



Andy Schor, Mayor

CITY OF LANSING

PURCHASING OFFICE

124 W. Michigan Ave 3rd FL

Lansing, Michigan 48933

(517) 483-4128

<http://www.lansingmi.gov/460/purchasing>

Nov. 3, 2023

REQUEST FOR QUALIFICATIONS AND PROPOSAL
RFQP/24/061
FFY2024-2025 ANNUAL ACTION PLAN
ECONOMIC PLANNING AND DEVELOPMENT DEPARTMENT

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info.

The City of Lansing requests qualification and proposal statements for FFY2024-2025 Annual Action Plan. The City reserves the right to accept any proposal, to reject any and all proposals and to make the award in the best interest of the city.

Please submit one copy unbound-no staples of your completed proposal **up to but no later than, 2:00 PM local time in effect November 21, 2023**, to the City of Lansing, Purchasing Office, 124 W. Michigan Ave. 3rd Floor., Lansing, Michigan 48933 or electronically submitted thru the Mitn Site (www.mitn.info). All submittals must be sealed and identified on the outside of the mailing envelope with "RFQP/24/061 FFY2024-2025 Annual Action Plan.

Please submit one copy of the cost of services as a separate and distinct part of your overall proposal and clearly mark "RFQP/24/061, Proposal Fees" on the outside of the envelope enclosed with your response.

Any contractual or quote package questions should be directed to Stephanie Robinson at 517-482-4128 or stephanie.robinson@lansingmi.gov. Technical questions may be directed to Barb Kimmel at (517) 483-4053 or barb.kimmel@lansingmi.gov.

Stephanie Robinson
Senior Buyer

Solicitation Number: RFQP/24/061

Solicitation Name: FFY2024-2025 Annual Action Plan

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

☐ City of Lansing Purchasing Web Page <http://www.mitn.info>

☐ City of Lansing Purchasing Office

☐ Other, please

list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing

yes _____ no _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

All proposers shall complete the Proposal and Award page(s) and submit all information requested herein in the proposal document in its entirety, **IN ORDER FOR THE PROPOSAL TO BE RESPONSIVE. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE AND REJECTED.**

REQUEST FOR QUALIFICATIONS and PROPOSAL (RFQP)

PROPOSAL REFERENCE No.: RFQP/24/061

ISSUE DATE: 11/03/23

PROPOSAL OPENING DATE: 11/21/23

PROJECT: FFY2024-2025 ANNUAL ACTION PLAN

ISSUING OFFICE: ECONOMIC DEVELOPMENT AND PLANNING

CONTACT NAME: BARB KIMMEL

PHONE: (517) 483-4053

CONTENTS

Page

Notice to Respondents

Cover

Request for Qualifications and Proposal

Statement of No Proposal

Proposal and Award

Instructions, Terms & Conditions

Indemnity and Insurance

Fees

Introduction & Scope of Services

Should any of the required documents be missing from your packet, immediately notify the Finance Department, Purchasing Office and request that they be supplied.

DATE _____

REQUEST FOR PROPOSALS
RFQP/24/061

Please complete Section I or II and Section III.

Section I

PROPOSAL AND AWARD

Initial: _____

The undersigned, having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Lansing. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Lansing that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document. Please initial next to Proposal and Award, sign Section III and submit with your response to this solicitation.

Section II

STATEMENT OF NO PROPOSAL

Initial: _____

If you do not intend to submit a response to this solicitation, please complete this section, initial next to Statement of No Proposal and sign Section III. Please return this page via mail or fax (517.483.4524) by the proposal due date.

We, the undersigned have declined to submit a proposal for the following reason:

_____ Insufficient time to respond to the Request for Proposal.

_____ Our schedule would not permit us to perform.

_____ Other (specify below).

Remarks: _____

Section III

SIGNATURE

Federal Tax ID# _____

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE: (_____) _____ FAX: (_____) _____

EMAIL: _____

INSTRUCTIONS TO RESPONDENTS

TERMS AND CONDITIONS

Use Of RFQP Forms

This packet represents the RFQP document. If you choose not to submit a response, please complete and return Page 2 "Statement of No Proposal". If you choose to submit a proposal, then page 3 " Proposal and Award" must be submitted with your proposal.

