



3024 Turner Street, Lansing MI 48906
517.267.5221
www.inghamlandbank.org



Ingham County Land Bank Fast Track Authority

Request for Proposal

RFP # Phase 1-2 ESA 2024-27

Introduction:

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting proposals for Phase I and Phase II Environmental Site Assessments for various residential and commercial properties in Ingham County. These properties may fall within the NSP-1, NSP-2, NSP-3, HOME, CDBG, HHF, U.S. Treasury, Covid-19, Covid-19 CARES, Covid Variants, American Rescue Plan Act, Land Bank, Ingham County Housing Trust Funds, Ingham County Treasurer, State Land Bank Blight Elimination Grant, or other funding streams. On a yearly basis, average number of services will be 2-4.

Vendor selection will be based upon proposals submitted to the Land Bank by Land Bank staff. The Land Bank intends to award a three (3) year contract to the lowest, most qualified, and responsible bidder(s).

Release Date: August 7, 2024

Bid Due by: August 28, 2024 10:00 AM

Bid Opening: August 28, 2024 10:00 AM

At: Ingham County Land Bank Office, 3024 Turner St, Lansing, MI 48906

If you have any questions about this Request for Proposal, please feel free to contact:

- **Michael Andrick, Demolitions & Property Maintenance Specialist:** mandrick@ingham.org

Instructions to Bidders

1. BID PROPOSAL CONTENT

Bid proposal documents should include, but not limited to, the following:

- Bid Specifications / Proposal
 - Cost per property for Phase I ESA
 - Cost per property for Phase II ESA
 - Length of time from request to when report is completed and delivered
- Firm Background / Years in Business / History
- Evidence of financial stability – for example, 2022-2023 audited financial statements, if available; copies of the last 2 years tax returns filed, bank statements blacking out sensitive information, or a notarized attestation of the business's financial stability.
- Description of qualifications and previous experience performing Phase I & II ESAs
- Current resume (1-2 pages) for key personnel actively involved and/or present on job sites. At a minimum, this shall include a listing of relevant certifications (with document numbers and effective dates), licenses, training, and experience.
- Three references documenting past experience by providing: name, agency, and contact info.
- Copies of current and applicable (state and local) licenses, certifications, trainings completed, etc.
- Certifications and Authorized Signatures form
- Local Vendor Certification, if applicable
- Certificate of Compliance with Public Act 517 of 2012
- Contractor Application, found on the Land Bank website www.inghamlandbank.org, including a W-9 (unless already on file with the Land Bank Office)
- Evidence of required insurance
- Minority Business Enterprise (MBE), Women Owned Business (WOB) certificates, if applicable

2. BASIS OF PROPOSAL

Proposals are solicited for the completion of all work as described in the specifications and/or shown on the plans. Proposals may be withdrawn by bidders prior to, but no later than, the time fixed for the opening of bids. Submit sealed bids, labeled as "RFP# Phase I-II ESA 2024-27" prior to the opening date, when bids will be opened and read aloud at the Land Bank office. If the Land Bank does not accept the proposal within 45 days, after the opening date, Contractor may withdraw their proposal.

3. EXAMINATION OF PREMISES

Contractor shall familiarize themselves with local conditions affecting the job. They shall take their own measurements and be responsible for the correctness of same. Any variance of Contract documents from legal requirements and/or field conditions shall be promptly reported to the Land Bank. Contractor shall be responsible for any examination and no allowances will be made in their behalf by reason of error and omission. If any part of the Contractor's work depends for proper results upon existing work or the work of another, Contractor shall notify the Land Bank before commencing work of any defects that will affect the results. Failure to so notify will constitute their acceptance of the conditions.

4. CONTRACT

Please review the draft Contract included with this Request for Proposal (RFP). By submitting a bid, Respondents indicate agreement with its contents. It will be signed in accordance with all documentation required with this RFP. It is a three-year contract, subject to annual performance review(s) and renewal(s) within that term.

5. SIGNATURES

Respondents shall place on file with the Land Bank, a notarized statement indicating those individuals authorized to sign proposals on behalf of the Corporation, Partnership and/or Individual. (See attached form.) Said notarized statement may be placed on file prior to the submission of any Proposals and updated as the status of the authorized individuals change, or may be submitted with each proposal.

6. CERTIFICATE OF INSURANCE

All bidders shall have on file with the Land Bank certificates of all such insurance required under the Land Bank Vendor Insurance Policy located online at www.inghamlandbank.org within seven (7) calendar days after receipt of the notice of award, unless said certificates are already on file. Further insurance and certificates must include an endorsement providing for ten (10) days prior written notice to the Land Bank, of termination, expiration, or material change of terms.

7. LOCAL VENDOR PREFERENCE

Preference will be given to a vendor who operates a business within the legally defined boundaries of Ingham County. To be considered a local vendor, the Respondent must complete the "Local Vendor Certification Form" included in this bid packet.

8. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

All bidders must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the bidder certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the bidder will not become an "Iran Linked Business" during the course of performing the work under the Contract.

9. ACCEPTANCE AND REJECTION

A Contract shall be formed between the parties hereto by the Land Bank's acceptance of the Respondent's proposal, and it will be effective on the date stated on the Bid Specification/Proposal form. Upon acceptance by the Land Bank, a copy of the Contract (see draft attached) will be returned to the Contractor as their official notification of award. The Contract, however, shall not be in force until the Contractor has complied with all the requirements of insurance from the Land Bank set forth herein. By the execution of the Contract, the Contractor and the Land Bank hereby covenant in respect to any part of this Proposal and Contract. The Land Bank reserves the right to waive irregularities and to reject bids.

