



REQUEST FOR PROPOSALS

DATE OF ISSUE: **March 23, 2020**

TO: Potential Providers of Services

RE: Request for Proposals for Licensed Landscape Architectural Firms to Review and Accept Construction Documents

	Date	Time
Deadline to submit questions about this RFP:	March 30, 2020	4 PM Eastern (Detroit, MI)
Anticipated date Authority will post answers to questions:	April 1, 2020	
Proposal deadline:	April 14, 2020	4 PM Eastern (Detroit, MI)
Anticipated contract begin date:	June 1, 2020	

I. Services Sought by Authority:

The Michigan State Housing Development Authority, Office of Design and Construction ("Authority") is seeking licensed landscape architectural firms to review and accept construction documents for new and rehab multifamily developments. A detailed description of the work is described in the Scope of Work attached and incorporated into this Request for Proposals ("RFP") as Exhibit A.

Michigan law allows for qualified disabled veterans/service-disabled veteran owned business (QDV/SDVOB) preference only; however, women-owned, minority-owned, and small businesses authorized to conduct business in the State of Michigan are encouraged to submit proposals.

It is anticipated that a three-year contract may be awarded.

II. Contents of this RFP:

- Overview of services sought, tasks and activities (“Scope of Work”)
- Exhibit A – Notices to Bidders
- Exhibit B – Submission & Selection
- Exhibit C – Proposal Format
- Exhibit D – Pricing
- Exhibit E – Report Samples
- Exhibit F – Project Personnel Form

III. Overview

The Authority, Office of Design and Construction, is seeking licensed landscape architectural firms to review and accept construction documents for new and rehab multifamily developments.

When a developer applies for a multifamily loan, the proposed project must meet MSHDA’s Standards of Design for new construction or rehabilitation. (For a copy of MSHDA’s Standards of Design, see the link below in Section IV, A.(2)).

In order to provide timely customer service, the Authority seeks assistance with landscape architectural review. The service will enable the Authority to supplement our internal capacity to review construction documents for multifamily developments.

Professionals hired as design review consultants must disclose current and/or planned MSHDA-related projects and may not work for developers either seeking or have secured MSHDA financial instruments including loans, tax credits or housing vouchers.

IV. Objectives, Tasks & Activities, and Deadlines

A. Objectives. To successfully perform the services described in Section I above, the selected consultant must satisfy the following objectives:

1. Be licensed and in good standing to practice landscape architecture, have thorough knowledge of the Uniform Federal Accessibility Standards (UFAS) and have experience designing and/or reviewing multifamily housing. Provide a true or certified copy of your current landscape architecture license and list of recently designed and/or reviewed multifamily developments.

2. Review construction documents to ensure they comply with MSHDA’s Standards of Design for both new and rehab construction developments. The Standards of Design defines the design process and the specific requirements for multifamily housing financed through the Authority. There is an edition for new construction and another for rehab construction Design Standards located online at: http://michigan.gov/mshda/0,4641,7-141-5587_26092---,00.html

B. Activities/Responsibilities Necessary to Complete Scope of Work.

To achieve the objectives, the selected consultant shall perform the following activities required to achieve the objectives:

1. Site review and/or visits may be required for new construction.
2. Participate in Design Review meetings as may be required by the chief architect. At the request of the developer there may be one or two meetings per project.
3. Review construction documents at the feasibility, design development and construction document phases for Standards of Design compliance. When meetings are called, they occur at MSDHA's Lansing offices and include members of the development team and MSDHA staff. The development team includes the developer, design architect and contractor.
4. When construction documents meet the applicable Standards of Design send a memo to the chief architect stating your acceptance of the construction documents.

C. Products or Milestones to be Met.

1. Reports will be written in Word and transmitted via email to the chief architect and development team. An example of a report is included as Exhibit E, attached and incorporated into this document.
2. When the chief architect assigned reviews the report, a memo goes out to the design architect and the rest of the development team. An example of the memo is included as Exhibit E, attached and incorporated into this document.