Interpretations for Addenda

Questions from Respondents regarding this RFQP must be submitted to the Buyer, in writing, and must arrive in the Office of Purchasing no later than seven (7) City business days prior to the due date set of the RFQP. Answers to questions that change or substantially clarify the RFQP will be issued as an addendum and will be provided to all prospective respondents. Addenda will be on file in the Office of Purchasing at least five (5) City business days before the proposals are opened. All addenda will be mailed to each person holding Documents, but it shall be the Respondent's responsibility to make inquiries as to the Addenda issued. All such Addenda shall become part of the Contract Documents and all Respondents shall be bound by such Addenda, whether or not received by the Respondent. The Office of Purchasing will respond to telephone inquiries or visitations by vendors or their representatives. The City of Lansing's Office of Purchasing does not commit to answering questions received during the last five (5) business days prior to the proposal due date.

RFQP's

- a) All proposals must be submitted following the RFQP Format as stated in this document using figures attached (when provided) and shall be subject to all requirements of this Document including the INSTRUCTION TO RESPONDENTS and GENERAL INFORMATION sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFQP format by the Respondent.
- b) The City of Lansing may consider as irregular any proposal on which there is an alteration of or departure from this RFQP Format, as provided in the RFQP Documents, and at its option may reject the same.
- c) If a Contract is awarded it will be awarded by the City of Lansing to the most responsive proposal on the basis of Section 206 of the City of Lansing Code of Ordinances. The Contract will require the completion of the work pursuant to these documents.
- d) Each Respondent shall include in its proposal, in the format requested thereof, the cost of performing the work. The prices set forth in the proposal by the Respondent shall remain effective 90 days from the time of the proposal opening.

PROPOSAL CONTENTS/ ECONOMY OF PREPARATION

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFQP. Fancy bindings, colored displays, promotional material, etc., will not receive evaluation credit. Emphasis should be on completeness and clarity of content.

All costs associated in the preparation of the proposal and its contents will be born by the respondent. The city is not responsible for any costs or fees associated with its preparation or delivery. The contents of the proposal will become the property of the City's upon submission. The contents of the proposal of the successful respondent will become contractual obligations, if a contract ensues. Failure of the successful vendor to accept these obligations may result in cancellation of the award.

CORRECTIONS

Erasures or other changes in the RFQP form must be explained or noted over the signature of the Respondent.

COLLUSIVE AGREEMENTS

- a) Each Respondent submitting a proposal to the City of Lansing for any portion of the work contemplated by the documents on which a Response is based shall execute and attach an affidavit to the effect that it has not colluded with any other person, firm, or corporation in regard to any proposal submitted.
- b) Before executing any subcontract, the successful Respondent shall submit the name of any proposed subcontractor for prior approval.

ORGANIZATION AND FINANCIAL STATEMENT

Each Respondent shall, upon request, of the City of Lansing, submit an ORGANIZATION AND FINANCIAL STATEMENT. The City of Lansing shall have the right to take such steps as it deems necessary to determine the ability of the Respondent to perform its obligations under the Contract, and the Respondent shall furnish the City of Lansing all such information and data for this purpose as it may request. The right is reserved to reject any proposal where an investigation of available evidence or information does not satisfy the City of Lansing that the Respondent is qualified to carry out properly the terms of the Contract, or where the Respondent refuses or fails to furnish the City of Lansing with any evidence or information requested by the City.

SIGNATURES

The Proposal and Award page and any proposal notifications, claims or statements must be signed in ink by an official of the proposing organization authorized to bind the proposer to the provisions of the RFQP.

