



Genesee County Land Bank Authority Blight Elimination Program

Request for Qualifications- EPA Revolving Loan Funds
Construction Engineer for Chevy Commons

BID NUMBER: #LB: 17-009

DUE DATE: Tuesday, April 18, 2017 at 3:00 pm EST

As part of partnership between:

Genesee County Land Bank Authority (GCLBA)
Genesee County Treasurer
City of Flint
Genesee County Parks
U.S. Environmental Protection Agency



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REQUEST FOR PROPOSALS

INTRODUCTION

Overview and Funding

The Genesee County Land Bank Authority (GCLBA) is issuing a request for qualifications from qualified Engineers to complete CONSTRUCTION ENGINEERING SERVICES for a portion of the CHEVY COMMONS Project. Chevy Commons, formerly Chevy in the Hole, consists of approximately 60 acres of land on 300 North Chevrolet Avenue, 306 and 307 South Stevenson Street, and Glenwood Avenue Parcel (between Kearsley and North Chevrolet) in Flint, Michigan.

The City of Flint (Owner) voluntarily acquired the blighted “Chevy in the Hole” property on February 8, 2013, for the purpose of guiding its redevelopment. The City of Flint has been working with partners to redevelop the property into Chevy Commons, a naturalized green space to enhance aesthetics, protect the public from exposures, and promote further redevelopment. The City of Flint entered into a Management Agreement for the GCLBA to complete the proposed cleanup/response activities.

GCLBA will complete the proposed cleanup/response activities utilizing a United States Environmental Protection Agency (EPA) Revolving Loan Fund (RLF) Cleanup subgrant made to the City of Flint and other funds as they become available including but not limited to: United States Environmental Protection Agency (EPA) Revolving Loan Fund (RLF) Cleanup loan and Superfund Site Specific Hazardous Cleanup funds, a grant through the C. S. Mott Foundation and Genesee County Parks, and United States Forest Service Great Lakes Restoration Initiative funding.

AKT Peerless (the Consultant) is the approved consultant providing RLF project management and environmental services for the GCLBA.

Partners are working to transform portions of the property into an attractive low- maintenance green space. Construction activities will likely include installation of monitoring wells, alterations to site drainage, and installation of a 6-inch to multi-foot thick vegetative cap, walkways, and parking areas over the existing surface cover. The green space will likely retain flexibility that will allow the City and partners to take advantage of future redevelopment opportunities, site programming, or recreational activities.

Construction Engineering Services are necessary to provide construction management and oversight services related to Phase 3 of capping activities on-site, ensuring that work is completed in compliance with all applicable conditions as stated in the RLF Cooperative Agreement, City of Flint Covenant Not to Sue/Prospective Purchaser Agreement (PPA), Subgrant Agreement, Management Agreement between the City of Flint and GCLBA, Chevy Commons Phase 3 specifications, and other grants and subgrant agreements as necessary.

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.

Bid Number: LB 17-009



“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.

GCLBA is seeking to encourage participation by respondents who are MBE/WBE/DVBE or Section 3 business enterprises. Companies can apply to the City of Flint or self-register with U. S. Department of Housing and Urban Development (HUD) (not the Land Bank) to become an approved Section 3 contractor.

The successful Engineer will have reviewed all additionally available electronic information and ensure that work overseen and completed complies with Michigan Department of Environmental Quality Covenant Not To Sue, Environmental Protection Agency Prospective Purchaser Agreement, Environmental Construction Management Plan, Documentation of Due Care Compliance, and DRAFT Chevy Commons Phase 3 Specifications available for review at: <https://app.box.com/s/bkteter29wmlttkdz427g0otatu3yl7y>.

Addendums to this RFQ can be found at www.thelandbank.org under the tab *Current Bids*. 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 rights, 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: 17-009

DUE DATE: Tuesday, April 18, 2016 @ 3:00 pm EST

All inquiries relating to this RFQ should be directed in writing to Faith Finholm, Grant/Compliance Manager [ffinholm@thelandbank.org], at Genesee County Land Bank, 452 S. Saginaw Street, 2nd Floor, Flint, Michigan 48502 or via the appropriate indicated email.