D. Deadlines for Completing Objectives.

The consultant shall provide a written review of the documents within 10 working days of receipt from Design Architect.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS**

EXHIBIT A

NOTICE TO BIDDERS

I. Notifications to Bidders

- A. Revisions to RFP.** If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all Bidders 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 to the RFP, and the answers to any written questions.
- B. Organization Authorized to Transact Business in Michigan.** The Bidder must be either a Michigan entity (limited partnership, Limited Liability Company, for-profit corporation or non-profit corporation, etc.) or, if foreign, authorized to do business in the State of Michigan.

Proposals from Sole Proprietors Will Not be Accepted

Questions regarding specific requirements to transact business in the State of Michigan should be referred to or otherwise contact the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau at:

http://www.michigan.gov/lara/0,4601,7-154-61343_35413---,00.html.

- C. Minimum Internet/Technological Capabilities.** The Bidder must have phone, internet, and e-mail access. Internet and e-mail access must be adequate to allow the Bidder to receive, download and upload data, files and attachments from Authority staff. (Current state standards are limited to a functional size of 20 MB).
- D. Limits on Liability & Indemnification.** The Bidder must review and acknowledge that the Authority will require the Bidder to satisfy the following requirements prior to the execution of a contract with the Authority. If the Bidder has objections, please provide an explanation with your proposal outlining the objection.

If awarded a contract, the Bidder agrees to:

1. Indemnify, defend and hold harmless the Authority, its Board, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:
 - a. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from (1) the services provided ("Services") or (2) performance of the Services, duties, responsibilities, actions or omissions of the Bidder or any of its subcontractors under an awarded contract.

- b. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from a breach by the Bidder of any representation or warranty made by the Bidder in an awarded contract.
- c. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or related to occurrences that the Bidder is required to insure against as provided for in an awarded contract.
- d. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Bidder, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the Authority.
- e. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents which results from an act or omission of the Bidder or any of its subcontractors in its or their capacity as an employer of a person.
- f. any action or proceeding threatened or brought against the Authority to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Bidder or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States.

E. Michigan Freedom of Information Act. All documents submitted to the Authority are 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 et seq.* 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)*.

Please submit FOIA requests to the Authority as follows:

MSHDA FOIA Coordinator
c/o Legal Affairs
Email: MSHDA-FOIA@michigan.gov

F. Preferences. Michigan law accommodates some bidder preferences:

1. Michigan Based Business

All other things being equal, the state of Michigan must give preference to products manufactured or services offered by Michigan-based firms. See MCL Section 18.1261 (<http://legislature.mi.gov/doc.aspx?mcl-18-1261>) and Section 18.1268 (<http://legislature.mi.gov/doc.aspx?mcl-18-1268>).

2. Geographically-Disadvantaged Business

All other things being equal, the state of Michigan must give preference to products manufactured or services offered by a Geographically-Disadvantaged Business Enterprise. It is the goal of the State that 3% or more of contract payments each state fiscal year will be made to certified Geographically-Disadvantaged Business Enterprises by the 2022-23 fiscal year. See Executive Directive 2019-08 (https://www.michigan.gov/whitmer/0,9309,7387-90499_90704-486613--,00.html).

3. Qualified Service-Disabled Veteran-Owned Businesses

It is the goal of the State to award 5% of total state expenditures for construction, goods, and services to qualified service-disabled veteran-owned businesses. The State provides a 10% pricing preference for businesses owned by qualified-disabled veterans. See MCL Section 18.1241 (<http://legislature.mi.gov/doc.aspx?mcl-18-1241>) and Section 18.1261 (<http://legislature.mi.gov/doc.aspx?mcl-18-1261>).

G. Submissions Subsequent to Award. As part of an awarded contract, the selected contractor will be required to review and provide and/or acknowledge additional documents including but not limited to:

- W-9 Request for Taxpayer Identification Number and Certification.
- Proof of proper insurance coverage.
- Retiree Rehire Certificate, if necessary.

H. Insurance Coverage. The Bidder must maintain and provide evidence, satisfactory to the Authority, of the following minimum insurance coverage:

1. General Liability Insurance for \$1,000,000 with the Authority shown as additional insured;
2. Errors and Omissions Insurance for \$1,000,000 for each occurrence and \$1,000,000 annual aggregate;
3. Worker's Compensation Insurance (if required under state law). Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable.
4. If required by the Authority, Cyber Security Insurance for \$1,000,000.