TIME FOR RECEIVING PROPOSALS

Proposals received prior to advertised hour of opening will be securely kept unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and proposals received thereafter will not be considered. Late RFQP's will be returned to the Respondent un-opened. **The City of Lansing is not responsible for delivery delays and the date-stamp clock at the City of Lansing Purchasing office location shall determine the official time of receipt.**

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for opening. The proposal guarantee of any Respondent withdrawing its RFQP in accordance with the foregoing conditions will be returned promptly.

4

A proposal, including all pricing, may not be withdrawn, modified or canceled by the vendor for a period of 90 days following the proposal deadline and vendor so agrees upon submittal of the proposal. Once selected, the vendor agrees to extend submitted prices, if needed, during the contract negotiation period.

DEFAULT TO CITY

It is understood that any Respondent who is in default to the City at the time of opening the proposal shall have the proposal declared null and void.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)1(G).

AWARD OF CONTRACTS / REJECTION OF PROPOSALS

- a) The Contract will be awarded to the most responsive respondent as determined pursuant to the provisions of Chapter 206 of the City of Lansing's Code of Ordinances, provided such proposal is in the best interests of the City of Lansing to accept it.
- b) The City of Lansing reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in its best interests. The Respondent to whom the Award is made will be notified at the earliest possible date.
- c) The City of Lansing reserves the right to consider as unqualified to perform the Contract any Respondent who does not habitually perform with its own forces twenty-five (25%) of the work involved.
- d) The Contract shall not be considered executed unless signed by the Mayor after approval as to form by the City Attorney and certification as to the availability of funds by the City Controller. Signatures on behalf of the City other than those cited above shall not constitute contract execution by the City and the contract shall be null and void.

EQUAL EMPLOYMENT OPPORTUNITY

Attention of Respondents is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated on any illegal basis including race, color, religion, sex, or national origin as required by the City of Lansing's Ordinance Section 206.21 (see Equal Opportunity Provisions).

TAX LIABILITY

When the terms of this contract involve the lease of property, real or personal, to the City, it is understood that the Lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the term of the lease. Sales Tax and Use Tax are applicable in this contract and are the sole responsibility of the Provider of services.

CITY ORDINANCE AND CHARTER REFERENCES

All City of Lansing Ordinances and Charter Sections applicable to this RFQP are available at the Lansing City Clerk's office for the Respondent's inspection and review, and the Respondent understands that it is its sole responsibility to understand and fully comply with all applicable City of Lansing Ordinance and Charter sections.

NOT TO EXCEED OR NON-APPROPRIATION

The Respondent hereby recognizes that the City is a political body corporate, and that in the event the City fails to appropriate monies sufficient enough to pay its obligations herein, that the City may terminate this agreement without incurring any liability thereof.

TYPE OF CONTRACT

It is proposed that a contract entered into as a result of this RFQP will have a fee structure with a specified maximum, not to be exceeded, cost. Negotiations may be undertaken with those Respondents whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work, and in accord with the City of Lansing Code of Ordinances. The contract that may be entered into will be that one which is most advantageous to the City, price and other factors considered. The City reserves the right to consider proposals of modifications thereof received at any time before the award is made, if such action is deemed to be in the best interest of the City.

NEWS RELEASES

News releases pertaining to this request, or the work to which it relates, will not be made without prior written approval of the issuing office.

INCURRING COST

The City shall not be liable for any costs, including any travel, by the proposer prior to award of contract. The City does not intend to pay for any information obtained, though such may be utilized in determining the award. Total liability of the City is limited to the terms and conditions of this request and any resulting contract.

NO THIRD-PARTY RIGHTS

It is agreed and understood that the contract is made solely for the benefit of the City and the Provider of Services; that it is not made for the benefit of any third party; and that no action or defense may be founded upon this contract except by the parties signatory hereto.