Ingham County Land Bank Fast Track Authority

SCOPE OF SERVICES

DESCRIPTION

The purpose of this Request for Proposals (RFP) is to provide the Ingham County Land Bank (ICLB) with qualified vendors who can perform Phase I & Phase II Environmental Site Assessments (ESAs) for various properties within the boundaries of Ingham County. These properties may fall within the NSP-1, NSP-2, NSP-3, HOME, CDBG, HHF, U.S. Treasury, Covid-19, Covid-19 CARES, Covid Variants, American Rescue Plan Act, Land Bank, Ingham County Housing Trust Funds, Ingham County Treasurer, State Land Bank Blight Elimination Grant, or other funding streams. The successful respondent will meet all qualifications, including competitive pricing, as delineated in the attached proposal. All respondents shall be screened through the federal System for Award Management (SAM), formerly known as the Excluded Parties List System (EPLS), and Limited Denials of Participation list, and, if listed, will not be eligible in accordance with their debarment stipulations. The ICLB is not in a position to determine in advance the actual number of ESAs to be performed during the term of the contract, but would estimate approximately 2-4 ESAs per year.

The successful respondent shall provide all necessary facilities, materials, supplies, equipment, supervision, personnel, and other items and services to perform surveying services as defined in this RFP. These services must be in accordance with applicable work practice standards of the American Society for Testing and Materials (ASTM) as set forth in ASTM E1527-21 for Phase I ESAs, and ASTM E1903-19 for Phase II ESAs. If more than one regulatory provision applies to a condition or activity, the more stringent shall be used. If a Phase I ESA identifies any areas of concern, and a Phase II is warranted, then the ICLB will communicate their need for a Phase II in a written response. The ICLB reserves the right to restrict the assignment of any individual, for any reasonable cause, as an assessor under the contract or any subcontracts.

Services Standard

Reports shall be provided electronically to the ICLB. Each report shall contain, at a minimum, the following items:

- The report shall bear the names, titles, credentials, and contact information for all persons involved in generating the report.
- The report shall be within the current accuracy standards adopted by the American Society for Testing and Materials (ASTM).
- Reports should include the property's general characteristics, historical background, and alternate uses.
- A concise summary page laying out the following:
 - All findings and/or observations of any and all potentially hazardous contaminations.
 - History of environmental activities.
 - Environmental concerns, limitations, and conclusions.
 - Recommendation as to whether or not a Phase II is warranted.
- A signature page, including the printed name, signature, and title of each individual involved in the ESA.
- A copy of all surveyors' certifications/licenses relevant to the ESA.

Bid Specifications / Proposal

Name of Contractor: _____

I/We propose to furnish all supervision, labor, materials, tools, equipment, and services required to complete the work in accordance with the specifications and conditions contained herein, including attachments thereto, in consideration of the "Contract Amount" which shall consist of the Proposal stated below accepted by the Ingham County Land Bank Fast Track Authority under their acceptance below and agree that this document and all attachments will constitute a contract upon acceptance by the Ingham County Land Bank Fast Track Authority.

\$ _____ Phase I cost per property

_____ Average timeframe to complete

\$ _____ Phase II cost per property

_____ Average timeframe to complete

Authorized Signature of Respondent: _____

Name: _____

Title: _____

Date: _____

Certifications and Authorized Signatures

Return with your Proposal package

Upon notice of acceptance of this packet, Respondent will execute a Contract Agreement and deliver properly executed insurance certificates to the Land Bank within seven (7) days.

ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

P.O. Box (if applicable): _____

Street: _____

City: _____ State _____ ZIP _____

Phone: _____ Fax: _____

Email: _____

The undersigned does hereby declare that it has legal status checked below:

- Individual Limited Liability Corporation (LLC)
 Partnership Corporation, State of Incorporation: _____

The names and address of all persons indicated in this Bid Proposal are as follows:

NAME	ADDRESS
_____	_____
_____	_____

This Proposal Packet is submitted in the name of

(Vendor)

Respondent hereby certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent hereby certifies that they have reviewed the RFP in its entirety and accepts its terms and conditions.

Signed: _____ Date _____

Print name: _____

Title: _____

Local Vendor Certification

If applicable, return with your Proposal package.

To be considered for preference as operating a business within the legally defined boundaries of Ingham County, the vendor must register as a “registered local vendor”(RLV) by providing the Land Bank with a verifiable physical business address (not a P.O. Box) within Ingham County at which the business is conducted. This must be the site at which business operation take place. The Land Bank staff reserves the right to make a site visit to verify location and business activities.

Any person, firm, corporation or entity intentionally submitting false information to the Land Bank in an attempt to qualify for the local purchasing preference shall be barred from bidding on Land Bank contracts or a period of not less than three years.

If you believe you qualify as a local vendor, please provide the following information for verification. Please note that there are some exceptions to the local vendor rule. More information can be found at www.inghamlandbank.org.

Complete Legal Firm Name: _____

Company Physical Address: _____

Company Phone: _____

Company Website: _____

Name and Title of Person authorized to sign on behalf of your company:

Signature: _____

Date: _____

Certificate of Compliance with Public Act 517 of 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this _____ day of _____, 20____.

_____, Notary Public
_____ County, State of Michigan
Acting in _____ County, Michigan
My Commission Expires: _____