



CITY OF BUCHANAN
REQUEST FOR PROPOSALS

Third Party Administrator for CDBG CHILL Round 2



I. Introduction

The City of Buchanan has been awarded \$300,000 through the Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) program funds. These funds will be utilized for Homeowner Improvement Projects (HIP). A Third-Party Administrator (TPA) will assist the City of Buchanan, the Unit of Local Government (UGLG), in facilitating this opportunity for qualified residents.

Please review the MSHDA-CHILL website for an overview of the program:
<https://www.michigan.gov/mshda/neighborhoods/cdbg-chill-round-2>

II. Scope of Work

This Request for Proposal (RFP) seeks a TPA for oversight, management, and coordination of MSHDA CHILL Round 2 program funds. The TPA will assist the City with administrative tasks and CDBG compliance with federal and state statutes, regulations, and policies. MSHDA provides grant administration funding associated with this grant award to assist the local unit in facilitating and managing this opportunity for qualified residents.

TPA's responsibilities include but are not limited to:

Environmental Review

- a. Assist UGLG in assessing sites, complying with federal and state statutes, regulations, and policies, providing documentation to CDBG Program Specialist, and all other related administrative activities.

Procurement/Contracts - General Contractors, Sub-Contractors (Labor Standard Insert, Wage Determinations, If Applicable)

- a. Provide administrative support and assist the UGLG in complying with federal and state statutes, regulations, and policies, providing documentation to CDBG Program Specialist, and all other related activities.

Program Implementation and Procedure

- a. Assist UGLG in community engagement efforts, meeting with prospective homeowners and reviewing applications, verification of applicant and property eligibility, administering home inspections, creating and implementing program procedures, coordination of contractors,

submission of reports and project updates to MSHDA and UGLG as needed, ensuring compliance with federal and state statutes, regulations, and policies, and other administrative work as needed.

Monitoring and Grant Closeout

- a. Attend and Assist UGLG during the MSHDA's monitoring visit(s).
- b. Assist with close-out documentation

Bid responses must include the following (at a minimum)

- 1. List the names and titles of the Third-Party Administrator staff responsible for various grant implementation duties.
- 2. List any technical assistance received or trainings attended by your staff in the last year. Provide the names of relevant staff members.
- 3. Provide a written description of previous TPA experience with federal and/or MSHDA grants. Identify any significant audit findings or delays.
- 4. Provide cost to provide Third-Party Administrator duties.

III. Evaluation Criteria

Submittals will be evaluated and ranked to determine the best value to the City based on the following criteria:

- A. Administrative Costs (including Environmental Review)
- B. Previous experience with federal and/or MSHDA grants
- C. Previous home rehab project management experience
- D. Familiarity with the City of Buchanan
- E. Staff capacity (include number if staff assigned to perform TPA duties and a description of workload)

The City of Buchanan reserves the right in its sole discretion to accept or reject any or all proposals, in whole or in part, without incurring any cost of liability whatsoever, and to waive informalities and minor irregularities in bids received.

IV. Compensations/Fees

Provide all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. A fully detailed budget including staff costs and any and all expenses necessary to accomplish the tasks and to provide deliverables under the contract. Costs for any subcontractors should be broken out separately.

V. Insurance

- A. Comprehensive General Liability and Property Damage coverage
- B. Professional Liability coverage
- C. Worker's Compensation coverage
- D. Automobile Liability

The successful bidder must meet the following minimum insurance requirements and provide proof of coverage on a Certificate of Liability Insurance form submitted with proposal:

1. If selected, a Certificate of Insurance naming, City of Buchanan as a certificate holder must be provided prior to the City's execution of contract.
2. General Liability Coverage:
 - a. \$500,000 Each Occurrence
 - b. \$500,000 Property Damage
 - c. \$5,000 Medical Expense
 - d. \$500,000 Personal & Advertising Injury
 - e. \$1,000,000 General Aggregate f. \$1,000,000 Products & Completed Operations
3. Automotive Liability
 - a. \$1,000,000 Combined Single Limit; or
 - b. \$1,000,000 Bodily Injury
 - c. \$500,000 Property Damage
4. Professional Liability (Errors and Omissions)
 - a. \$1,000,000 Each Occurrence
5. Workman's Compensation insurance as required by state statutory limits.

VI. Instructions

1. Submit one (1) hard copy in a **sealed package** no later than 1:00pm on June 5, 2024 marked – "Sealed Bid- Third Party Administrator for CHILL Grant"

City of Buchanan
Attn: Kalla Langston, City Clerk
302 N Redbud Trail
Buchanan, MI 49107

2. Questions can be submitted to Richard Murphy at rmurphy@cityofbuchanan.com
3. This RFP will be posted on the City of Buchanan website at: Cityofbuchanan.com.
4. The City reserves the right, in its sole discretion, to reject any and all proposals, or parts of any proposal, for any reason whatsoever and waive technicalities.
5. The City will only accept proposals that are responsive to the RFP and are prepared and submitted in compliance with the requirements set forth in this RFP.
6. The respondent must attest to having no outstanding or overdue tax, lien or fine obligations to the City of Buchanan.

VII. GENERAL CONDITIONS OF RFP

- A. Costs of Preparation and Submission of Proposals. Each respondent shall be solely responsible for all costs and fees incurred in preparing and submitting a proposal in response to this RFP. All material and documents submitted by any respondent shall become property of the City and will not be returned. Each respondent that participates in any inspection of the premises, engages the services of any consultants or professionals, or incurs any other costs or expenses in any further interviews and negotiations shall be solely responsible for all of the respondent's costs and fees incurred during those processes.
- B. Non-Discrimination. The City is committed to achieving diversity in the award of contracts and in the purchase of goods and services throughout all aspects of its development initiatives. The City provides minorities and women equal opportunity to participate in all aspects of City contracting and purchasing programs, including but not limited to participation in procurement contracts for commodities and services as well as for contracts relating to construction, repair work, and/or leasing activities. The City also prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, or national origin and to conduct its contracting and purchasing programs so as to prevent such discrimination.
- C. Information Contacts. Contact the City of Buchanan Development Department using the contact information listed below with any questions you may have. All questions regarding this RFP must be submitted in writing by email to the Community Development Director on or before XX, XX, 2024. Questions submitted after that date or by phone contact will not be accepted. Richard Murphy, Community Development Director City of

Buchanan 302 N. Redbud Trail Buchanan, MI 49107 E-Mail:

rmurphy@cityofbuchanan.com

- D. Delivery Requirement. Each Respondent shall assume the risk of the method of dispatching any communication or proposal to the City. The City assumes no responsibility for delays, delivery or system failures resulting from the dispatch.
- E. Reservation of Rights. The City reserves the right to determine, in its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification.
- F. Modification of Solicitation. The City reserves the right to increase, reduce, add, or delete any item, service or activity to this solicitation as deemed necessary where it is consistent with City's goals, policies or strategies to do so. Only the City's official, written responses and communications shall be considered as authoritative with regard to the requirements of this RFP. The City reserves the right to determine, at its sole discretion, the method of conveying official responses and communications pursuant to this RFP.

VIII. Certification

I hereby state that I have read and accept the terms and scope of work contained in this RFP. I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this RFP, which will become the basis for a contract if accepted by the City.

Signature: _____

Print Name: _____

Title: _____ Date: _____

Company Name: _____

Address: _____

Contact Name: _____

Phone: _____ Email: _____