DISCLOSURE OF PROPOSAL CONTENTS

After contract award, a summary of total price information for all submissions may be furnished upon demand to those Respondents participating in this request. If a proposal contains any information that the Respondent does not want disclosed to the public or used by the City for any purpose other than proposal evaluation, each sheet of such information must be marked with the following legend:

"This information shall not be disclosed outside the City or be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the proposal; provided, that if a contract is awarded to the respondent, or as a result of, or in connection with the submission of such information, the City shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the City's right to use information contained herein if obtained from another source."

ORAL PRESENTATION

Respondents who submit a proposal may be required to make an oral presentation of their proposal to the Issuing Office. These presentations will provide an opportunity for the respondent to clarify its proposal to ensure mutual understanding of its contents. The Issuing Office will schedule any such presentations.

ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful offeror will become contractual obligations, if a contract is issued. Failure of the successful respondent to accept these obligations will result in cancellation of the award.

PROJECT CONTROL

- A. The consultant will perform the work under the direction and control of a Project Director designated by the Issuing Office.
- B. The Project Director will meet on an agreed upon basis with the consultant's Project Manager for the purpose of reviewing progress and providing necessary guidance to the consultant in solving problems which may arise.
- C. The consultant will submit written, summaries of progress on an agreed upon basis which outlines the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, problems which have arisen or may arise which should be brought to the attention of the City of Lansing's Project Director, and to request approval for significant deviation from previously agreed upon work plans. In addition, a summary of project costs for completed work, and expected costs for the remainder of the work will be included.

CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made monthly upon receipt of the consultant's billing statement and progress reports. The consultant's billing statement should include detailed information regarding person-hours expended by classification and by task, as well as information regarding such items as mileage, materials, and other non-overhead costs.

CANCELLATION

CANCELLATION OF CONTRACT by the City may be for; a) default by the contractor or; b) lack of further need for the service or commodity at the location names in the contract. Default is defined as the failure of the contractor to fulfill the obligations of his/her quotation, contract, or purchase order. In case of default by the contractor, the City may cancel the contract or purchase order immediately and procure the articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby. In the event the City no longer

needs the service or commodity specified in the contract or purchase order due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, the city may cancel the contract or purchase order by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation.

INDEPENDENT PRICE DETERMINATION

- A. By submission of a proposal, the offeror certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - 1. The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror, or with any competitor; and
 - 2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror, and will not knowingly be disclosed by the offeror prior to award directly or indirectly to any other offeror, or to any competitor; and
 - 3. No attempt has been made or will be made by the offeror to entice any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

B. Each person signing the proposal certifies either:

1. They are the person(s) in the offeror's organization responsible within the organization for the decision as to the prices being offered in the proposal, and that they have not participated and will not participate in any action contrary to "A-1, 2, and 3" above; or
2. They are not the person(s) in the offeror's organization responsible within that organization for the decision as to the prices being offered in the proposal, but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to "A, 1, 2, and 3" above, and as their agent does hereby so certify, and that they have not participated and will not participate in any action contrary to "A 1, 2 and 3" above.

C. A proposal will not be considered for award if the sense of the statement required in the Cost and Price Analysis portion of the proposal has been altered, so as to delete or modify "A 1 and 2" or "B", above. If "A 2" has been modified or deleted, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

INDEMNITY

Respondent shall be solely responsible for and shall indemnify, defend and hold harmless the City, its agents, officers and employees from and against any and all claims, suits, damages and losses, specifically including, but not limited to those for loss of use of property, for damage to any property, real or personal, for injury to or the death of any person including but not limited to employees and officers of the City and for all other liabilities whatsoever including related expenses and actual attorneys fees in any way sustained or alleged to have been sustained or indirectly, by reason of or in connection with:

1. The performance of the works by or any other activities of the Respondent, its employees or agents or officers including but not limited to the use of any equipment or material furnished by the Respondent; or
2. The presence of Respondent, its employees, agents or officers on the premises of the City; whether such claims, suits, damages, losses and liabilities are based upon or result in whole or in part from the active or passive negligence of the City, its employees, agents or officers or City's strict liability in tort, breach of warranty, breach of contract, duty to indemnify or any other basis or cause whatsoever whereby the City might be held liable; provided, however, that the foregoing shall not be construed to be an agreement to indemnify the City against liability for damages caused by or resulting from the sole negligence of the City, its agents, employees or officials, under circumstances whereby said agreement would be in violation of Michigan Public Act 1966 No. 165, Section 1 (MCLA Section 691.991) if applicable. This provision shall extend beyond the terms of this Agreement.

