

Post Date: April 13th

Due on April 28th

Bid Review Date: April 30th

Request for Proposals (RFP)

Shiawassee County

Community Development Block Grant (CDBG) – Infrastructure Program

I. Introduction

Shiawassee County, acting as the Unit of General Local Government (UGLG), is seeking proposals from qualified firms or individuals to provide Third-Party Administration (TPA) services for a Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Infrastructure project.

The project will support infrastructure improvements for the Creek Pointe Subdivision located in the City of Durand, Michigan. The purpose of the infrastructure investment is to facilitate residential development and support housing growth within the community.

- CDBG Infrastructure Funds: \$525,000
- Administrative Funds (18%): \$94,500
- Total Grant Award: \$619,500

The selected TPA will be responsible for ensuring full compliance with all applicable federal, state, and MSHDA CDBG requirements while supporting the successful implementation and closeout of the project. A portion of the Administrative funds will be reserved for county staff time.

The Shiawassee County intends to procure services across three distinct functional components:

- Third-Party Administration (TPA),
- Environmental Review Services, and
- Program Marketing and Outreach.

Respondents may submit proposals for one component, multiple components, or all components.

II. Scope of Services

Shiawassee County, acting as the Unit of General Local Government (UGLG), is seeking qualified firms or individuals to provide Third-Party Administration (TPA), Environmental Review, and related support services for a Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Infrastructure project.

The project will support infrastructure improvements for the Creek Pointe Subdivision located in the City of Durand, Michigan. The purpose of this investment is to facilitate residential development and expand housing opportunities within the community.

- CDBG Infrastructure Funds: \$525,000
- Administrative Funds (18%): \$94,500
- Total Grant Award: \$619,500

The selected firm(s) will be responsible for ensuring full compliance with all applicable federal, state, and MSHDA CDBG requirements while supporting the successful implementation and closeout of the project.

Respondents may submit proposals for one component, multiple components, or all components.

Component A: Third-Party Administration (TPA) – Infrastructure Project (Creek Pointe Subdivision, City of Durand)

Shiawassee County is seeking a qualified Third-Party Administrator (TPA) to provide comprehensive grant administration services for the Creek Pointe Subdivision infrastructure project.

The selected TPA will be responsible for the day-to-day management of the grant and for ensuring compliance with all HUD, MSHDA, and State of Michigan requirements throughout the lifecycle of the project.

Services shall include, but are not limited to, the following:

Project Initiation and Grant Setup

- Coordinate a project kickoff meeting with Shiawassee County and the assigned MSHDA Program Champion
- Review grant agreement, scope, budget, and project timeline
- Establish project files and internal compliance tracking systems

Environmental Coordination

- Coordinate environmental review activities in partnership with the selected environmental consultant
- Ensure compliance with NEPA and all Related Laws and Authorities
- Support preparation and completion of the Environmental Review Record (ERR)
- Assist with publication of required notices, including Notice of Intent (NOI) and Finding of No Significant Impact (FONSI)
- Coordinate submission of the Request for Release of Funds (RROF) and obtain Authority to Use Grant Funds
- Ensure no funds are committed prior to environmental clearance

Procurement and Contracting

- Assist Shiawassee County in conducting procurement in accordance with 2 CFR Part 200
- Develop or support development of bid documents for engineering and construction services
- Ensure all procurement processes meet federal and state requirements
- Coordinate bid advertisement, opening, evaluation, and contract award
- Review contracts to ensure inclusion of all required CDBG provisions

Project Management and Oversight

- Serve as the primary liaison between Shiawassee County, the City of Durand, engineers, contractors, and MSHDA
- Monitor project progress to ensure alignment with approved scope, budget, and timeline
- Ensure all infrastructure improvements are eligible and located within the public right-of-way
- Identify potential risks or delays and provide recommendations for resolution

Labor Standards and Compliance

- Administer Davis-Bacon and Related Acts requirements, including:
 - Wage determinations

- Collection and review of certified payrolls
- Conducting labor interviews, as necessary
- Maintain complete labor compliance documentation

Financial Management and Reporting

- Prepare and submit draw requests and Financial Status Reports (FSRs)
- Track expenditures across both construction and administrative budgets
- Ensure all costs are eligible, properly documented, and within approved limits
- Maintain financial records in compliance with CDBG requirements

Reporting and Communication

- Prepare and submit quarterly reports to MSHDA
- Participate in required coordination calls with MSHDA and project partners
- Provide regular updates to Shiawassee County regarding project status, milestones, and compliance
- Maintain complete and audit-ready project files

Project Closeout

- Prepare and submit all required closeout documentation
- Coordinate final inspections and project certifications
- Ensure all national objective documentation is complete and compliant
- Address any monitoring findings, if applicable
- Deliver a complete and organized grant file for record retention

Component B: Environmental Review Services – Infrastructure Project (Creek Pointe Subdivision)

The selected environmental consultant will provide all services necessary to achieve environmental clearance for the Creek Pointe Infrastructure project.

Services shall include:

- Completion of a full Environmental Review Record (ERR) in compliance with NEPA
- Coordination with the State Historic Preservation Office (SHPO) and other regulatory agencies
- Documentation of compliance with all applicable environmental laws and authorities
- Preparation and publication of required public notices
- Management of required public comment periods
- Preparation and submission of the Request for Release of Funds (RROF)
- Assistance in obtaining Authority to Use Grant Funds

Component C: Project Communication and Outreach (If Applicable)

While this is an infrastructure-focused project, limited outreach and communication services may be required to support transparency and coordination with affected stakeholders.

Services may include:

- Development of informational materials related to project scope and construction timelines
- Public communication support regarding project impacts and scheduling
- Ensuring compliance with public notice and fair housing requirements, as applicable

Deliverables (All Components as Applicable)

- Completed Environmental Review Record and clearance documentation
- Procurement and bid documentation
- Financial Status Reports and draw requests
- Quarterly progress reports
- Labor compliance documentation
- Complete and organized grant file
- Final closeout package

IV. Proposal Submission Requirements

Proposals must include the following information:

1. Cover Letter identifying the component(s) being proposed
2. Firm Qualifications and Experience, including:
 - a. History of CDBG or similar grant administration
 - b. Experience with environmental reviews and/or housing rehabilitation programs, as applicable
3. Relevant Experience in Shiawassee County or Similar Communities
4. Proposed Approach and Work Plan for each component
5. Key Personnel and Roles
6. Cost Proposal, clearly broken down by component
7. References (minimum of three)

V. Evaluation and Scoring Criteria

Proposals will be evaluated using a competitive scoring process. Selection will be based on the following criteria, including but not limited to:

- Demonstrated history of grant administration and regulatory compliance
- Experience with CDBG-funded infrastructure and/or housing programs
- Familiarity with Shiawassee County and similar rural or small-community environments
- Qualifications and experience of key personnel
- Quality and feasibility of the proposed approach
- Cost reasonableness and overall value
- Capacity to meet timelines and reporting requirements

The Shiawassee County reserves the right to select different firms for different components of this RFP.

VI. General Conditions

- The Shiawassee County reserves the right to reject any or all proposals.
- The Shiawassee County may negotiate scope and pricing with selected firms.
- Contracts will be contingent upon CDBG funding award and approval.
- All services must comply with applicable federal, state, and local regulations.

VII. Submission Instructions

Proposals must be submitted in person or via mail to Dr. Brian Boggs, Shiawassee County Administrator. Late or incomplete submissions may not be considered.

BBoggs@shiawassee.net

201 N. Shiawassee St., 1st floor

Corunna MI 48817