

# Kalamazoo County Land Bank

## Neighborhood Stabilization Program

### Request for Proposals: Maintenance Contractors

BID NUMBER: 100

DATE ISSUED: September 20, 2010

As part of the Neighborhood Stabilization Program.

Para una versión en Español, por favor llamar a [Kristen Ramer at Karame@kalamazoo.org](mailto:Kristen.Ramer@kalamazoo.org)



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# REQUEST FOR PROPOSALS – MAINTENANCE CONTRACTORS

## INTRODUCTION

### A. Overview

This Request for Proposals (“RFP”) is being issued by the Kalamazoo Land Bank Authority in its capacity as co-manager of the Neighborhood Stabilization Program (NSP) with the City of Kalamazoo. The purpose of this notice is to solicit proposals from Maintenance Contractors to select one or more firms to perform property management and maintenance tasks as requested by the Kalamazoo Land Bank Authority. These services may be requested in any part of the Kalamazoo County – though the concentration of services will be located in the following neighborhoods: Northside, Eastside, Stuart, Fairmont, Edison and Vine.

Maintenance is defined as the periodic performance of minor construction tasks, exterior debris removal, cleaning and landscaping to: 1) meet basic/local code requirements; 2) further the mission of the Kalamazoo Land Bank Authority to improve the quality of property and green space in targeted neighborhoods; 3) and mitigate threats to health and human safety. For the purposes of this RFP, maintenance shall be considered the mowing of each property every two to three weeks during the mowing season to comply with local tall grass and weed ordinances or to keep the property in good order as requested by the Kalamazoo Land Bank Authority, trash removal (as needed), snow removal/clearance of sidewalks (as needed), and minor carpentry repair/maintenance (at the request of the Kalamazoo Land Bank Authority).

Companies with demonstrated experience in these areas and with an interest in making their services available to the Kalamazoo County Land Bank are invited to respond to this RFP. “Respondents” means the companies that submit proposals in response to this RFP. 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 Kalamazoo County Land Bank is seeking to encourage participation by respondents who are MBE/WBE and/or Section 3 business enterprises.

Nothing in this RFP shall be construed to create any legal obligation on the part of the Kalamazoo Land Bank or any respondents. The Kalamazoo Land Bank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the Kalamazoo Land Bank be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the Kalamazoo Land Bank for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Kalamazoo Land Bank. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

The Kalamazoo Land Bank follows Kalamazoo County Government policies and procedures for procurement process. For further information on this requirement, contact Cheryl A. McCaffery, Purchasing Manager 201 W. Kalamazoo Avenue, Kalamazoo Michigan, phone 269-383-8967.

### B. Time of Completion

The successful bidder must have the capacity to complete the maintenance requests within two to five days of issuance.

### C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to 18 months, with the possibility of a two one year extensions. The Land Bank Authority anticipates it will maintain 150 to 200 properties and vacant parcels in 2010/2011. A similar inventory is projected for 2012 and 2013. These numbers are subject to change and/or increase depending on acquisition decisions and opportunities, available properties and parcels which are sold or transferred.

### D. Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program (NSP) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The City of Kalamazoo and the Kalamazoo County Land Bank Authority have received a federal grant to assist targeted census tracts in Kalamazoo. These tracts are located in the following neighborhoods: Northside, Edison, Eastside, Stuart and Vine. The Kalamazoo County Land Bank Authority may also own property outside these targeted geographies but within the County limits.

### E. Federal Regulations

Award recipients implementing the Kalamazoo NSP Program must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding **Title XII of Division A of the American Recovery and Reinvestment Act of 2009**, which is posted on

[http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2\\_nofa.pdf](http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf)

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP.

## PROFESSIONAL SERVICE REQUIREMENTS

### F. Scope of Work

Kalamazoo County Land Bank seeks sealed proposals from qualified respondents to provide maintenance services on properties/parcels located in targeted neighborhoods and census tracts in the City of Kalamazoo. Many parcels contain abandoned and distressed residential structures.

The following services are required:

- 1) Mowing and landscaping care of residential parcels.

This includes the front and back of parcels with residential structures and the entire parcel in the case of vacant parcels. Respondents will be asked to ensure compliance with local tall weed and grass ordinances. Mowing will include “first mows” on parcels the Kalamazoo County Land Bank acquires which in some instances contains grass and weeds in excess of five to six feet. Respondents should have the equipment or ability to purchase the equipment to adequately service “first mows”. After a first mow, mowing will be required every two to three weeks on Land Bank property to ensure compliance with local ordinance(s) and dependent on the season, unless it is being used as a community garden or has other gardening efforts underway.

