



STATE LAND BANK AUTHORITY  
**REQUEST FOR PROPOSALS**  
RFP 2023-009  
BLIGHT ELIMINATION PROGRAM  
ROUND 4

**Important Dates:**

Event	Date Due	Time Due	Method of Communication
RFP Release	October 9, 2023		SLBA Website
Questions on RFP	Open		Send questions to: <a href="mailto:landbank@michigan.gov">landbank@michigan.gov</a>
Answers to Questions	no later than ten (10) days after proper receipt		SLBA website
Submissions Due	December 8, 2023		Send submissions to: <a href="mailto:landbank@michigan.gov">landbank@michigan.gov</a>
Award/Reject	no later than February 15, 2024		Direct

## **REMINDER**

Please check your submission to make sure you have included all of the information which is required in this Request for Proposals (“RFP”). In addition, please submit files as noted on the RFP cover page which include the following:

- Cover Sheet (Attachment A)
- Submission Checklist (Attachment E)
- Grant Proposal (Section II)

Submit marked electronic files of your Grant Proposal as noted on the RFP cover page. The State Land Bank Authority (“SLBA”) will review submissions as stated in the Submission Period. Future submissions shall be received under a separate RFP(s), as applicable. **Submissions will only be accepted as noted on the RFP cover page.**

**RESPONDENTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE FILE NAME OF YOUR SUBMISSION:**

- “RFP 2023-009 Grant Proposal”

**The SLBA will not respond to telephone inquiries, or visitation by Respondents, or their representatives. Respondent’s sole point of contact concerning the RFP is below and any communication outside of this process may result in disqualification.**

State Land Bank Authority  
Post Office Box 30766  
Lansing, Michigan 48909  
[landbank@michigan.gov](mailto:landbank@michigan.gov)

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REQUEST FOR PROPOSALS  
RFP 2023-009

BLIGHT ELIMINATION PROGRAM  
(ROUND 4)

This RFP is issued by the SLBA. The SLBA is the sole point of contact with regard to all bidding and contractual matters relating to the services described in this RFP. The SLBA is the only office authorized to change, modify, amend, alter, clarify, etc. the specifications, terms and conditions of this RFP and any potential Contract(s) awarded as a result of this RFP. The SLBA will remain the SOLE POINT OF CONTACT throughout the bidding process. ***The SLBA will not respond to telephone inquiries, or visitation by Respondents or their representatives. Respondent's sole point of contact concerning the RFP is below and any communication outside of this process may result in disqualification.***

State Land Bank Authority  
Post Office Box 30766  
Lansing, Michigan 48909  
[landbank@michigan.gov](mailto:landbank@michigan.gov)

## **SECTION I STATEMENT OF WORK**

### **A) PURPOSE & BACKGROUND STATEMENT**

On March 11, 2021, the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) were established, as part of the American Rescue Plan Act (“ARP”), to support the response to and recovery from the COVID-19 pandemic.

PA 1 of 2023, appropriated monies to SLBA for blight elimination grants. The purpose of this RFP and the SLBA’s Blight Elimination Program (“Program”) is to respond to the public health emergency or its negative economic impacts by promoting health and safety and addressing blight in disproportionately impacted communities around the State of Michigan by investing in projects that result in the demolition or stabilization of public or privately-owned structures, as well as environmental remediation on publicly owned properties, or the renovation of publicly-owned structures.

A total of \$30,500,000 is available to be awarded on a competitive basis (“Program Funds”). The SLBA seeks eligible applicants (land bank authority, county, city, village, or township) to apply for blight elimination grant opportunities within its jurisdiction. The maximum award allowed under this RFP will be capped at \$3,000,000 per county.

### **B) DEFINITIONS**

“Contract” has the meaning set forth in Section IV(A)(1) of this RFP.

