



City of Mason  
201 West Ash Street  
Mason, Michigan 48854

**Request for Proposals  
Administrative Consultant  
MASON SQUARE PROPERTIES PROJECT  
(CDBG Grant Administrator)**

Issued: July 26, 2017

Response Deadline: August 9, 2017

Electronically contact City of Mason with any questions regarding the RFP at [maryg@mason.mi.us](mailto:maryg@mason.mi.us)

## **BACKGROUND**

The City of Mason is accepting proposals from State of Michigan certified CDBG grant administrators for management and administrative services in the preparation of a Community Development Block Grant (CDBG) Program and subsequent administrative/implementation of that program if funded by the state.

## **OVERVIEW**

The City of Mason will award a fixed sum contract subject to approval by and funding from the state. CDBG funds can be utilized for the payment of overall program administration costs that are associated with the funded CDBG project; such costs must be within the amounts allowed under the CDBG Program.

## **PROPOSED PROJECT**

- Two Story, 5,052 Square Feet in Downtown Mason.
- Project will incorporate an existing structure with a large addition.
- Uses:
  - Residential - 1 Owner Occupied equaling 2,772 square feet on second floor
  - Commercials - 2,280 square feet for a secured restaurant tenant on first floor

Total Project Costs: \$1.2 M

- Michigan Strategic Fund Contribution: \$240,000 LOI received for CDBG funds based on job creation related to restaurant.

Compliance Notes:

- Environmental Review- Historic District Commission has approved the plan and SHPO has conceptually approved the plan.
- Property is owned by developer and has no tenants.
- DBRA is required for entire project.

## **PART ONE: SCOPE**

The scope of services that the consultant must be prepared and qualified to provide are as follows:

### **I. General Tasks**

- A. Establish project files in the GRANTEE's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the GRANTEE's files.
- B. With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- C. Prepare the Section 504 self-evaluation and transition plan, if applicable.
- D. Prepare one analysis of impediments to fair housing.
- E. Ensure all Citizen Participation Requirements are met.
- F. Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
- G. Prepare semi-annual progress reports for the GRANTEE, which includes obtaining financial data from the Property Owner/Developer/Business and obtaining employment data from the Business.
- H. Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required.
- I. Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

### **II. Financial Management**

- A. Prepare the Requests for Payment at least quarterly to ensure consistency with the procedures established for the CDBG Program.
- B. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- C. Make progress inspections and certify private investment.
- D. Provide assistance during annual audit of CDBG programs, as necessary.

### **III. Environmental Review - per project**

- A. Assist GRANTEE with determining the required level of environmental review and prepare the required paperwork.
- B. Assist GRANTEE in providing documentation to ensure that project costs are not incurred until after the completion of the environmental review and authorization from the GRANTOR.

### **IV. Procurement**

- A. Establish and maintain Procurement Policies and files.
- B. Maintain Section 3 file for each contract in excess of \$100,000.
- C. Provide annual Project DBE and other related procurement reports.

**V. Construction and Labor Compliance**

- A. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- B. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- C. Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.
- D. Obtain contractor clearance(s).
- E. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- F. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- G. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- H. Assist the project architect/engineer in obtaining any necessary permits.
- I. Monitor Section 3, DBE and other contractor and subcontractor reports.

**VI. Monitoring and Close Out**

- A. Attend and assist the GRANTEE during the MEDC's monitoring visit(s). Prepare GRANTEE's response to all monitoring findings.
- B. Prepare close-out documents.
- C. Conduct and document Performance Public Hearings on an annual and/or project basis as required.

**VII. National Objective Compliance, Surveys, and Income verification**

Job Creation: Compile semi-annual employment data and associated income certification forms from Developer/Business and submit to GRANTEE on a timely basis.

## **PART TWO: PROPOSALS**

### **I. SUBMISSION:**

In order to be considered, proposals must be received by the City of Mason **PRIOR TO 4:00 P.M. ON AUGUST 9, 2017**. The City of Mason reserves the right to reject any or all proposals. Proposals should be submitted:

**ELECTRONICALLY TO: [MARYG@MASON.MI.US](mailto:MARYG@MASON.MI.US)  
SUBJECT: CDBG CGA PROPOSAL**

Submissions will be provided a confirmation email indicating the City's receipt.

### **II. REQUIRED CONTENT:**

The proposal must include and should be organized in the following way:

#### **1. FIRM QUALIFICATIONS AND EXPERIENCE**

A background of the firm's experience administering CDBG funded projects shall include a list of similar projects completed in the last three (3) years including:

- Name of project
- Date of project start and completion
- Services provided by your firm
- References for each project

#### **2. KEY PERSONNEL QUALIFICATION AND EXPERIENCE**

A background of the firm's key personnel and qualifications shall include information on the key personnel assigned to this project, including at a minimum their role and a current resume.

#### **3. PROPOSAL FEE:**

Anticipated hours required to perform in each category within the scope. An hourly rate, including fringe benefits plus travel and material costs, if applicable. The proposal must include a justification of the hourly rate.

### **PART THREE: SELECTION CRITERIA**

All proposals will be scored and ranked with the highest rated firm being awarded a contract.

#### **Firm Qualifications and Experience – 30 Points**

A premium will be placed on the experience of the firm providing grant administration services for projects funded by CDBG through the MEDC, specifically historic mixed-use projects in smaller towns that involve the National Objective of benefiting low/moderate individuals through job creation.

#### **Key Personnel Qualification and Experience – 15 Points**

A premium will be placed on the experience and qualifications of the firm's key personnel who will be responsible for program administration.

#### **Proposed Fee – 5 Points**

The fee proposal shall include all applicable costs expected to be incurred by the Administrative Consultant's firm during the life of the project. A detailed description of anticipated costs shall be provided along with a "not to exceed amount" for the duration of the project shall form the basis of scoring and evaluation.

NOTE: A fixed sum contract on a cost reimbursement basis will be negotiated with the actual fees for services subject to approval by and funding from the state. If the application is funded, CDBG funds can be and will be used for the payment of overall program administration costs that are associated with the funded CDBG program; such costs must be within the amount allowed under the CDBG Program.

**TOTAL POINTS FOR REQUIRED CONSIDERATIONS      50 POINTS.**

### **PART FOUR: INTERVIEWS (OPTIONAL)**

Firm interviews MAY be conducted by the City of Mason prior to contract award if consultants cannot be differentiated from proposals alone. If desired, interviews will be scheduled at the convenience of interested firms and the City of Mason. The point structure above will be reevaluated and be the basis for the decision following the additional information provided during the interview.