I. Payments to Pensioned Retirees. 2007 PA 95, MCL 38.68c requires retirees of the State Employees Retirement System ("Pensioned Retirees") who become employed by the State either directly or indirectly through a contractual arrangement with another party on or after October 1, 2007 to forfeit their respective state pensions for the duration of their reemployment. **Accordingly, any pensioned retiree who provides or renders services pursuant to the contract for which bids will be made under this RFP shall be required to forfeit his or her pension during the term of the contract.**

Proposals must acknowledge and confirm whether pensioned retirees will render services under the contract being sought through this RFP. If the Bidder intends to use a pensioned retiree, the Bidder must submit written confirmation from the pensioned retiree that he or she agrees to forfeit his or her pension during the term of the contract, if awarded. If awarded a contract, the Bidder must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services ("ORS") to withhold the retiree's pension payments until the end of the contract term by having the pensioned retiree complete a Retiree Rehire Certificate. A copy of the Retiree Rehire Certificate will be required to be submitted prior to executing an awarded contract.

- J. Contract Award Approvals.** Prior to executing an awarded contract, the Authority must seek and obtain Michigan Civil Service approval. The required forms will be submitted to Civil Service prior to the Authority's Board approval.

Contracts that equal or exceed \$45,000 must be approved by the Authority's Board. Thereafter, an awarded contract will be forwarded to the selected Bidder with instructions to review and sign it. Upon receiving the signed contract, the Authority's Procurement Office will submit the contract to a duly authorized signatory for final execution on behalf of the Authority. One fully executed contract will then be returned to the selected contractor.

- K. Commencement of Work.** Project work shall not commence until execution of a project contract. The selected contractor shall not proceed with performance of the project work or incurring of project costs until both parties have signed the project contract to show acceptance of its terms and conditions.

- L. Project Control.** The selected contractor will carry out this project under the direction and control of the Authority and its designated Contract Administrator.

- M. Applicable Laws.** The selected contractor will be required to comply with all Michigan and federal laws, as well as acquire any permits or permission-related documents to provide services being sought.

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**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL**

EXHIBIT B

SUBMISSION & SELECTION

I. Submission of Questions

- To ensure a fair and impartial process, the Authority's Procurement Office will *only* address on time and properly submitted questions.
- Phone calls involving the RFP or related questions will not be accepted. Firms submitting bids shall not contact any Board members or Authority staff.
- All questions and answers related to this RFP will be supplied to Bidders that submitted questions, and/or to organizations providing the Procurement Office with notification of intent to submit a proposal.

A. Due Date. Submit all questions regarding the RFP via email by **April 7, 2020 at 4 p.m.** Eastern Time (Detroit). ***Submissions received at 4:00:01 p.m. Eastern is considered late and subject to disqualification.***

Responses to properly submitted questions will be posted on or around **April 9, 2020**. The Authority will hold no other question sessions or bidder's conferences.

B. Delivery of Proposal. Address questions using the subject line ***Landscape Architect RFP*** to:

MSHDA-Procurement@michigan.gov

Confirmation of Delivery. The Procurement Office will verify receipt of email and questions to the Bidder within 24 hours. If Bidder has not received verification, the Bidder should verify the email address provided above (i.e., no spaces; hyphen between "MSHDA" and "Procurement") and resubmit an email asking for verification.

II. Submission of Proposal

- Submitted proposals must respond to and address the tasks, activities, listed requirements and questions outlined in the Scope of Work of this RFP and its attached and incorporated exhibits.
- The Authority shall not be liable for any costs that a Bidder may incur while preparing a proposal.
- The Authority shall not be liable for any costs that a Bidder 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 term of the contract.

- A. Due Date.** Proposals responding to this RFP are due **April 17, 2020 at 4 p.m.** Eastern Time (Detroit). ***Submissions received at Submissions received at 4:00:01 p.m. Eastern is considered late and subject to disqualification.***
- B. Originals and Copies.** Submit **one (1) .pdf** version of a proposal via email outlining how the Bidder will provide the activities / services described in the Scope of Work.
- C. Delivery of Proposal.** Direct all deliveries to:

MSHDA-Procurement@michigan.gov

Confirmation of Delivery. The Procurement Office will verify receipt of email and proposal to the Bidder within 24 hours. If Bidder has not received verification, the Bidder should verify the email address provided above (i.e., no spaces; hyphen between “MSHDA” and “Procurement”) and resubmit an email asking for verification.