“Eligible Activity(ies)” means:

- i. Demolition of vacant residential, commercial, or industrial structures, including reasonable and necessary costs directly related to demolition, including, but not limited to, title work, due care demolition plans, acquisition, utility disconnect fees, permit fees, abatement of hazardous materials, air monitoring at demolition sites, the replacement of damaged sidewalk or recurbing at the street, and seeding.
- ii. Stabilization of vacant residential, commercial, or industrial structures identified for future rehabilitation. Eligible stabilization costs may include acquisition, debris removal, exterior security materials to deter trespassing and vandalism, and interior and exterior repairs needed to protect against further deterioration and meet local exterior property maintenance requirements.
- iii. Matching or gap funds for environmental remediation needed to comply with Department of Environment, Great Lakes, and Energy standards and limited site preparation costs to remove other predevelopment hurdles on publicly owned residential, commercial, or industrial parcels.
- iv. Rehabilitation of vacant residential, commercial, or industrial publicly owned structures.
- v. Project administration directly related to activities under subdivisions (i), (ii), (iii), or (iv) for up to eight percent (8%) of a Respondent’s total grant award.

“Eligible Property(ies)” means:

- i. Any property owned or under the control of a land bank fast track authority under the Land Bank Fast Track Act, 2003 PA 258, MCL 124.751 to 124.774, as amended.
- ii. Any vacant residential, commercial, or industrial property that is blighted. A property is considered blighted if it meets any of the following criteria;
  - a) the property has been declared a public nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance;
  - b) the property has had utilities, plumbing, heating, or sewerage disconnected, destroyed, removed, or rendered ineffective for a period of 1 year or more, rendering the property unfit for its intended use; or
  - c) the property is tax-reverted and owned by this state, a county, or a municipality.
- iii. Eligible Properties must be located within a qualified area as determined by federal guidelines. For 67 counties the entire county qualifies. For the remaining 16 counties, the property(ies) must be located within a Qualified Census Tract (“QCT”). Those 16 counties are: Allegan, Barry, Benzie, Clinton, Eaton, Grand Traverse, Kent, Lapeer, Leelanau, Livingston, Macomb, Midland, Monroe, Oakland, Ottawa, and Washtenaw. QCTs can be identified at the following [link](#).

“JEC” has the meaning set forth in Section III(D)(2)(a) of this RFP.

“Program” has the meaning set forth in Section I(A) of this RFP.

“Program Funds” has the meaning set forth in Section I(A) of this RFP.

“Respondent” means a land bank authority, county, city, village, or township.

- i. In areas served by a land bank authority, the land bank authority shall act as the lead applicant within its jurisdiction.
- ii. In areas not served by a land bank authority, a county, city, village, or township may apply for funding directly.

“RFP” means this Request for Proposals, (RFP 2023-009).

“SLBA” means the State Land Bank Authority, a Michigan public body corporate and politic, created under the Land Bank Fast Track Act, 2003 PA 258, MCL 124.751 to 124.774, as amended.

“Submission Period” means October 9, 2023 thru December 8, 2023.

## **C) GRANT REQUIREMENTS**

Grants shall be distributed on a competitive basis, and in conformity with the following:

- i. In areas served by a land bank authority, the land bank authority must serve as the lead applicant for grants within its jurisdiction.
- ii. In areas not served by a land bank authority, a county, city, village, or township may apply for a grant directly.

**The maximum award allowed under this RFP (Round 4) will be \$3,000,000 per county.**

If an award cannot be funded in whole by the SLBA as requested by the Respondent, then the Respondent must provide evidence that it is able to cover any unfunded portion of the request in able for the proposed project to be completed. If Respondent is requesting multiple proposed projects to be funded by the SLBA, Respondent must prioritize the proposed projects it wishes to fund if the SLBA is unable to fund the request in whole.

A land bank authority acting as a lead applicant must establish itself to be in good standing with the requirements of its Intergovernmental Agreement, meaning, at a minimum: (i) its Board of Directors is properly established, and (ii) its most recent annual report has been filed with the SLBA accordingly. Proof may be requested.

Respondent must demonstrate the capacity to administer the grant funds in a cost-efficient manner and to meet applicable deadlines including specific information on staffing, status of procured contractors and ability to procure and manage the proposed project. Respondent may be asked for additional information and documentation.

