

Tuscola County  
REQUEST FOR PROPOSAL  
FOR  
THIRD PARTY ADMINISTRATOR  
May 30, 2024

**Request for proposal  
REQUEST FOR Third Party Administrator  
for CDBG Housing Improving Local Livability (CHILL) Grant**

I. INTRODUCTION

**A. General Information**

Tuscola County is accepting proposals for Third Party Management (TPA) and administrative services for a proposed Community Development Block Grant CHILL Grant (CDBG Housing Initiatives Local Livability), funded by the Michigan State Housing Development Authority (MSHDA).

Tuscola County has submitted an application for \$500,000 for homeowner rehab and will award a fixed-sum contract subject to approval by the County and funding from MSHDA.

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

Tuscola County is requesting proposals from qualified firms or individuals, hereinafter referred to as "contractor", for a third party administrator. The proposed contract would start on July 11, 2024.

There is no expressed or implied obligation for the County to reimburse responding contractors for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) copies of a proposal must be received at the Controller/Administrator's Office, 125 W. Lincoln St., Caro, Michigan 48723 by 4:00 P.M. on Wednesday, July 3, 2024. The County reserves the right to reject any or all proposals submitted.

During the evaluation process, the County reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the County, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal

submitted and confirmed in the contract between the County and the contractor selected.

The responsible third party administrator whose proposal will be most advantageous to the County will be selected. It is anticipated the selection of a Third Party Administrator will be completed by **Thursday, July 11, 2024**.

## **B. Term of Engagement**

This proposal is for the term of one (1) year, with an option at the County's discretion to extend additional years if such an offer was valuable to the County. Some proposers may wish to extend a contract offer with a greater cost savings for the subsequent years. Ultimately, the County will decide what length a contract will be.

## **C. Scope of Work to be Performed**

- Assisting the County and the MSHDA with the grant administration of the CDBG project. The MSHDA provides the administrative funding for the TPA to assist the local unit of government and the MSHDA with administration of a CDBG project.
- If the Determination Level for Environmental Review is Exempt, Categorically Excluded Not Subject To 58.5, or Categorically Excluded Subject to 58.5, the County may complete, or the experienced Third-Party Administrator may assist the UGLG in the preparation of necessary SHPO (if applicable) and Environmental Review documentation.
- If the Environmental Review level is determined to be an Environmental Assessment or an Environmental Impact Statement, all Environmental Review documentation must be created by a qualified SHPO and qualified Consulting Agency (refer to Pre-Qualified List of environmental consultants found in 11-B Sample Exempt RFP Scope of Work), collected by the County and Third-Party Administrator.
- Assist the County in providing documentation to CDBG Program Specialist for environmental release of funds for the awarded project.
- If the Scope changes for a project, assist the County in creating Environmental Review Amendment materials for review by the CDBG Specialist.
- Provide required procurement reports and assist the County in obtaining approvals from the MSHDA as appropriate.
- Collect and File procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.

- Collect and file contract agreements between UGLG and the Selected Contractor. Collect and file insurance documentation related to the selected contractor.
- Provide SAM and HUD Limited Deniability Checks related to selected contractor.
- Collect and File Section 3 documentation, if applicable.

**Non-Davis Bacon Projects:**

- A. Assist project architect or engineer in bid document preparation to ensure bid specification documentation is consistent with state and federal regulations.
- B. Review Contractor Payment Application materials and ensure that Supplies and Labor Amounts are present on all categories for reimbursement.
- C. File contractor clearances, specific to applicable Lead and Asbestos Abatement
- D. Monitor administrative paperwork to ensure compliance with equal opportunity, labor provisions, and Section 3 requirements.
- E. File any inspection reports related to the project.

**Davis-Bacon Projects:**

- A. Assist project architect or engineer in bid document preparation consistent with state and federal regulations.
- B. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- C. Review construction contracts to ensure they comply with state and federal regulations. Examples of regulations include the following: 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 504, etc.
- D. File contractor clearance(s), specific to applicable Lead and Asbestos Abatement.
- E. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s) with wage and fringe benefit information. Review payroll documents to ensure the following supplemental documents are provided, if applicable: Apprentice Compliance, Independent Contractors, Payroll Restitution.
- F. Conduct on-site interviews and compare the results with the appropriate payrolls.
- G. Monitor administrative paperwork to ensure compliance with equal opportunity, labor standards provisions, and Section 3 requirements. Grant Reporting Documentation. Prepare, receive, and submit signed grant reports from the UGLG. Those reports may include Audit Reports and Progress Reports.

**Payment Submittal.** Provide support documentation for Disbursement Requests.

Support documentation can include, but are not limited to the following:

- Disbursement Request Form (IGX)
- Invoices/Proof of Services detailing Labor and Supplies Amounts

- Contractor Statement or Contractor Waiver
- Payroll Deduction Authorization (as applicable)
- Record of Employee Interview (as applicable)
- SAM and HUD Deniability List Information for New Subcontractors on the Project
- Review Change Orders submitted by the UGLG

**Monitoring and Grant Closeout**

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

**National Objective Compliance, Surveys, and Income Verification Requirements**

- A. For housing projects: File the Certificate of Occupancy.
- B. Compliance, and Income Verification Reports.

**SUBMISSION OF PROPOSAL:**

Those interested in applying should have experience with CDBG and homeowner rehab. To be accepted, all proposals are to be submitted in a sealed package marked "Response to County of Tuscola Third Party Administrator for CHILL Grant". Proposals will include Letter of Interest, Resume, Rate charged for Services, and References. Please submit proposals to Neil Hammerbacher, Controller/Administrator, by email at [nhammerbacher@tuscolacounty.org](mailto:nhammerbacher@tuscolacounty.org), or by mail at 125 W. Lincoln Street, Caro, MI 48723.

Proposals are due by **Wednesday, July 3, 2024 at 4:00 pm.**

Tuscola County reserves the right to accept or reject and or all proposals. The responsible Third-Party Administrator whose proposal will be most advantageous to Tuscola County will be selected.