INSURANCE

The selected firm will be responsible for providing certificates of insurance to the City which prove the firm has not less than \$1,000,000 coverage for Personal Liability and Property Damage and proof of Worker's Compensation Insurance. The Personal Liability and Property Damage certificate shall name the City of Lansing as additionally insured and shall carry a twenty (20) day Notice of Cancellation. Proof of insurance, as stipulated above, shall be provided to the City within ten (10 working days) of issuance by the City of an Award of Contract. When the City receives proof of insurance, if everything is in order, it will issue a "Notice to Proceed" to the consultant.

Automobile Liability insurance shall be provided and include:

1. Coverage that complies with the requirements of the Michigan No-Fault Law.
2. Coverage for Owned, Hired, and Non-owned vehicles.
3. Residual liability coverage with a combined single limit of at least \$1,000,000 for both Bodily Injury and Property Damage.

The consultant shall also provide proof of professional liability insurance which shall insure against acts which are in the nature of professional services performed by providers of this type of service. If a contract is entered into, the consultant shall maintain such professional liability insurance during the life of the contract.

Professional Liability Coverage shall be provided in an amount not less than \$1,000,000 per occurrence. This coverage may be written on a claims-made basis.

FEE SECTION

This portion of the proposal must be submitted in a sealed and separate envelope* or electronically inside your submittal and clearly marked “RFQP/24/061 COST PROPOSAL” and submitted with your RFQP.

Provide the cost for delivering the program to an eligible recipient family from intake through completion of purchase (closing)..

(Eligible costs include – Cost of Staff performing duties described herein. No actual down payment assistance funds shall be included in this cost. Administrative costs are not eligible for funding).

All above fees whether lump sum or hourly should be shown as “Total Cost Proposed”.

**REQUEST FOR QUALIFICATIONS AND PROPOSAL
FOR PROFESSIONAL SERVICES
City of Lansing, Michigan
FFY2024-2025 Annual Action Plan
and Tier I and II Environmental Reviews**

GENERAL STATEMENT OF WORK

The City of Lansing, Michigan seeks statements of qualifications for professional services to prepare a Federal Fiscal Year (FFY) 2024 -2025 Annual Action Plan for the City of Lansing, MI.

BACKGROUND

The City of Lansing administers federal funds allocated by the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grants (ESG) program funds. These housing and community development activities are targeted towards low to moderate income individuals and families. Activities such as the following are provided in the greater Lansing community: housing rehabilitation, economic development, down payment assistance, new construction, homelessness prevention, street outreach. The Annual Action Plan for FY2024-2025 in year three of a five-year strategic plan and application for federal funds. In order for the City of Lansing to qualify for federal housing and community development funds in FY 2022 the final Annual Action Plan must be submitted to HUD no later than May 14, 2024.

SCOPE OF WORK

Environmental Reviews

Complete Tier I and Tier II Environmental Reviews for projects as requested during the time of the contract from execution through May 14, 2024. The Development Office anticipates the need for approximately two Tier 1 Environmental Review and approximately nine to thirteen Tier II Environmental Reviews during this timeframe.