III. Selection of Proposal

The selection of a proposal shall be subject to a review by the Authority’s Legal Affairs Division concerning conflicts of interest and/or participation in Authority programs by the Bidder, its officers, employees, subcontractors or independent contractors.

- A. Selection Criteria.** The Authority will select the proposal based on Selection Criteria listed below:

1. Experience and landscape architect’s license	30 Points
2. Communication skills, including clarity of proposal and writing sample	10 Points
3. Knowledge of Standards of Design for new and rehab construction	15 Points
4. Experience with Uniform Federal Accessibility Standards	15 Points
5. Amount of time available to perform services	10 Points
<u>6. Reasonableness and feasibility of fee</u>	<u>20 Points</u>
Total Possible Points:	100 Points

Note: The Authority will utilize all Bidder information to determine the best value for the services sought and is not obligated to accept the lowest price proposal.

- B. Proposal Selection.** The Authority’s review may take up to four weeks after the closing date for submitting proposals. The Authority anticipates notifying the selected contractor on or about **April 30, 2020** via e-mail and posting on the Authority’s website; however, the selection and final notice of award will be contingent on approval by the Michigan Civil Service Commission and the Authority’s Board.
- C. Cancellation of Selected Proposal.** The selection of a proposal by the Authority may be cancelled at any time prior to the complete execution of a contract. If the Authority cancels its selection of a proposal, the Authority may repost this or a similar RFP and re-seek proposals.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
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EXHIBIT C

PROPOSAL FORMAT

I. Overview

- Proposals must be submitted in the format described in this Exhibit C as outlined below.
- There should be no attachments, enclosures or exhibits other than those considered by the Bidder to be essential to a complete understanding of the proposal.
- Each section must be clearly identified with appropriate headings and/or table of contents.
- The proposal should be clear, accurate, and complete, with sufficient detail to enable the Authority to evaluate the services and methods proposed.

II. Headers and Contents

Proposals not including requested information may be viewed by the Authority as non-responsive and not considered further. Bidders are strongly encouraged to review their proposals prior to submission to ensure that all requested information is included.

A. Company Background Information.

1. Legal business name and address.
[Name]
[Street Address]
[City, State, Zip]
[Phone Number]
[Website address]
2. The type of entity (e.g., Michigan corporation, Michigan nonprofit corporation, Michigan limited liability company, foreign).
Note: Prior to contract execution, the selected contractor will be required to provide proof of authorization to conduct business in the State of Michigan.
3. Any applicable “Doing Business As” names.
4. Any branch office, or name and address of registered agent, if applicable.
5. Legal business name of any applicable parent company, and its address.
6. State your business is incorporated in.
7. Number of years in business and number of employees.

8. Has there been a recent change in the organizational structure (e.g., management team) or a change of control (merger or acquisition)?
(Yes / No)
If Yes, why and how has it affected your company?
9. Has your company ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State?
(Yes / No)
If Yes, provide the date, governmental entity, and details surrounding the action.
10. Has your company ever been sued by the State of Michigan?
(Yes / No)
If Yes, provide the date, case caption, case number, and identify the court that the case was filed in.
11. Has your company ever sued the State of Michigan?
(Yes /No)
If Yes, provide the date, case caption, case number, and identify court that case was filed in.
12. Within the past five (5) years, has your company defaulted on a government contract, or been terminated for cause by any governmental entity, including the State?
(Yes / No)
If Yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.
13. Within the past five (5) years, has your company defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by your company?
(Yes / No)
If Yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.
14. Does your company have experience working with the State of Michigan?
(Yes / No)
If Yes, please provide a list (including the contract number) of the contracts you hold or have held with the State for the last 10 years.
15. Has your company disclosed current and/or planned MSHDA-related projects and may not work for developers either seeking or have secured MSHDA financial instruments including loans, tax credits or housing vouchers?
(Yes / No)

B. Management and Personnel. Answer/Address the following:

1. **Authorized Signatory.** The Bidder must clearly identify the name and title of an official authorized to commit the Bidder to the terms and conditions of the proposal.
 - a. Provide any resolution(s) authorizing the designated official as an approved signatory.

