

# TUSCOLA COUNTY

## REQUEST FOR PROPOSALS

### THIRD PARTY ADMINISTRATOR FOR MSHDA HOMEOWNER ASSISTANCE PROGRAMS



ISSUED BY TUSCOLA COUNTY

ISSUE DATE: SEPTEMBER 13, 2014

## SECTION I: GENERAL INFORMATION

### I-1 Purpose

This Request for Proposal (RFP) provides interested consultants with sufficient information to prepare and submit proposals to Tuscola County to satisfy its need for professional assistance in applying for and administering a MSHDA Community Development Block Grant, Homeowner Assistance program. The Homeowner Assistance program is used to improve the principal residence of income-eligible homeowners living at or below 80% of area median. Repayment for assistance is required upon sale/transfer of the property to a new owner or if the property is no longer occupied by the borrower, which is ensured by a lien on the property. The program will be available to qualified homeowners in the three target communities of the City of Caro, City of Vassar, and Village of Cass City.

### I-2 Issuing Office

The RFP is issued on behalf of the Tuscola County. Proposals should be sent to:

Tuscola County  
Attention: Administrator/Controller  
125 W. Lincoln Street  
Caro, MI 48723

### I-3 Project Statement

Tuscola County is a predominantly rural farming community with small cities and villages scattered across 813 square miles. The 2010 U.S. Census reports 82.8% of all occupied housing units in the county were owner-occupied, and 37.8% of all owner-occupied housing units were built prior to 1960. The Homeowner Assistance program offers deferred loans to income-eligible homeowners that need health, safety, energy conservation, and handicap accessible measures for their primary residence.

### I-4 Point of Contact

There shall be a single point of contact for purposes of information relative to this RFP. All questions regarding this RFP should be addressed or directed to:

Michael Hoagland  
Administrator/Controller  
Tuscola County  
125 W. Lincoln Street  
Caro, MI 48723

Phone: 989.672.3700  
Fax: 989.672.4011  
Email: [mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

#### **I-5 Response Date and Time**

To be considered, a proposal must arrive at the Tuscola County office on or before 3:00 p.m. local time on Monday, September 29, 2014.

#### **I-6 Proposals**

To be considered, consultants must submit a complete response to this RFP, using the format provided in SECTION II. Each proposal shall be submitted in three (3) copies to the issuing office. The consultant shall make no other distribution of the proposals. An official authorized to bind the consultant to the provisions of the proposal must sign the proposal in ink. For the RFP, proposals must remain valid for at least ninety (90) days.

#### **I-7 Addenda to the RFP**

In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all consultants who received the original RFP.

#### **I-8 Rejection of Proposals**

Tuscola County reserves the right to reject any and all proposals received as part of this RFP, or to negotiate with any source whatsoever in any manner necessary to serve the best interest of the county. The county does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

#### **I-9 Incurring Costs**

Tuscola County is not liable for any cost by consultants prior to the issuance of a contract.

#### **I-10 Type of Contract**

It is proposed that, if a contract is entered into as a result of this RFP, it will be a purchase of service contract. Negotiations may be undertaken with those consultants whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work. The contract that may be entered into will be the most advantageous to Tuscola County, price and other factors considered. Tuscola County reserves the right to consider the proposals or modifications thereof received at any time before an award is made, if such action were in the interest of the county.

### **1-11 Disclosure**

All information in the proposal is subject to disclosure under the provision of Public Act 442 of 1976, known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto.

All responses to the RFP shall remain confidential until the opening of the proposals by the issuing office on the date and time noted above. Thereafter, all responses shall be available for public inspection.

### **I-12 Acceptance of Proposal Content**

The contents of the proposal of the successful bidder may become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these obligations may result in the cancellation of the award.

### **I-13 Prime Contractor Responsibilities**

The selected firm will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, Tuscola County will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

### **I-14 Contract Payment Schedule**

The successful consultant must agree that they will accept as "payment-in-full" no more than the maximum amount allowable according to the terms of the applicable grant. The terms of payment for any contract entered into as a result of the RFP will be negotiated as mutually agreeable and subject to funding from the grant(s).

### **I-15 News Release**

News releases pertaining to this RFP or the service, study, or project to which it relates will not be made without prior Issuing Office approval, and then only in coordination with the Issuing Office.

## SECTION II: INFORMATION REQUIRED FROM CONSULTANT

Consultant proposals must be submitted in the format outlined below.