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 will be considered non-responsive and will be rejected.

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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. It is the GCLBA's intent to award the project to the lowest responsive and responsible Engineer for the proposal. The GCLBA may choose to enter into multiple contracts for the same scope of services to ensure that there is enough capacity to complete the work in a timely manner, as required by the funding sources identified. GCLBA also reserves the right to negotiate pricing.

All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto.

Proposal Schedule

The following is the planned schedule for release, submittal, acceptance, and award of this Request for Qualifications:

REQUEST FOR QUALIFICATIONS ISSUED March 31, 2017
ENGINEER QUESTIONS DUE 12:00 pm April 7, 2017
PROPOSAL DUE DATE 3:00 pm April 18, 2017
NOTICE OF AWARD May 2017

Term of Contract

It is anticipated that the Respondent(s) will start work on or around May 29, 2017 depending on the readiness of the projects. Any agreement awarded pursuant to this RFQ solicitation shall be for a contract period ending Friday, June 29, 2018, or until the funds are exhausted, whichever comes first. The contract period can be extended if mutually agreed by both parties in writing.

Payment to Engineer is made by the GCLBA on a net 30 day cycle upon receiving approved and complete payment request packet for each project/address and all required submittals (invoice, sworn statement, lien waivers, back-up documentation, etc.)

Federal Regulations

This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, MDEQ, and DCH), and any other or relevant local regulations and standards that may apply.

Proposals shall be responsible for compliance with the following additional requirements:

1. Certification Form Note
2. Compliance with MIOSHA Part 602 Asbestos Standards for Construction (as amended June 5, 2013)
http://www.michigan.gov/documents/CIS_WSH_part602_37719_7.pdf
3. OSHA 29 CFR 1926- Construction Industry Standards



4. 29 CFR 1910.1001, 19326.1101 & 1915.1001 – Procedures of Occupational Exposure to Asbestos
5. 29 CFR 1910.1200 – Hazard Communication
6. Federal Labor Standards and Provisions
7. Equal Opportunity Clause
8. Section 3 Clause (See Attachment E)
9. Copeland Anti-kickback Act
10. Bidders Insurance Checklist (Attachment A)
11. Genesee County Labor Standards (Including Prevailing Wage & Wage Determination)
12. And other Regulations Referenced throughout this document and attachments

PROFESSIONAL SERVICE REQUIREMENTS

Scope of Work

The subject property is a portion of a larger site formerly known as Chevy in the Hole. The subject property comprises one parcel of land identified as Parcels E. The parcel is approximately 9.2-acres of land situated south of the Flint River bounded by Swartz Creek to the east, Street to the west, and Glenwood Avenue/Kearsley Street to the south. The following table further summarizes the subject property:

Parcel	Address on Assessment Records	Tax Identification Number	Current Owner
E	300 North Chevrolet Avenue	40-13-251-011	City of Flint

The subject property is owned by the City of Flint, located at 1101 South Saginaw Street, Flint, Michigan 48502. The City of Flint received the property by Quitclaim on February 8, 2013. The City of Flint has sole ownership of the property and is in the process of selling the property to Genesee County Parks Commission

The subject property is located in an area of the City of Flint that is characterized by vacant land various commercial, industrial, educational, and residential properties, a river, public roadways and sidewalks. In general, the subject property currently consists of asphalt paved parking lots; large areas of concrete (including several former factory floors); gravel paving (including sloped areas surrounding building slabs, and areas of backfill); out of use rail spurs; concrete sidewalks; chain-link fencing, subsurface infrastructure including storm sewers, sanitary sewers, water lines; fire hydrants, and unkempt grassy areas.