- b. Proposal must include the statement of bid commitment, see Section H below, signed by the approved signatory.
- 2. **Officer and Management Summary.** Identify manager(s) and/or officer(s) who will manage the contract if it is awarded:
 - a. Provide current contact information including the manager/officer name, title, mailing address, email address, and phone and fax numbers.
 - b. Provide their resumes or CVs.
 - c. List their responsibilities and the specific tasks each assigned officer/manager will carry out and the anticipated time frames for each task.
- 3. **Personnel Summary.** Identify proposed key project personnel, including job titles, responsible for performing the activities / services described in the Scope of Work.
- 4. **Submit a Certificate Verifying Project Personnel.** The form is found in Exhibit D, attached and incorporated into this RFP.
 - a. Confirm Whether Any Assigned Personnel Receive Pension Payments from the State of Michigan. Review Exhibit A, Section I.I above for important information regarding Pensioned Retirees.

C. Experience.

- 1. **Prior Experience of Bidder.** Indicate prior experience of your organization that you consider relevant to the successful accomplishment of the project described in this RFP.
 - a. Include sufficient detail to demonstrate the relevance of such experience.
 - b. Include descriptions of qualifying experience, including project descriptions, costs, and start/end dates of projects successfully completed.
 - c. Include samples of housing plans, project workplans with timelines, outreach and engagement strategy documents, public outreach materials with infographics, benchmarking studies, and research studies created by your firm.
 - d. Include the name, address, and telephone number of the responsible official of the client organization who may be contacted.
- 2. **Experience of Proposed Personnel Assigned to Provide Services.** The proposal should describe the education and experience of the personnel who will be assigned to provide the proposed services, including managers who may oversee work of personnel.
- 3. **Professional References.** Include professional references who can provide information regarding the Bidder's prior past performance.
- 4. **Additional Information and Comments.** Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

D. Proposed Services.

- 1. **How Services Will be Rendered.** Address and describe the process used to render the services and how the services will be rendered. This should be an overview of the methodology to be used, based on staff and time frames, to meet

the project scope of work and complete the required services within the time frame of the project.

2. **Use of Subcontractors.** If any work will be subcontracted, describe the following:
 - a. Work that will be subcontracted.
 - b. The process used to select the subcontractors.
 - c. The subcontractor's experience and expertise.
 - d. The names of the firms/individual(s) who will perform the subcontracted work.
 - e. How quality of service will be monitored and ensured.
3. **Standards.** Describe or address the following:
 - a. The standards that the services will satisfy. (If standards of a professional association will be followed, identify the standards and the association.)
 - b. How quality of service will be monitored and ensured.
 - c. Whether "best practices" will be followed. (If applicable, identify the organization and/or document establishing such standards.)
4. **Security of Data.** If the services to be rendered require the collection and/or use of confidential and/or personal data, confirm the following:
 - a. Has your organization established and used a policy to address the security of paper and electronic data?
(Yes / No)
If No, explain how your organization addresses the security of paper and electronic data.
(Note: Please do not submit a copy of your security policy.)
 - b. Does your policy address the removal of confidential and/or personal data from storage media? (For example, does your firm's policy include the removal or "wiping" of data from hard drives when a computer is no longer used?)
(Yes / No)
If No, explain how your organization handles confidential and/or personal data.
5. **Copyrighted Materials.** Acknowledge and/or confirm the following:
 - a. You agree that any and all products produced as a result of this contract shall be the property of the Authority.
 - b. You agree that the Authority shall (a) hold a copyright on all materials or products produced under the contract and (b) be allowed to file for a copyright with the United States Copyright Office.
 - c. You acknowledge that submitted documents will not contain in part or whole copyrighted materials.

E. Price Proposal & Budget

1. **Price Proposal. (See Exhibit D)** All rates quoted in proposals submitted in response to this RFP will be a firm fixed price for the duration of the contract. No price changes will be permitted.