### **II-1 Business Organization**

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work hereunder. Indicate whether you operate as an individual, partnership, or corporation; if as a corporation, include the state in which you are incorporated. If appropriate, indicate whether you are licensed to operate in the State of Michigan.

### **II-2 Project Team**

Identify key individuals by name and title that will actually do the work under this proposal. Include resumes for all key project personnel.

### **II-3 Capacity to Perform Work**

Demonstrate the ability of having the capacity and staffing necessary to perform all work under this proposal.

### **II-4 Statement of the Project**

State in succinct terms your understanding of the project represented by this RFP.

### **II-5 Management Summary and Work Plan**

Include a narrative description of the proposed effort and of the products and services that will be delivered, also include your technical work plan. Specifically, include the manner in which tasks as described in Section IV shall be performed and detail the related products and services to be delivered.

### **II-6 Prior Experience**

Proposals submitted should include, in this section, descriptions of qualifying experience to include project descriptions, costs, and related information of projects that have been successful. Also, the name and phone number of the responsible official of the client organization/funding agency who may be contacted.

## **II-7 Authorized Negotiators**

Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contract with Tuscola County.

## **II-8 Additional Information and Comments**

Include any other information that is believed to be pertinent but not specifically asked for elsewhere, such as innovative ideas for additional services to be provided.

### SECTION III: SELECTION OF CONTRACTOR

All proposals received shall be subject to an evaluation by the issuing office deemed appropriate for the purpose of selecting the consultant with whom a contract may be signed. The following factors will be considered in making the selection.

#### III-1 Bidder Qualifications

Respondents submitting proposals shall have the following minimum qualifications:

- A. Experience and capability to train personnel to carry out the project specifications.
- B. Experience and skills to solve operational problems that may arise during implementation of the project and for the duration of the contract period.
- C. Ability to satisfactorily perform necessary administrative tasks such as financial reports, data collection, reporting, billing, etc.
- D. Have demonstrated integrity and record of compliance with public policy.

#### III-2 Criteria for Selection

- A. Responsiveness to the RFP requirements
- B. Consultant qualifications and capability
- C. Acceptance as payment-in-full maximum payment allowable by grant requirements

<u>Evaluation Factors</u>	<u>Maximum Points</u>	<u>Quality Levels</u>	<u>Score</u>
• Consultant's understanding of the project scope and intent	10	X _____	= _____
• Thoroughness of the consultant's approach to the planning, organization, and management of the project	10	X _____	= _____
• Proposed method of communication, problem solving, data gathering, and evaluation	10	X _____	= _____
• Schedule of the proposed work plan	10	X _____	= _____
• Experience of consultant with projects similar in scope and/or size	10	X _____	= _____
• Client/funder references for work completed relevant to this project	10	X _____	= _____
• Consultant's ability to provide future services	10	X _____	= _____
• Relevant experience and qualifications of project staff	10	X _____	= _____
		<b>TOTAL</b>	_____

Quality Levels

Excellent	1.0	Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability; no offsetting weaknesses.
Very Good	0.8	Meets all requirements; reflects some enhancements or strengths; few, if any offsetting weaknesses.
Good	0.6	Meets all requirements; strengths and weaknesses, if any, tend to offset one another equally.
Fair	0.4	May contain significant weakness only partially offset by less pronounced strengths; should meet all minimum requirements but some areas of doubt may exist.
Poor	0.2	Serious doubt exists about ability to meet minimum needs but may be sufficient; significant weaknesses without offsetting strengths.
Deficient	0.0	Will not meet minimum needs.



## SECTION IV: SCOPE OF WORK DETAILED GUIDELINES

### IV-1 General

- A. Coordinate all grant application and program documents
- B. Environmental review
- C. Maintenance of financial records with detailed project files
- D. Performance and compliance reports
- E. Participation in the MSHDA monitoring and program audits and clearance of monitoring and audit findings
- F. Maintain online system and input information for review in compliance with MSHDA through MSHDA online grant tracking program

### IV-2 Project Administration

- A. Manage Homeowner Assistance program to assure compliance with Federal and State regulations
- B. Provide primary homeowner and contractor contact as well as project coordination
- C. Provide initial structure inspections and specifications preparation
- D. Supervising bidding process and monitor labor standards compliance
- E. Assist local building inspectors with follow-up inspections as needed.