

City of Muskegon

HOME Program

Request for Qualifications: Maintenance Contractors

BID NUMBER: XXXX

DATE ISSUED

As part of the HOME Investment Partnerships Program

Para una versión en Español, por favor llamar a NAME/PHONE.



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REQUEST FOR PROPOSALS – MAINTENANCE CONTRACTORS

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by The City of Muskegon Community and Neighborhood Services Department in its capacity as manager of the HOME Investment Partnerships Program (HOME). The purpose of this notice is to solicit qualified Maintenance Contractors to bid for a two-year property maintenance contract for 435/433 E Isabella Avenue, Muskegon, MI.

Maintenance is defined as the periodic performance of minor construction tasks, cleaning and landscaping to meet basic/local code requirements and mitigate threats to health and human safety. For the purposes of this RFP, maintenance shall be considered the mowing of each property every three weeks during the mowing season, trash removal (as needed), snow removal/clearance of sidewalks (as needed), and minor repair/maintenance (at the request of the City of Muskegon).

Companies with demonstrated experience in maintenance properties and with an interest in making their services available to the City of Muskegon are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. 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 RFP document.

the City of Muskegon is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises and has a goal for minimum MBE/WBE participation of at least XX% MBE and XX% WBE participation.

Nothing in this RFP shall be construed to create any legal obligation on the part of the City of Muskegon or any respondents. The City of Muskegon reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. All supporting documentation submitted in response to this RFP will become the property of the City of Muskegon. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

B. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of 24 months, with the possibility of an extension. The contract will be made on the basis of a proposal for one two-unit residential parcel. Additional vacant or residential parcels may be awarded at the established unit price.

C. Background

The City of Muskegon is in the process of developing a portfolio of affordable rental units through its HOME Investment Partnerships Program. Currently, it owns one 2-unit property at 435/433 E Isabella Avenue, with plans to expand.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The City of Muskegon seeks sealed proposals from qualified respondents to provide maintenance services on properties/parcels located at 435/433 E Isabella Avenue.

Prospective maintenance contractors must complete a Contractor Application and attach

The City of Muskegon is interested in facilitating the acquisition of vacant/foreclosed properties through the tax foreclosure process for the purpose of rehabilitation, new construction, and demolition to foster neighborhood stabilization. During the program period, which ends June 30, 2024, the City anticipates the maintenance of up to 2 structures across the respective HOME areas. Further, the City of Muskegon anticipates multiple requests within a short timeframe.

B. Additional Requirements

This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (HUD, EPA, OSHA, and DOT), state agencies (State OSHA, DNR, and DCH), and any other local regulations and standards (i.e. local ordinance and building codes) that may apply.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, the City of Muskegon will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

A. Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Respondents will be awarded up to 20 points for Experience in providing maintenance services.
2. Respondents will be awarded up to 20 points for their Capacity to meet timelines. Consideration will be given to applicants who have familiarity with the area, including knowledge of and experience working with City Staff.
3. Respondents will be awarded up to 20 points for Pricing.
4. Respondents will be awarded up to 20 points for their experience in meeting MBE/WBE, City of Muskegon Local Hiring, Davis-Bacon, and HUD Section 3 requirements.

SUBMITTAL REQUIREMENTS

*RFP responses must be submitted via hard copy to the City of Muskegon Clerk at 933 Terrace Street, Muskegon, MI 49440. Each respondent shall submit one (1) original of the following documents in 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 RFP will be cause for rejection of submittals.*

The City of Muskegon reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the contractor, not to exceed two pages in length. The Letter of Interest must also include the following information:

The principal place of business and the contact person, title, telephone/fax numbers and email address.

A brief summary of the qualifications of the Respondent and team.

Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).

- The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.

B. Threshold Requirements

These documents must be submitted and acceptable before the City of Muskegon will review the Experience and Capacity proposal:

1. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000 (general aggregate) \$1,000,000 each occurrence; Workers Compensation and Employers Liability with limits not less than \$500,000; and, Automobile Liability with limits not less than \$1,000,000 per occurrence.
2. State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)
3. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
4. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the city. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

C. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in performing the range of maintenance services on various property types in compliance with local code and NSPIRE standards, including team’s resumes. Please provide the number of full-time and part-time employees. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in the RFQ.
2. If you engage independent contractors, how many do you intend to hire? Please provide the areas that will be subcontracted and intended subcontractors (i.e. plumbing, electrical, mowing, snow removal, landscaping, carpentry, general labor, etc.). Do you intend to cover them with worker’s compensation? *(All independent contractors will be required to have worker’s compensation coverage, which will be the responsibility of the respondent)*
3. Capacity to complete the maintenance of multiple structures/parcels within a short period of time. Please provide the number of properties your company has maintained in the past year.

4. Pricing proposal. This should include the hourly and/or unit rates for different categories of work (i.e. plumbing, electrical, mowing, snow removal, landscaping, carpentry, general labor, etc.). The contractor should show the new cost to the City of Muskegon. New cost will include all labor and materials needed to complete the work. Labor will include payments of prevailing wage rates as determined by the Department of Labor and Industries. The Contractor will sign a fixed price contract to include all work and services.
5. Plan for recycling or waste management of used construction and waste materials in a timely manner.
6. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.

SELECTION PROCESS

The Selection Committee comprised of City of Muskegon staff will review qualifications in accordance with the evaluation criteria set forth herein and HOME objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to sharonda.carson@shorelinecity.com.

SUBMITTAL DUE DATE

Responses to this RFP are due by 2pm on December 21, 2023. Responses to this RFP must be delivered to the City of Muskegon Clerk's Office. 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. Hard copies must be delivered to:

City of Muskegon – Clerks Office
933 Terrace Street
Muskegon, MI 49440

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Evidence of Insurance
- State License and or Certification (if applicable)
- References
- Conflict of Interest Statement & Supporting Documentation
- Description of Company
- Capacity of Company
- Pricing Proposal
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

APPENDIX A: CONFLICT OF INTEREST STATEMENT

Respondent Conflict of Interest Statement

The owner(s), corporate members or employees of respondent, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the City of Muskegon. Each individual shall disclose to the City of Muskegon any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of the respondent who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with City of Muskegon, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the City of Muskegon which has resulted or could result in person benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the City of Muskegon.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the City of Muskegon.

Date: _____

Signature: _____

Printed name: _____

**Respondent
Address
Telephone**