Proposals should reflect per diem rates in effect at the time of proposal submission. State per diem rates are subject to change during the term of an awarded contract. Rates for 2018 can be found here:

2. Budget. Include in the proposal a line item budget identifying all expenses related to the work to be performed. By submitting the bid, the Bidder acknowledges that it bears the risk that its expenses may exceed the proposed amount. The budget should include applicable items, which may include the following:

- a. Staff costs broken down by each individual staff person. Include # of hours, per hour rate, and work assignment.
- b. Lodging costs (based on State of Michigan per diem rates). Description should include when and why lodging is needed.
- c. Meal costs (based on State of Michigan per diem rates). Description should include when and why meals are needed.
- d. Transportation costs (based on standard State of Michigan mileage rate). Description should include type and reason for transportation cost.
- e. Costs of supplies and materials. Description should include items to be purchased and reason for purchase.
- f. Other direct costs. Description should include items to be purchased and reason for purchase.
- g. Total Budget.

F. Schedule/Timeline. Bids must include a schedule for delivery of services set forth in the Scope of Work and cite the proposed deadlines for completing the tasks within the Scope of Work.

Include a timetable indicating how the project will be scheduled.

<i>Completed Service/Project Components</i>	<i>Estimated Completion Dates</i>

G. Disclosures.

1. Interests in Authority Programs. Authority programs include, but are not limited to, the Housing Voucher Program, any loans where the Authority is the lender, and any grants made by or administered by the Authority.

- a. Does the Bidder, its officers, board members, and employees respectively, have any interests in Authority programs?
(Yes / No)
If Yes, please provide their name, title, and the Authority program for which the interests exist.
- b. If the Bidder intends to use independent contractors or subcontractors to render services, do the independent contractors or subcontractors and their officers, board members, and employees respectively, have any interests in Authority programs?
(Yes / No)
If Yes, please provide their name, title, and the Authority program for which the interests exist.

2. Potential Conflicts of Interests. Potential conflicts of interest may arise from the Bidder's officers, employees, members, board members, independent contractors or subcontractors the Bidder will use to render services, if the organization enters into a contract with the Authority.

a. Is the Bidder currently under contract and/or been awarded a grant from the Authority?

(Yes / No)

If Yes, please confirm whether any potential conflict of interest will exist if the Authority enters into a contract with the Bidder.

b. Does the Bidder, its officers, board members, and employees, hold a position with another entity that may be under contract or receiving a grant from the Authority?

(Yes / No)

If Yes, include an organizational chart from each entity under contract or awarded a grant from the Authority in which the Bidder or project personnel holds a position. Include each employee's position and title within the entity. In addition, indicate whether the Bidder or the project personnel is responsible for making financial decisions in his/her capacity and what measures have been implemented to ensure that funds are not comingled.

THE AUTHORITY RESERVES THE RIGHT TO DEEM A BID NON-RESPONSIVE FOR FAILURE TO DISCLOSE A POTENTIAL CONFLICT OF INTEREST.

3. Family Members Who Work for Authority.

a. Does the Bidder, its officers, board members, and employees respectively, have family members who work for the Authority?

(Yes / No)

If Yes, please provide their name and the name of the family member currently employed at the Authority.

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H. Signature Clause to be Signed by Bidder's Authorized Signatory. Insert into the proposal and have the authorized signatory sign the following signature clause at the end of the proposal:

I confirm that I have submitted this proposal on behalf of

_____ in response to the
**Michigan State Housing Development Authority's Request for Proposals for
Licensed Landscape Architectural Firms to Review and Accept
Construction Documents.**

I also confirm that I have read and understand the Authority's indemnification, copyright, data security and insurance requirements.

By: _____

Its: _____

Date: _____

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**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL**

EXHIBIT D

PRICING

1. The Contractor must provide a pricing schedule for the proposed Contract Activities. The pricing schedule should be submitted in a modifiable format (e.g., Microsoft Word or Excel); however, you may also submit an additional pricing schedule in a non-modifiable format (e.g., PDF). Failure to complete the pricing schedule as requested may result in disqualification of your proposal.
2. Price proposals must include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. By submitting its proposal, the Contractor certifies that the prices were arrived at independently, and without consultation, communication, or agreement with any other Contractor.