An Eligible Property must be owned by or under the control of the Respondent as provided in Section II(B)(6) below. Proof of site control shall be included with the submission package. Program Funds used for Eligible Activities on privately-owned Eligible Property will require that a lien in favor of the SLBA be placed on the privately-owned Eligible Property. A release of lien shall be provided upon repayment of the Program Funds spent upon the project, otherwise the lien will automatically expire after seven (7) years from the date it is recorded.

If a project involves mobile homes, then satisfactory certificate of mobile home title and ownership must be demonstrated. For more information, visit [Mobile homes \(michigan.gov\)](http://mobilehomes.michigan.gov).

**Scoring Criteria:**

- i. Development Catalyst and Community Impact Opportunities (30 possible points): Explain how the project will complement or enhance any existing economic conditions and/or development in or near the project area. A development catalyst or community impact opportunity may be any recent or current public or private investment project intended to have a positive economic effect within the community, such as downtown redevelopment or housing (re)development (e.g., green space to enhance existing or planned recreational areas, property investment by neighbors, preservation of local structures of significance, etc.). Include any details available about future plans of the subject property or how existing or planned redevelopment on surrounding properties may be positively affected.
- ii. Local Support (20 possible points): Explain the degree of local government support, community engagement in the planning process and community support for the proposed Eligible Activities. Letters of support are highly suggested as a demonstration of this support.
- iii. Public Safety (20 possible points): Explain how the project will promote public safety. For example, a project that targets demolition to eliminate unsafe structures near a school, hospital, business district, residential neighborhood, or core neighborhood institution increases public safety. Include additional information such as the condition of the property, any incidents of trespass or criminal activity at the site, etc.

- iv. Additional Investment (5 possible points): Describe any additional public or private investment including matching funds or other funding sources. Please provide a list of leveraged sources, describe their use in the project, and attach evidence of written commitment.

Match Range:

> 75%	(5 points)
51% - 75%	(4 points)
26% - 50%	(3 points)
10% - 25%	(2 points)
< 10%	(1 point)
No Match	(0 points)

- v. Housing Rehabilitation (15 possible points): Additional points will be awarded for housing rehabilitation projects that will be marketed and available only to potential buyers at or below 120% AMI. Respondent shall provide a clear and concise documentation and explanation on how it intends to commit to such implementation.

Point Scale:

at or below 60% AMI	(15 points)
at or below 80% AMI	(10 points)
at or below 120% AMI	(5 points)
market rate	(0 points)

All costs to be reimbursed as Eligible Activities shall be limited to those Eligible Activities incurred after an award has been made by the SLBA pursuant to this RFP and a Grant Agreement has been executed with the SLBA, unless otherwise pre-approved by SLBA.

Any Eligible Activities proposed in the submission package of Respondent must be completed and all necessary documentation submitted by **September 30, 2026**. Payment of grant funds will be on a reimbursement basis, unless otherwise pre-approved by SLBA.

Awardees will be required to provide both quarterly and annual progress reports to the SLBA detailing work completed, a detailed accounting of the project, project milestones and other relevant information. Failure to timely provide required reports shall result in financial penalties.

SLBA will conduct a kick-off meeting(s) for selected awardees. These may be held in person or via a Microsoft Teams meeting or similar venue. Topics will include compliance with federal requirements (including Uniform Guidance for Federal Awards), identifying and handling environmental issues, hiring qualified contractors, how to verify state required licenses and notifications, and required documentation.



## SECTION II SUBMISSION FORMAT

To be considered, each Respondent must submit a COMPLETE submission in response to this RFP using the format specified. Respondent's submission must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondent to be essential to a complete understanding of the submission. Each section of the submission should be clearly identified with appropriate headings:

### A) **SUBMISSION**

Respondent may provide its submission package for consideration as follows:

1. One (1) complete electronic copy of the submission package must be received via email to [landbank@michigan.gov](mailto:landbank@michigan.gov) before **5:00 pm EST on December 8, 2023**. Submission package may not be sent by mail or facsimile. Late submissions will not be accepted.
2. Respondent shall limit its submission package file(s) to 15MB per file. Respondent may send more than one file for its submission package in response to this RFP.