Action Plan

Prepare and submit into HUD's Integrated Disbursement and Information System (IDIS) a complete FFY 2024-2025 Annual Action Plan for the City of Lansing. Plans shall be prepared in accordance with Consolidated Plan and Action Plan Regulations at 24 CFR Part 91 and any other rules, regulations, or guidance prescribed by HUD including relevant HUD CPD notices and the Consolidated Plan Desk Guide, and include all appropriate data, charts, and maps. The Plans must be prepared in accordance with the approved City of Lansing Citizen Participation Plan which can be found at [Documents & Resources | Lansing, MI - Official Website \(lansingmi.gov\)](https://www.lansingmi.gov/documents/2018/01/2018-2023-Citizen-Participation-Plan) As part of the scope of work, the consultant must review and consider the following in the development the project:

- Past and present plans, including past and present Consolidated Plans, Annual Action Plans, Analysis of Impediments to Fair Housing Choice, and Housing Needs Assessments.
- Other City plans and projects including the *Design Lansing* Comprehensive Plan and Draft 2023 Supplemental Update, which should be published in November 2023.
- Information about past and current Community Development programs, policies, and related materials.

The Consultant will be required to plan and coordinate and attend all public meetings and public hearings associated with the project. This includes conducting meaningful community outreach

and engagement, as required by HUD, with stakeholders, including citizens, City staff members, Lansing Housing Commission, the Continuum of Care, nonprofit and other agencies and neighborhood leaders.

The consultant will be responsible for the following as it relates to the Annual Action Plan based on data collecting, research and analysis, and public feedback. In addition, the consultant will be responsible for developing the following:

- Development and definition of goals to address community needs and gaps.
- Development and definition of projects and activities to meet the needs of the community.
- Priorities for the allocation of funding resources.

Provide the Development Office with a written framework for completing future Annual Action Plans including written instructions, whereby they can undertake the completion of the Annual Action Plan in the future. Include detailed steps, locations for required data and mapping, and

Information on the template and the desk guide for using IDIS to prepare the Annual Action Plan in IDIS online can be found at the following: [DIS Consolidated Planning Tool for CPD Grantees November 16, 201 \(hud.gov\)](#)

Planning Meetings with Annual Action Plan Staff Team

Facilitate regular project scoping and planning meetings with staff from the City of Lansing Development Office. Essential Development Office Staff includes:

- Barb Kimmel, Development Manager
- Doris Witherspoon, Senior Planner
- Tyler Blakey, Community Development Coordinator

Annual Action Plan Citizen Participation

- Conduct 3 public hearings, including providing the Development Office with a Public Notice for publishing per the attached schedule.
- Consultation, as appropriate, with public and private agencies that provide assisted housing, health services, and social and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons), local public housing authorities, the local Continuum of Care, and other stakeholders including those required under 24 CFR Part 91.
- Public Meetings must be advertised in diverse impacted communities.

Outcome Performance Measurement System

Develop a local outcome performance measurement framework that includes performance outcomes, outputs, and indicators. The framework shall allow for reporting under HUD's outcome performance measurement system while providing a local structure to guide funding decisions for and track progress toward the accomplishment of locally identified needs and priorities.

DELIVERABLES

Deliverable	Due Date
1) Annual Action Plan* Draft to Development for Review	February 25, 2024
2) Final Annual Action Plan* Draft to Development for Review	May 9, 2022
3) Annual Action Plan template entered in HUD's Integrated Disbursement and Information System (IDIS).	May 14, 2024
4) Tier 1 Environmental Reviews	30 days after receipt of request
5) Tier 2 Environmental Reviews	10 days after receipt of request

* The above Deliverables and all other work product are to be provided as Word documents. The format should be reader-friendly (i.e., visually pleasing, simple language), not simply a download of the Plan from IDIS.

SCHEDULE

Periodic progress reports and draft documents shall be provided on a schedule to be determined with City staff.