REQUEST FOR PROPOSAL

EXHIBIT E

REPORT SAMPLES

Date

Michigan State Housing Development Authority
735 East Michigan Ave.
Lansing, MI 48912

Project: Name
Location
MSHDA number

Architect: Design Architect

Dear Ms. *****:

We have received and reviewed in-progress construction drawings and specifications in response to the Phase 1 - Construction Document Review dated May 22nd. My comments are concerning site development.

Phase 1 comments are in Warnock Pro Display 11 pt. black.

The drawings and specifications reviewed include the following information.

Cover Sheet

Cover Sheet dated March 19, 2013 – “Site Plan Review”

Survey

Sheet C-201 – Existing Conditions Survey Plan dated March 19, 2013 - “City Submittal”

Civil

Sheet C-205 – Grading, Drainage, and Utility Plan dated March 19, 2013 – “City Submittal”

Sheet SP – Site Concept Plan dated March 19, 2013 – “Site Plan Review”

Sheet SB – Site Boring Location Plan dated April 26, 2013 – “Review”

Sheet S – Site Analysis Sheet dated May 20, 2013 – “Review”

Landscape

Sheet LP3 – Overall Concept Landscaping Plan dated March 19, 2013 – “Site Plan Review”

Sheet LP4 – Concept Enlarged Landscaping Plans and Details dated March 19, 2013 – “Site Plan Review”

Sheet LP5 – Overall Concept Landscaping Plan dated March 19, 2013 – “Site Plan Review”

Architectural

Sheet SK3 – Preliminary Composite First Floor Plan dated March 19, 2013 – “Site Plan Review”

Sheet SK8.0 – Typical Unit Plans dated March 19, 2013 – “Site Plan Review”

Sheet SK9 – Cottage Floor Plans and Elevation dated March 19, 2013 – “Site Plan Review”

Other Architectural, Mechanical, Fire Protection, and Electrical Sheets were received as part of the package, but were not reviewed.

Following are our civil/site comments on the drawings reviewed:

GENERAL

1. Technical specifications should be included in this package as required by MSHDA standards.
2. Soil boring information should be included in this package as required by MSHDA standards.
3. At the current scales, it is difficult to determine if all sidewalk intersections have the radii, angles, or haunches as required by MSHDA standards. We recommend reviewing and altering any deficient intersections and including this requirement in either a detail or in a note on the plans.
4. A photometric lighting plan must be submitted per MSHDA standards.
5. A site lighting plan, including location of all proposed exterior lighting, must be submitted per MSHDA standards.
6. The construction package does not include any layout for accessible routes per MSHDA standards. We recommend that this information be added to the package.
7. Per MSHDA standards, snow storage areas should be shown on a plan.
8. Additional details for proposed construction should be included in this package.
9. Graphic Scale should be included on all plans.

TITLE

1. Title sheet should include parking information, including barrier free parking ratios and covered and uncovered parking counts per MSHDA standards.
2. Title sheet should include MSHDA required area summaries including total site area.
3. Title sheet should include surveyor information.

CIVIL

Sheet C-201:

1. MSHDA standards require the Existing Survey include the Surveyor's contact information and seal.
2. MSHDA standards require a minimum of two (2) benchmarks to be shown on the survey.
3. MSHDA standards require all existing trees shown on the survey.
4. MSHDA standards require spot elevations shown along all curb and gutters and sidewalks.
5. MSHDA standards require surveys to include the condition of existing materials.
6. MSHDA standards require all existing utilities to be shown, including size and direction of flow.
7. The municipality/owner of each utility needs to be listed on each topographic sheet as required by MSHDA standards.
8. MSHDA standards require that all topographic information be based on USGS datum.
9. MSHDA standards require a complete ALTA survey. Site demolition should either be shown on another plan or create a separate Demolition Plan.
10. Sheet should include total property area summary, with area for each parcel listed.

Sheet C-205:

1. Proposed spot grade elevations, slopes, flow directional arrows and barrier free grading information should be shown on the grading plan.
2. Additional retaining wall information is needed.
3. There is not enough information included on this plan to properly review the plan to ensure that it meets MSHDA standards.
4. Where are the downspouts on the buildings?
5. Recommend providing documentation of MDEQ approval/permit for work adjacent to wetland and wetland mitigation areas.
6. Documentation that plan meets stormwater management standards should be provided.
7. No utilities are shown to service proposed Cottage Units.

