



DATE OF ISSUE: August 18, 2010

To: Potential Providers of Services

RE: Request for Proposals for Engineering Reviewers

1. Services Sought by Authority:

The Michigan State Housing Development Authority (“Authority”) is seeking an individual or firm that is authorized to do business in Michigan to provide engineering review of construction documents for new and preservation housing developments. A detailed description of the work is described in the Scope of Work, which is attached as Exhibit 1 to this Request for Proposals.

II. Required Qualifications:

Engineering Reviewers must be licensed engineers in the State of Michigan.

The Authority has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work. The prospective contractor (“Prospective Contractor”) must:

- A. Have experience providing the services described in the Scope of Work or similar services.
- B. Assign experienced personnel to perform the services or have personnel supervised by experienced staff.
- C. Be a Michigan entity (sole proprietor, professional corporation, limited partnership, limited liability company) that is authorized to do business in the State of Michigan. The Prospective Contractor will be required to submit a Certificate of Status issued by the Corporations and Securities Bureau of the Michigan Department of Labor & Economic Growth.
- D. Have an office in the State of Michigan.
- E. Have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow Prospective Contractor to download and upload data and files and receive files and attachments from Authority staff.

- F. Agree to execute a contract acceptable to the Director of Legal Affairs. For purposes of illustration only, a form of the contract that has been used to provide similar services is attached.

III. Submitting Proposal:

Firms wishing to submit proposals must submit one (1) original proposal to provide the services described in Exhibit 1 (Scope of Work). Submitted proposals must respond to and address the questions listed in Exhibit 2 (Proposal Instructions and Selection Criteria).

The due date for the Authority's receipt of the proposals responding to this Request for Proposal ("RFP") is **September 7, 2010 at 4:00 p.m.**

The Authority shall not be liable for any costs that a firm or individual may incur while preparing a proposal. The Authority shall not be liable for any costs that a firm or individual may incur prior to the complete execution of a contract. If the Authority enters into a contract, the Authority's consideration (payment) shall be limited to the terms of the contract.

IV. Contractor Selection:

Any selected proposal is subject to (1) the processing of required forms by Civil Service, (2) the approval of a contract by the Authority's Board and (3) the execution of a contract by an authorized Authority signatory.

Any selected proposal by the Authority may be canceled prior to the complete execution of a contract.

V. Communications with Authority Staff Prior to Selection of Proposal:

Any questions raised by Providers concerning the RFP may be submitted in writing via mail, email, or fax, using the subject line to the attention of:

Maryanne Vukonich, Chief Architect
Michigan State Housing Development Authority
735 East Michigan Ave.
P.O. Box 30044
Lansing, Michigan 48909
Email: VukonichM@michigan.gov
Fax: (517) 335-6565

To ensure a fair and impartial process, Authority staff will not address non-written questions concerning the RFP. Phone calls involving the RFP or related questions will not be accepted. Firms submitting bids shall not contact any Authority staff or Board members except Maryanne Vukonich—all communications with Maryanne Vukonich must be received in writing by **August 31, 2010**.

MSHDA will answer timely received, appropriate questions (e.g., information not covered/answered in the RFP, interpretation issues, etc.) by email to all Providers on or

before **September 3, 2010**. MSHDA will hold no other question sessions or conferences.

If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplement or revisions will be provided to all recipients of the RFP who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions thereof, and the answers to any written questions.

VI. Selection of Proposal:

The Authority's Office of Design and Construction will select the proposal based on Selection Criteria, which is set forth in Exhibit 2 (Proposal Instructions and Selection Criteria).

VII. Processing Required Forms & Contract Execution:

The Authority's Board must approve the proposed contract if the contract amount equals or exceeds \$40,000. Thereafter, the Authority will submit required forms for processing to Civil Service. Upon the completion of processing by Civil Service, a contract will be forwarded to the firm ("Selected Firm") that submitted the selected proposal with instructions to execute and return three copies. Upon receiving the executed copies, the Office of Legal Affairs will submit the executed copies to a duly authorized Authority signatory for execution on behalf of the Authority.

VIII. Michigan Freedom of Information Act:

Documents submitted to the Authority shall be subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the Authority, the Authority's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See *MCL 15.243*. Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. See *MCL 15.243 (1) (i)*.