GCLBA seeks sealed proposals from qualified respondents to provide the following services for Phase 3 of Construction and Capping activities at Chevy Commons:



1. Value Engineering and Contractor Negotiation Assistance
2. Construction and Contract Management
3. Field Oversight and Contractor Monitoring
4. Construction and Materials Testing

Engineer's proposal must address the Scope of Services described under each task below:

Task 1- Value Engineering and Contractor Negotiation

Engineer will assist GCLBA in value engineering throughout the duration of the project including, but not limited to:

- A. Facilitating and coordinating meetings
- B. Engineering oversight
- C. Review of specifications for efficiencies and cost savings as appropriate
- D. Revision to select specifications and plans in consult with the Environmental Consultant and GCLBA
- E. Construction scheduling revisions; and
- F. Contractor price negotiations as necessary.

Task 2- Construction and Contract Management

During the course of Phase 3 Construction and Capping Activities, Engineer will provide project and contract management of contractors retained to perform the site work. This scope of work includes but is not limited to:

- A. Pre-construction meeting coordination
- B. Coordination of routine and non-routine on-site meeting with Contractor- daily, weekly, etc.
- C. Review and assist Contractor with development of works plans and safety plans, in collaboration with Environmental Consultant
- D. Review and management of Contractor submittals
- E. General contract management and compliance monitoring in collaboration with Environmental Consultant as necessary
- F. Change order preparation, negotiation, and verification
- G. Preparing and issuing specification bulletins
- H. Responding to Contractor information requests in collaboration with Environmental Consultant as necessary
- I. Documenting overall work performance and progress in accordance with the Phase 3 construction specifications
- J. Davis Bacon interviews
- K. Collection and review of Certified Payrolls
- L. Payment request review and payment recommendation
- M. Coordination between the Contractors, GCLBA, Environmental Consultant, US EPA, MDEQ, City of Flint, Genesee County Parks and adjacent property owners as necessary
- N. Assisting contractors with site access, permitting, and work hours
- O. Coordination of Contractor Deliverables to the City of Flint and GCLBA file- Reports,



Certifications, Release of Liens, Warranty Terms, etc.

- P. Coordinate warranty issues with Contractor
- Q. Compliance monitoring for adherence of project to specifications, grant requirements, Due Care Compliance, Emergency Construction Management Plan, and all applicable local, state, and federal rules and regulations relevant to activities
- R. Development of contractor punch list and verification of completion
- S. Monitoring of 1-year landscaping maintenance contract
- T. Completion Certification

GCLBA's Environmental Consultant, AKT Peerless will assist as necessary in all environmental and EPA grant matters including providing historic and reference site information, waste profiling and manifesting on behalf of City of Flint/GCLBA, and compliance regarding USEPA RLF grant requirements and reporting. Coordination tasks will include ensuring the Environmental Consultant is notified prior to undertaking invasive construction activities and excavation of soils on site.

Task 3- Field Oversight and Monitoring

Engineer is to provide contractor and construction oversight as needed. This scope of work includes but is not limited to:

- A. Periodic, as necessary, field oversight of Contractor activities
- B. Preparation of field reports and documentation, including documentation of construction activities, written records, and photographs
- C. Field measurements for payment recommendation and compliance with specifications
- D. Soil Erosion and Sedimentation Control (SESC) observation Scheduling and performance of construction and material testing
- E. Field decisions and Construction Engineer approvals as called for within the construction specification
- F. Visual monitoring of ambient air to verify that particulate emissions from the site are appropriately minimized through dust suppression techniques implemented by the Contractor
- G. Visual monitoring of the effectiveness of soil erosion and sedimentation control measures and vehicle track-out measures to prevent public nuisance (independent from Contractor) and documentation
- H. Work with Environmental Consultant as necessary to coordinate:
 - a. Ambient air monitoring
 - b. Provision of direction to the Contractor regarding materials and methods for stockpiling of contaminated soils, fill materials and other residuals that must be temporarily stored on the property during construction
 - c. Coordination and monitoring of redistribution of soils /fill material on property
 - d. Waste characterization, waste profiling, and waste manifesting
- I. Monitor and ensure the Contractor completes and documents the 1 year maintenance contract maintaining all planted vegetation in a healthy vigorous condition following the completion of Phase 3 construction.