Sheet SP:

1. MSHDA standards require Layout Plans to include concrete curb and gutters on all proposed drives, parking lots, and parking lot islands.
2. Do the barrier free parking space quantities meet MSHDA and ADA standards? This information should be included in parking summaries.
3. Do the quantity of parking spaces shown at the Assisted Living Facility meet MSHDA standards? MSHDA standards state that elderly parking ratios are 1 space per unit or greater and congregate developments are 0.8 spaces per unit or greater. The plan shows 0.61 spaces per unit.
4. Are there patios or common areas included for residents? Do the sizes meet MSHDA standards?
5. Do the parking spaces meet the MSHDA standard of 10'x20'?
6. Where will the MSHDA construction signs be located? Additional detail information on these signs needs to be included in the construction package.
7. Do the quantity of carport parking spaces meet MSHDA standards? These quantities should be included in the parking summaries.

Sheet SB:

1. Soil boring locations shown, but no other data provided.

Sheet LP3:

1. A proposed features key should be included with the Landscape Plan.
2. MSHDA standards require irrigation at all proposed landscaping.
3. Tree staking shown in landscape details should be metal per MSHDA standards.
4. The Hick's Yew shrubs will be 12' wide by 20' tall at maturity. These shrubs are too large for security reasons to be located near an entrance and will become too large to be planted in front of any resident windows.
5. The Brown's Yew shrubs will be 20' wide by 9' tall at maturity. These shrubs are too large for security reasons to be located near an entrance and will become too large to be planted in front of any resident windows.
6. The Endless Summer Hydrangea shrubs will be 5' tall at maturity. These shrubs are too large for security reasons to be located near an entrance and will become too large to be planted in front of any resident windows.
7. The Compact Inkberry Holly shrubs will be 6' tall at maturity. These shrubs are too large for security reasons to be located near an entrance and will become too large to be planted in front of any resident windows.
8. Plant spacing information should be included on all plant lists.
9. Landscape edging information should be included somewhere in this package.
10. Seeding information should be included with this construction package.

Sheet LP4:

1. The Hick's Yew shrubs will be 12' wide by 20' tall at maturity. These shrubs are too large for security reasons to be located near an entrance and will become too large to be planted in front of any resident windows.
2. The Brown's Yew shrubs will be 20' wide by 9' tall at maturity. These shrubs are too large for security reasons to be located near an entrance and will become too large to be planted in front of any resident windows.
3. The Compact Inkberry Holly shrubs will be 6' tall at maturity. These shrubs are too large for security reasons to be located near an entrance and will become too large to be planted in front of any resident windows.
4. MSHDA standards require irrigation at all proposed landscaping.
5. Verify that Proposed Community Sign meets MSHDA standards for all development signs including logo information.
6. Plant spacing information should be included on all plant lists.

Sheet LP5:

1. MSHDA standards require irrigation at all proposed landscaping.
2. Tree staking shown in landscape details should be metal per MSHDA standards.
3. The Hick's Yew shrubs will be 12' wide by 20' tall at maturity. These shrubs are too large for security reasons to be located near an entrance and will become too large to be planted in front of any resident windows.
4. The Brown's Yew shrubs will be 20' wide by 9' tall at maturity. These shrubs are too large for security reasons to be located near an entrance and will become too large to be planted in front of any resident windows.
5. Plant spacing information should be included on all plant lists.

This review requires response by the Architect and/or site planner/engineer, to be sent to the Chief Architect with a copy to the Review Consultants. This may be accomplished by e-mailing the response to ---- and to -----using a font other than Warnock Pro Display for reply comments.

Respectfully submitted,

Copies:

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL**

EXHIBIT F

PROJECT PERSONNEL

**CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE
CONTRACTOR/SUBCONTRACTOR**

The Contractor/Subcontractor acknowledges that the following personnel are Project Personnel of the Contractor/Subcontractor:

(1) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is this person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

(2) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

(3) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

Name of Signatory for Contractor/Subcontractor:

Printed Name: _____
(Print or type name above line)

Its: _____

Signature: _____

Federal Identification Number: _____