The following timeline will be used for delivery of the Annual Action Plan templates:

November 3, 2023	RFQP released.
November 21, 2023	RFQP responses due by 2:00 p.m.
November 24, 2023	Contract awarded.
December 1, 2023	Contract executed.
December 5, 2023	Action Plan Public Hearing on housing needs, priority non-housing CD needs, use of Federal formula program funds, community meetings at Planning Board.
December 18, 2023	Publish notice of public hearing on Proposed Statement of Community Development Objectives and Projected Use of Funds for Federal Formula Grants for FY2024-2025.
February 6, 2024	Public Hearing on Proposed Statement of Community Development Objectives and Projected Use of Funds for Federal formula programs at Planning Board.
February 25, 2024	Provide the Development Office with a draft summary of the proposed Action Plan for FY23-24.

End of February, 2024	Recommendation by Planning Board on the proposed program objectives and projected use of Federal formula program grants.
March-April, 2024	Publish summary of proposed Action Plan for FY23-24 and invite written public comments.
March 18, 2024	Provide the Development Office with a Draft Action Plan for review.
March 25, 2024	Provide the Development Office with final draft of Action Plan for transmission to the Mayor to schedule the Public Hearing.
April 15, 2024	Public Hearing on Proposed Action Plan at City Council Meeting.
May 7, 2024 or earlier	Approval of Action Plan by Council.
May 9, 2024	Provide a final draft of the Annual Action Plan to the Development Office.
May 14, 2024	Annual Action Plan entered into HUD's Integrated Disbursement and Information System.

SELECTION CRITERIA AND RELATIVE IMPORTANCE

The following criteria will be used to rate responses to this RFQP:

Factor	Points
Experience and qualification of personnel to be assigned to the project in providing facilitation and planning services for affordable housing and community development planning processes or other similar planning processes or initiatives.	20
Consultant's qualification and experience in providing the requested service(s) as exemplified by past projects and client contacts.	20
Proposed project approach, including team organization and structure, understanding of project objectives and requirements, and proposed schedule.	20
Knowledge of key elements of HUD's Action Planning requirements and experience with HUD's Action Plan Template in IDIS, including log-on privileges or the ability to obtain log-on privileges.	20
Total project cost	20
Total Possible Points	100

The successful consultant will enter into a professional services agreement with the City of Lansing, MI. The most qualified consultant(s) will be selected. An agreement with the selected consultant will be on a cost reimbursement “not to exceed” basis with payment terms to be negotiated.

SUBMISSION REQUIREMENTS

Please submit one unbound copy of your completed proposal up to but no later than 2:00 pm, November 21, 2023, to the City of Lansing Purchasing Office, 124 W. Michigan Avenue, 3rd floor, Lansing, Michigan 48933. Hard copies can be delivered to the Purchasing office at City Hall on 3rd floor or electronically submitted through the MITN site (www.mitn.info). USPS, UPS, and FedEx are acceptable alternatives.

Interested consultants are invited to submit responses that contain the information described below. Responses shall be titled “Request for Qualification Statement for Professional Services for City of Lansing FFY 2024-2025 Annual Action Plan Preparation” and numbered and lettered as the questions are presented herein.

1. Background and Experience

- a. Consultant’s full legal name, Unique Entity Identifier (UEI) number, date of establishment, type of entity and business expertise, and short history.
- b. Name, address, telephone number, and email of consultant’s designated contact person.
- c. Examples of prior engagements in which the consultant assisted a HUD entitlement community in preparing a Consolidated Plan and/or Annual Action Plan.
- d. The names, phone numbers, and emails of contact persons for at least three (3) organizations for whom projects referenced in this section were conducted.
- e. The consultant’s capacity to accomplish the work within the required timeframe.

2. Personnel/Professional Qualifications

- a. All persons (including subcontracted) who would perform work for the project. Specify the functions to be performed by each and indicate the project lead(s). Note that any subcontracted personnel shall not be changed without prior authorization by the City.

3. Specialized Knowledge and Technical Competence

- a. Consultant’s knowledge of HUD’s Consolidated Planning requirements.
- b. Consultant’s experience with HUD’s Annual Action Plan submission templates in IDIS.
- c. Consultant’s ability to prepare maps using: 1) HUD’s CPD Maps tool, and 2) ArcGIS or another mapping application.