Respondents may also be asked to perform minor upkeep duties (edging, etc – for parcels which have ground cover or have otherwise been improved with garden efforts). The Land Bank seeks respondents who understand the Land Bank’s mission to maintain Land Bank property and parcels in the best possible order in order to support wider neighborhood stabilization efforts.

## 2) Snow Removal

This includes sidewalk snow removal and salting to ensure resident safety on an as needed and as requested basis based on weather conditions. In some cases drives will need to be plowed in order to allow access to properties.

## 3) Exterior Debris and Brush removal

In some instances, debris and other trash is dumped or accumulates on publicly owned lots. Contractor will need to show capacity to remove debris and responsibly dispose of or recycle.

4) Respondents may occasionally be asked to perform minor exterior improvements on Land Bank owned properties should health or safety risks require.

## G. 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 they apply.

## EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, Kalamazoo Land Bank Authority 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:

### H. 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 NSP2 target area, including knowledge of and experience of the Land Bank’s mission and experience working with the County, City of Kalamazoo or Land Bank staff.
3. Respondents will be awarded up to 20 points for Pricing.
4. Respondents will be awarded up to 20 points for their ability to meet MBE/WBE, and HUD Section 3 goals.
5. Innovation: Respondents will be awarded up to 20 points for their experience and proposed practices regarding the following:
  - Community hiring
  - Engaging community stakeholders and building effective community partnerships and collaborations
  - Utilizing local suppliers and retailers
  - Sustainability/Green practices
  - Ability to demonstrate effective schedule and budget management tools
  - Ability to articulate an understanding of Land Bank vision and goals and a plan to support these objectives in the context of the services requested.

## SUBMITTAL REQUIREMENTS

RFP responses must be submitted both via hard copy and scanned e-mail copy sent to [Kmclar@kalcouny.com](mailto:Kmclar@kalcouny.com) Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. Responses not submitted both via hard copy and e-mail 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.

Kalamazoo County Land Bank reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

### / Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, 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.
- If the Respondent is an MBE/WBE firm or Section 3 Business Concern, supporting documentation should be submitted.

The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest

### J. Threshold Requirements

These documents must be submitted and acceptable before the Kalamazoo County Land Bank will review the Experience and Capacity proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (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.)
2. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; 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.
3. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist the Kalamazoo County Land Bank in determining the Respondent's financial condition. Kalamazoo County Land Bank is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.
4. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
5. 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 Kalamazoo County Land Bank. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

### K. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in performing the range of maintenance services requested, 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 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 (i.e. mowing, snow removal, landscaping, 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 three to five days. Please provide the number of properties your company has maintained in the past year and document your average response time from time of approval of each job(s).
4. Pricing proposal. This should include the hourly rates for different categories of work (i.e. mowing, snow removal, landscaping, general labor, costs for waste management services, etc.). The contractor should show any new cost to the Kalamazoo County Land Bank. New cost to the Kalamazoo County Land Bank will include all labor and materials needed to complete the work. These prices may either be built into the hourly rate or listed separately for reimbursement by the Kalamazoo County Land Bank. Materials required for purchase should be itemized separately if not incorporated into the hourly rate. Respondents should describe how they are structuring their pricing. Wages for Management and Staff costs should be detailed in the proposal. The Contractor will sign a fixed price contract to include all work and services based on hourly rates approved. Successful proposers will be required to submit invoices and substantiate costs breaking out these costs individually.

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 and/or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter. If Section 3 business enterprise please contact [Kmclar@kalcounty.com](mailto:Kmclar@kalcounty.com) for applicable forms.

## SELECTION PROCESS

The Selection Committee staff will review qualifications in accordance with the evaluation criteria set forth herein and NSP 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(s) resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contracts shall be awarded to proposer(s) whose proposal(s) 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 [kmclarke@sbcglobal.net](mailto:kmclarke@sbcglobal.net).