Task 4- Construction and Materials Testing

The contract specifications call for construction and material testing to be performed by the GCLBA at no cost to Contractor. The construction and material testing may include, but is not limited to the following:

- A. Concrete at time of placement
- B. Subgrade preparation, proof rolling
- C. Asphalt at time of placement
- D. Compaction testing for subgrade preparation beneath asphalt and concrete paved areas, sidewalks, and parking lot.
- E. Physical qualities and quality assurance testing of imported soil (independent from Contractor)
- F. Environmental testing of imported soil (independent from Contractor)
- G. Proof Roll testing of earthen cap

Work necessary to complete Construction and Material Testing will vary based on contractor performance and ability to schedule multiple testing events at one time and number of independent soil tests collected.

PROPOSAL FORMAT/SUBMITTAL REQUIREMENTS

The Engineer's proposal package shall be sealed, marked with "Chevy Commons - Construction Engineering Services Proposal" on the outside of the envelope.

The following information is required in the request for qualifications. It is required that the qualification packages be organized in the manner specified. The response should be assembled in the order listed below and utilize the headings given. 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 documentation 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 will be cause for rejection of submittals.

Each response is limited to 25 pages at 12 point font single spaced. The Genesee County Land Bank values brevity. The 25 page limit does not include the cover letter, table of contents or attachments. Resumes and project summaries are limited to 2 pages each.

Cover Letter

The Cover Letter should be bound to the response and include the name of the person(s) who will be authorized to make representations for the proposer, their title(s), office location, telephone number(s), and email address.

Proposal Price / Work Plan

Provide an itemized summary of work by task including hourly rates, estimated number of hours to be spent on the task, and total cost not to be exceeded by task. Summarize the total of the proposal and cost not to exceed.

The work plan shall estimate resources needed for each item (expenses, person hours, rate, and total cost) and shall sufficiently detail and identify the resources and objectives necessary to complete the scope of work.

The work plan is not a firm cost proposal but will be used by the GCLBA to the understand project pricing, compare the approach between bidders, and will serve as a basis to negotiate a contract with the selected Engineer.

Understanding

The Engineer's understanding of the scope of work shall be outlined with a brief written work approach summary and deliverables provided.

Qualifications

The overall nature of the Engineer's business and affiliates should be described including their qualifications and ability to complete the proposed project.

The Engineer should describe the firm's core competences and should present examples of recent and relative firm experience that is most similar to the requested scope of services. Qualifications should emphasize landscape architecture, capping/green space projects, drainage design, and experience with contaminated sites.

Specify the number of years the Engineer has experience with similar projects. A company Statement of Qualification can satisfy this submittal.

Experience/References

Please provide a list of three (3) project references that best describe the related experience of the Engineer and its Subcontractors. If possible provide the references for work that has been performed for companies similar to Consultant. Consultant will contact these references prior to award.

- *Company Name/Project Name*
- *Contact Person*
- *Address*
- *Phone Number*
- *Approximate Engineer Fee*
- *Scope of Work*

Project Team

This section should identify project team and staffing plan. Describe the prime and subcontractors on the project team. Include a list of key staff who will be assigned to this project and a detailed explanation of their experience with this type of work. If resumes are included, they should be limited to two (2) pages. GCLBA reserves the right to interview, by telephone or in person, potential key personnel prior to selection of an Engineer.

Provide an organizational chart that identifies those individuals that will be most directly involved with the proposed project. The organization chart should identify each person's home office location. Identify technical experts and the Project Manager responsible for day to day communication and coordination with the GCLBA.

The Project Manager and Key Staff shall not be changed without prior approval of the GCLBA. Assignment of a Project Manager or Key Staff other than those approved by GCLBA may result in termination of the contract.

Licensing

Provide brief summary that Engineer and Subcontractors possess the appropriate license, if any is required under applicable state law, from the Engineer's state licensing board for the past twenty-four (24) months prior to the date of the Work.

Engineer and Staff Location

As a benefit to the project, including lower mobilization costs, availability for project meetings, and local knowledge of the site, municipal contacts, and community, preference may be given for Engineers that demonstrate company and/or primary staff is located in the State of Michigan or Genesee County. Provide a brief description of home office location for Engineer, Primary Staff and Subcontractors.

