaminated sites
- Review of geologic/hydrologic data and/or reports previously prepared for the site
- Phase II Environmental Site Assessments and Non-scope Testing scopes for work and testing results. Phase II activities to include, but are not limited to:
 - Sampling activities as needed to evaluate the presence and extent of suspected contaminants in soil and ground water
 - Soil boring to include chemical analysis, soil stratigraphy, and hydrogeologic properties
 - Recommendation regarding necessary actions to prepare the property for reuse. These recommendation should include recommendations for cleanup and/or the use of Institutional Controls
- Baseline Environmental Assessment (assuming Phase II completed separately)
- Preparation of Due Care Compliance or Brownfield Plans

Please note GCLBA expects the contractor/consultant to be available and responsive to any and all questions/concerns arising from the thoroughness/quality of completed reports/ surveys. The GCLBA will not pay for re-inspections resulting from contractor error and fully expects that contractor will correct any oversights that are identified after completion of the original survey.

ESA Scope of Work #3: Field Oversight

During the contract period GCLBA may undertake projects that will require Environmental Consultant Oversight. The purpose of oversight will be to ensure that all cleanup/ demolition/ redevelopment work taking place is completed in compliance with all relevant rules and regulations, including any prepared Due Care Compliance/ Environmental Construction Management plans. GCLBA expects that contracted consultants will have the requisite experience and knowledge to direct environmentally sensitive work in the field and to guide GCLBA and its contractors through any required compliance actions, reporting, and emergency responses. Billing for any field oversight conducted is to be accompanied by a report summarizing activities overseen, verifying work was completed in compliance with all relevant rules and regulations, and highlighting any additional steps GCLBA or its contractors need to take in order to ensure compliance is maintained into the future and site conditions are not exacerbated.