## SUBMITTAL DUE DATE

Responses to this RFP are due by 5:00pm on October, 5<sup>th</sup>, 2010 in both hard copy and electronic form. E-mail responses to this RFP must be e-mailed to: Kelly Clarke, [Kmclar@kalcounty.com](mailto:Kmclar@kalcounty.com). For hard copy responses, 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:

Kelly Clarke  
Executive Director  
Kalamazoo County Land Bank Authority  
201 W. Kalamazoo Avenue  
Kalamazoo, MI  
49007  
269.384.8014

## 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 RFP submittal to Kalamazoo County Land Bank is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

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(Name of Respondent)

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(Signature of Authorized Representative)

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(Typed Name of Authorized Representative)

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(Title)

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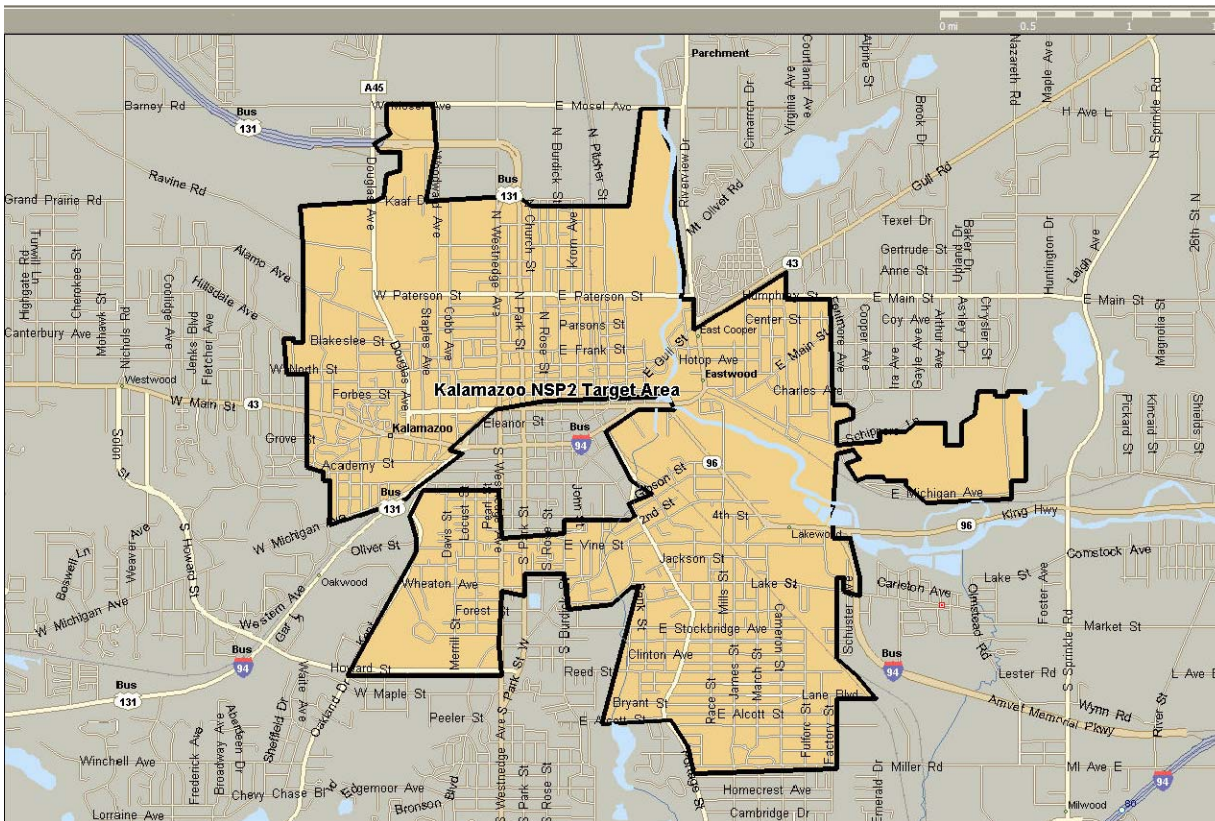
(Date)

## RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State (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.)
- Evidence of Insurance
- Evidence of Financial Stability (most recent financial statements)
- References
- Conflict of Interest Statement & Supporting Documentation
- Description of Company
- Capacity of Company
- Pricing Proposal
- MBE/WBE, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

## APPENDIX A: MAP AND BOUNDARIES OF NSP TARGET AREA



Contractors may be asked to perform services in all of Kalamazoo County but should anticipate a bulk of the requested services will be performed in the target area shown in the map above.

## APPENDIX B: CONFLICT OF INTEREST STATEMENT

### [Respondent] Conflict of Interest Statement

The owner(s), corporate members or employees of Proposer, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Kalamazoo County Land Bank. Each individual shall disclose to the Kalamazoo County Land Bank 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 Proposer 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 Kalamazoo County Land Bank, 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 Kalamazoo County Land Bank 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 Kalamazoo County Land Bank.

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 Kalamazoo County Land Bank.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Respondent  
Address  
Telephone