Federal Requirements

Include a statement that the Engineer and Subcontractors agree to maintain compliance with federal grant requirements and reporting. Describe if Engineer and Subcontractors are subject to Davis Bacon Wages for work to be performed.

Debarment Certification

Engineer and their Subcontractors must complete and submit the attached Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

Iran Sanction Affidavit

If awarded, Engineer and their Subcontractors must sign and notarize the attached affidavit of compliance-with the Iran Economic Sanctions Act. Please acknowledge that this form will be signed and notarized.

Violation Notices and Litigation

Engineer and their Subcontractors must disclose any violations of law, permit or license,

enforcement notices, or escalated enforcement actions involving Engineer or Subcontractor within the past five (5) years.

Describe any pollution or professional liability claims filed or pending in the last five (5) years.

Identify any pending litigation or litigation completed in the last five (5) years, which Engineer was involved. Identify lawsuit by name, number, date, parties, and your claim or participation.

MBE/WBE/HBE

GCLBA is seeking to encourage participation by respondents who are Minority/Women/Handicap Business Enterprise (MBE/WBE/HBE) firms. Respondents should state whether they are an MBE/WBE/HBE business enterprise. If so, please provide a copy of a current certification letter.

All Respondents must identify their status as follows:

	Disadvantaged Business		Minority Business
	Small Business		Woman Owned
	Veteran Owned Small Business		HBCU
	Disabled Vet. Owned Small Business		Alaska Native
	None		

Additional Documents

Respondent must additionally supply proof of the following:

- A. 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 include two years of Company tax returns and a most recent financial statement provided by their accountant or a letter from their accountant stating evidence of financial stability with the proposal response. 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.
- B. 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, nonowned; and, Professional Liability with limits not less than \$1,000,000 including errors & omissions. 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) GCLBA must be listed as an additional insured.

- C. 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.)
- D. 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.
- E. Other State License and or Certification: Any State License and/or Certification that is deemed necessary to complete the Scope of Work as described.

EVALUATION CRITERIA AND SCORING

The prime objective in the evaluation process will be to select the firm best qualified to provide the required service, all factors considered. The GCLBA and partners will evaluate the qualifications received and identify the submittal that is the most responsive, responsible, and offers the best service. ***Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest price. Instead, contract(s) shall be awarded to vendor(s) whose proposal(s) received the most points in accordance with criteria set forth in RFQ (See Appendix 3 for Evaluation Criteria & Scoring).*** The GCLBA will consider cost of services, qualifications, financial viability, project references, and experience with comparable projects. Specifically, each Qualifications package will be reviewed based on the following selection criteria:

1. Pass/fail requirements.

Qualifications and References Provided	Pass/Fail
Identification of Project Manager and Key Staff	Pass/Fail
Applicable Licensing Requirements	Pass/Fail
Insurance Requirements	Pass/Fail
Acknowledgement of Federal Requirements	Pass/Fail
Debarment Certification	Pass/Fail
Acknowledgement of Iran Sanctions Affidavit	Pass/Fail
Statement of Violation and Pollution Liability Claims	Pass/Fail

MBE/WBE/HBE/Small Business Section	Pass/Fail
Evidence of Financial Stability	Pass/Fail
Current Certificate of Good Standing or Certificate of Existence	Pass/Fail
Conflict of Interest Statement & Supporting Documentation	Pass/Fail

2. Additional Factors

Evaluation Factors	Maximum Points
<p>Experience and Understanding of Construction Management Projects Bidder’s demonstration of understanding of scope of work and qualifications and experience of the firm/staff with similar work. Past performance history and relevance of past project examples including engineering or construction management of brownfield projects. Relevant experience in Flint/Genesee County will also be taken into account.</p>	50
<p>MBE/WBE/DVE Contractor provides evidence that the business qualifies as a MBE/WBE/DVE owned business or a Section 3 Business Concern as verified by a City of Flint Letter</p>	5
<p>Local Contractor Points awarded to contractors that are located in Genesee County</p>	5
<p>Price The ability to demonstrate reasonable costs in performing scope of work identified in the RFQ.</p>	20

Negotiation

The GCLBA may in its best interest elect to enter into negotiations with the apparent lowest responsive and responsible bidder(s) to arrive at a final acceptable scope of work, cost, and contract.