4. Project Approach

- a. Detail the scope of the work to be performed and the approach to be used in applying an equity lease.
- b. A project work plan that includes benchmarks and timetable for completing the scope of work.
- c. A complete budget broken down by task, number of hours, and associated costs.
- d. Provide a fee-per-additional meeting/interview in the event more stakeholder focus group meetings and/or interviews are warranted.
- e. Any other information the consultant feels appropriate.

5. Attachments

- a. Certificate of Good Standing for Corporation issued by the Michigan Secretary of State; or Certificate of Existence for Limited Liability Companies issued by the Michigan

Secretary of State; or a Certificate of Good Standing or Certificate of Existence for Joint Ventures for each entity comprising the joint venture; and all documentation and certifications for consultants "Doing Business As."

- b. A sample of completed work that is similar to what is described under Scope of Work. This may be provided as a hard copy or web link.
- c. Resume for each person identified at 2.a. above, including name, position, education, and years and type of experience.
- d. Certificate of Liability Insurance including Errors and Omissions coverage and workers compensation coverage. NOTE that when awarded, you will be required to list the City of Lansing as an additional insured.

ADDITIONAL INFORMATION

1. This RFQP and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between the City or their elected or appointed officials or staffs, and any consultant.

2. All legal rights and obligations between the successful consultant and the City of Lansing, MI will come into existence only when a contract or agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and/or any other document superficially referred to in that agreement and executed by the parties.

3. Each consulting firm preparing or submitting a response to this RFQP agrees that any costs incurred resulting from the preparation of the response to this RFQP are at the consultant's sole cost and expense. The City shall not, under any circumstances, be responsible for any costs or expenses incurred by a consultant in preparing a proposal. Each consultant agrees that proposals and all documentation and supporting materials submitted with a proposal shall remain the property of the City of Lansing.

4. The proposed activity will be partially or completely funded with HUD funds in accordance with federal laws and regulations which require that all contracts with consultants for activities utilizing HUD funds adhere to all applicable requirements, including but not limited to a drug-free workplace, non-discrimination, equal employment opportunity, and training and business opportunity. The selected consultant shall certify that they meet all applicable federal requirements.

5. The City is seeking responses to this RFQP from small businesses, including but not limited to, micro local business enterprises (Micro-LBE), veteran owned small business (VOSB), minority owned business enterprises (MBE), and women owned business enterprises (WBE). The selected consultant will be expected to utilize small businesses, micro-LBE, VOSB, MBE, and WBE whenever possible.

6. In the event of a HUD audit or review of the completed Annual Action Plan, the successful consultant shall provide any information that may be requested to ensure the document complies with all HUD requirements. This may include, but is not limited to, a description of data collection techniques or justification of the accuracy of the finished document. If HUD requires changes to the completed Annual Action Plans to meet federal requirements, the successful consultant shall make the changes to the document by consulting with the City of Lansing. Upon City request, the selected consultant shall interface with HUD to assist in satisfying requirements.

7. The City of Lansing collectively reserve the right to accept or reject any and all of the responses, in whole or in part; to alter the selection process in any way; to postpone or cancel the selection process for its own convenience at any time; to waive any defects/informalities; to disregard all non-conforming, non- responsive or conditional responses; and/or to issue a new RFQP at any time.

8. The selected consultant must have insurance that meets or exceeds City of Lansing minimum requirements. The consultant will submit an approved certificate of insurance prior to signing a contract.

9. Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a response to this RFQP, the consultant certifies, under civil penalty for false certification, that they are fully eligible to do so under law and that they are not an “Iran linked business” as that term is defined in the Act.

QUESTIONS

Questions may be directed to Barb Kimmel, Development Manager, at (517) 483-4053
barb.kimmel@lansingmi.gov