Proposal Rejection and Acceptance

The GCLBA reserves the right in its sole discretion to accept or reject any proposal for any or no reason and is not obligated to accept the proposal, which contains the lowest cost estimate or the lowest unit prices. GCLBA reserves the right to reject any or all proposals. GCLBA reserves the right to not award the project. GCLBA also reserves the right to waive



any defect in any bid, to the extent permitted by law or to require or permit correction of any defect or non-compliance by any bidder, as a condition of further consideration, or acceptance of the bid. However, GCLBA is under no obligation to any bidder to waive any such defect or permit any correction.

The successful bidder(s) shall enter a contract agreement with GCLBA to complete work. The successful bidder(s) will be chosen based on Evaluation Criteria provided in Evaluation and Scoring Criteria section.

GCLBA intends to award a lump sum and unit rate contract to the successful bidder(s). GCLBA reserves the right to award separate contracts for items of work.

QUESTIONS

Any questions regarding the content of this request for proposal must be addressed in writing (via facsimile or e-mail) to the Consultant by NOON, FRIDAY, APRIL 7, 2017. All questions shall be directed to the following:

Faith Finholm, Grant Compliance Manager
Genesee County Land Bank Authority
452 S. Saginaw St. 2nd Floor
Flint, MI 48502
Fax: 810.257.3090
Email: ffinholm@thelandbank.org

At the discretion of the GCLBA, the GCLBA may summarize questions into written response, which will be provided to all known parties in the bidding process as an Addendum to ensure that all qualified Engineers are supplied with all available knowledge in order to bid the job effectively.

ADDITIONAL INFORMATION

ATTACHMENTS

- A – GENESEE COUNTY BIDDERS INSURANCE CHECK LIST
- B – LIST OF REFERENCES (3)
- C – CERTIFICATION FORM NOTE
- D – IRANIAN SANCTIONS AFFIDAVIT
- E – CONFLICT OF INTEREST/NON-COLLUSION AFFIDAVIT
- F – CERTIFICATION FORM OF BUSINESS ENTERPRISE
- G – MEDC – COMMUNITY VENTURES FLYER

APPENDICES

- 1 - MAP AND BOUNDARIES
- 2 – LINK TO SPECIFICATION AND COMPLIANCE DOCUMENTS
- 3 - EVALUATION CRITERIA & SCORING

ADDITIONAL INFORMATION

ATTACHMENTS

- A – GENESEE COUNTY BIDDERS INSURANCE CHECK LIST
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APPENDICES

- 1 - MAP AND BOUNDARIES
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- 3 - EVALUATION CRITERIA & SCORING

ATTACHMENT A: GENESEE COUNTY BIDDER'S INSURANCE CHECKLIST

Coverages Required	Limits (Figures denote minimums)
1. Workers' Compensation	\$500,000 or Statutory limits of Michigan – whichever is greater
2. Employers Liability	\$100,000 accident/disease \$500,000 policy limit, disease
3. General Liability 1,000,000/OCC/AGG	Including Premises/operations \$1,000,000 per occurrence with \$2,000,000 aggregate
4. Professional liability	\$1,000,000 including errors & omissions \$200,000 per occurrence
5. Products/Completed operations	\$1,000,000 per occurrence with \$2,000,000 aggregate
6. Contractual liability	\$1,000,000 general aggregate (gen. agg.)
7. Explosion, Collapse, Subsidence	Excess Policy with limits at least \$2,000,000
8. Automobile liability Owned, hired, nonowned	\$1,000,000 combined single limit each accident-Owned, hired, nonowned
9. Pollution Liability	\$1,000,000 per loss/\$1,000,000 aggregate
10. Authority's and Contractors Protective	
11. 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.	
12. 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 OF WORK FROM THE LAST 5 YEARS

Reference #1:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project: _____

Budget: _____

Reference #2:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project: _____

Budget: _____

Reference #3:

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Project Timeline (Dates): _____

Type of Project: _____

Budget: _____

BID #: _____

ATTACHMENT C: CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

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

(Name of Respondent)

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

_____ **Will not** be responding to this RFQ, but wishes to receive future solicitations.

(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: IRAN ECONOMIC SANCTIONS AFFIDAVIT

BID# _____

AFFIDAVIT OF COMPLIANCE-IRAN ECONOMIC SANCTIONS ACT
MICHIGAN PUBLIC ACT 517 OF 2012

The undersigned, as owner or authorized officer of the below named contractor (CONTRACTOR), pursuant to the compliance certification requirement by the State of Michigan, and as referenced by the Genesee County Land Bank Authority (LAND BANK) in the Request for Proposal (RFP) which you are receiving, hereby certifies, represents and warrants that the CONTRACTOR (including its Officers, Directors and Employees) is not an "Iran linked business" as defined by the Iran Economic Sanctions Act, Michigan Public Act 517 of 2012 (THE ACT). And, that in the event CONTRACTOR is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing the work or any services under the contract.

The CONTRACTOR further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater. The cost of the LAND BANK'S investigation and reasonable attorney fees may also be added in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

CONTRACTOR:

Name of Contractor

By: _____

Its: _____

Date: _____

ATTACHMENT E: CONFLICT OF INTEREST / NON-COLLUSION AFFIDAVIT

State of _____:

S.S.

County of _____:

I, _____ of

(Name of Company/Firm)

And that 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 the bid.

I state:

1. This company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other provider, and the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person in this type of business prior to the official opening of this proposal.
2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
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 this contract is wholly or partially federally funded, and further, by submission of the bid 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.

I state that _____ understands and

(Name of my Company/Firm)



Acknowledges that the above representations are material and important, and will be relied on by the Genesee County Land Bank Authority in awarding the contract(s) for which this bid 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 for this contract.

SIGNATURE SECTION

(Signature)	(Title)
-------------	---------

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

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

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

Notary Public Signature	My Commission Expires:
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ATTACHMENT /: 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

(See other side for explanation)



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.



**Michigan Employers
and the MEDC**

...Working Together!

Community Ventures

*Michigan employers and the Michigan Economic Development Corporation
... a unique partnership to provide jobs for structurally unemployed individuals.*

Here's how the wage incentive works for your full-time, permanent employees:

*Community Ventures
Monthly Wage Incentive
\$500 x Number of
Employees*

Monthly Example

\$10 x 160 hours

**Monthly Wages
= \$1,600**

\$1,600 - \$500 = \$1,100

**Your Monthly Wage Cost
= \$1,100**

**Examples of
Annual Grant Awards**

Grant amount your company could receive based on number of employees who are eligible for the Community Ventures program.

5 employees =	\$25,000
10 employees =	\$50,000
15 employees =	\$75,000
20 employees =	\$100,000
25 employees =	\$125,000
100 employees =	\$500,000

Advantages for Employers

Employer Wage Incentive Under Community Ventures' guidelines, Michigan employers who agree to hire structurally unemployed people (from key target communities) in permanent, full-time positions will **receive a one-time \$5,000 wage reimbursement incentive for each employee. The grant is paid in monthly installments.**

Pre-Screened Talent Community Ventures is designed to ensure that both employers and companies are well-matched. Community Ventures works with the local Michigan Works agencies to provide job applicants who reside in target areas. **In the Flint area the target areas are Flint, Burton, Mt. Morris, and Mt. Morris Township.** Michigan Works will pre-screen applicants for you to interview.

Employee Retention Services Another key component of our program is the availability of **supportive services and resources** to help individuals who are hired at your company to remain successfully employed.

Streamlined Process Our wage reimbursement process is streamlined to make it as easy as possible for employers. **We require a monthly wage verification form with copies of pay stubs for each employee and an invoice on your company's letterhead.**

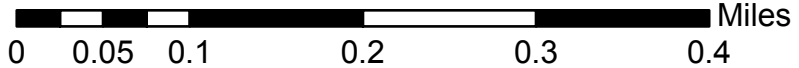
Contact

Valerie Jemerson, Project Coordinator-Flint
Community Ventures
810-233-5627, extension 140
517-488-5101 (cell)
jemersonv@michigan.org

Chevy Commons Phase 3



- Major_Roads_Flint
- Water Features
- Parcels_2016



APPENDIX 2- SPECIFICATION AND COMPLIANCE DOCUMENTS

The successful bidder will have reviewed the following documents regarding site conditions and compliance:

- City of Flint/EPA Prospective Purchaser Agreement (PPA)
- City of Flint/MDEQ Covenant Not To Sue (CNTS)
- Chevy Commons Environmental Construction Management Plan 9-30-14 (ECMP)
- Chevy Commons Documentation of Due Care Compliance
- DRAFT Chevy Commons Phase 3 Specifications and Project Manual

The documents listed above are available for review at the link below:

<https://app.box.com/s/bkteter29wmlttkdz427g0otatu3yl7y>

EVALUATION CRITERIA AND SCORING – Construction Engineer

The GCLBA and partners will evaluate the qualifications received and identify the submittal that is the most responsive, responsible, and offers the best service. The GCLBA will consider cost of services, qualifications, financial viability, project references, and experience with comparable projects. Specifically, each Qualifications package that passes the requirements specified in the RFQ as “Pass/Fail” will be reviewed based on the following selection criteria:

PROPOSAL/EVALUATION CRITERIA:

Evaluation Factors	Maximum Points
<p>Experience and Understanding of Construction Management Projects</p> <p>Bidder’s demonstration of understanding of scope of work and qualifications and experience of the firm/staff with similar work. Past performance history and relevance of past project examples including engineering or construction management of brownfield projects. Relevant experience in Flint/Genesee County will also be taken into account.</p>	50
<p>MBE/WBE/DVE</p> <p>Contractor provides evidence that the business qualifies as a MBE/WBE/DVE owned business or a Section 3 Business Concern as verified by a City of Flint Letter</p>	5
<p>Local Contractor</p> <p>Points awarded to contractors that are located in Genesee County</p>	5
<p>Price</p> <p>The ability to demonstrate reasonable costs in performing scope of work identified in the RFQ.</p>	20

Experience and Understanding of Construction Management Projects**1. Experience** in the appropriate scope of work as outlined in the RFQ. **(Up to 12 points)**

Five (5) to nine (9) years of experience in in relevant scope of work.	2 Points
Ten (10) to nineteen (19) years of experience in in relevant scope of work.	4 Points
Twenty (20) to twenty-nine (29) years of experience in relevant scope of work.	6 Points
Thirty (30) to thirty-nine (39) years of experience in relevant scope of work.	8 Points
Forty (40) to forty-nine (49) years of experience in relevant scope of work.	10 Points
Greater than fifty (50) years of experience in relevant scope of work.	12 Points

2. Demonstrated Understanding/Staffing **(Up to 28 points)**

Demonstrated experience on similar brownfield projects.	6 Points
Demonstrated familiarity with the goals and practices of GCLBA and City of Flint.	4 Points
Demonstrated experience working with DEQ and EPA grant management and compliance.	8 Points
Demonstrated Experience managing construction contracts.	4 Points
Demonstrated Staffing committed to project with required experience.	4 Points
Respondent provides plan to incorporate MBW/WBE/DVE/Section 3 subcontractors.	2 Point

3. Site Specific Experience will be scored in a tiered fashion with the respondent with most experience receiving 10 points, others with site specific receiving 5 points, and no site specific experience will receive 0 points. **(Up to 10 points)**

No site specific experience	0 Points
Some site specific experience	5 Points
Most demonstrated site specific experience	10 Points

4. Pricing **(Up to 20 Points)**

Respondent is encouraged to present an efficient and streamlined approach to project management while ensuring that work is completed in accordance with technical specification.