### B) **SUBMISSION REQUIREMENTS & FORMAT**

The submission package shall include the following items to be considered:

1. Letter of Interest. The Letter of Interest shall contain Respondent name(s), address, county, contacts name, title, email, and telephone number to be contacted for clarification or additional information regarding submissions. If the Respondent is applying on behalf of an entity other than itself, Respondent shall also include the name(s), address, county, and contact information of such entity. If the Respondent is a land bank authority, Respondent shall also include a board resolution authorizing engagement regarding this RFP. The Letter of Interest shall identify the name of the individual(s) authorized to sign the offer, the Contract and any amendments thereto for each Respondent. The Letter of Interest shall be signed by the person designated to represent the Respondent.
2. Detailed Project Description. Provide the following, as applicable:
  - A. Demolition Activities
    - i. Provide a property list with:
      - a. Full address;
      - b. Parcel number(s);
      - c. Condition assessment;
      - d. Ownership information (include current deed);
      - e. Mobile home ownership (include valid title or proof of affixture); and
      - f. Current photo of structure demonstrating blight condition.
    - ii. Identify how the subject property(ies) meets the definition of an Eligible Property.
    - iii. Disclose any known environmental problems (e.g., contaminants, asbestos, lead, etc.).

- iv. Identify any property slated for demolition that is in an historic district or listed in the National Register of Historic Places and attach appropriate approvals for demolition.
- v. Provide a map of the project area that also has the subject property(ies) identified.
- vi. Describe planned post-demolition use of the land, if immediately applicable.
- vii. Provide an itemized budget, including all Eligible Activities, showing all funding sources and costs for project.

**B. Stabilization Activities**

- i. Provide a property list with:
  - a. Full address;
  - b. Parcel number(s);
  - c. Condition assessment;
  - d. Ownership information (include current deed);
  - e. Mobile home ownership (include valid title or proof of affixture); and
  - f. Current photo of structure demonstrating blight condition.
- ii. Identify how the subject property(ies) meets the definition of an Eligible Property.
- iii. Disclose any known environmental problems. (e.g., contaminants, asbestos, lead, etc.).
- iv. Identify any property slated for stabilization that is in an historic district or listed in the National Register of Historic Places and attach appropriate approvals for stabilization.
- v. Provide a map of the project area that also has the subject property(ies) identified.
- vi. Describe the post-stabilization plan and timeline, if immediately applicable.
- vii. Provide an itemized budget, including all Eligible Activities, showing all funding sources and costs for project.

**C. Environmental Remediation / Site Preparation Costs**

- i. Provide a property list with:
  - a. Full address;
  - b. Parcel number(s);
  - c. Condition assessment;
  - d. Ownership information (include current deed);
  - e. Mobile home ownership (include valid title or proof of affixture); and
  - f. Current photo of structure demonstrating blight condition;
  - g. Previous property uses and potential contaminants or Recognized Environmental Conditions (RECs);
  - h. Known contaminants, if any; and
  - i. Contaminant Exposure Pathways of concern.
    - Unknown
    - Direct Contact
    - Drinking Water
    - Groundwater/Surfacewater Interface (GSI)
    - Volatilization to Indoor Air
    - Ambient Air

- ii. Identify how the subject property(ies) meets the definition of an Eligible Property.
- iii. Provide Environmental Site Assessments, if available (e.g. Phase I, Phase II, Baseline Environmental Assessment, asbestos analysis, lead paint, etc.).
- iv. Provide explanation of proposed remedial activities.
- v. Identify any property slated for remediation or site preparation that is in an historic district or listed in the National Register of Historic Places and attach appropriate approvals for remediation or site preparation.
- vi. Provide a map of the project area that also has the subject property(ies) identified.
- vii. Provide maps showing the known contamination relative to the building footprint and/or development plan.
- viii. Describe the plan for the land after remediation or site preparation.
- ix. Provide an itemized budget, including all Eligible Activities, showing all sources and costs for project (must identify the gap and/or match requirement).

D. Rehabilitation Activities

- i. Provide a property list with:
    - a. Full address;
    - b. Parcel number(s);
    - c. Condition assessment;
    - d. Ownership information (include current deed); and
    - e. Current photo of structure demonstrating blight condition.
  - ii. Identify how the subject property(ies) meets the definition of an Eligible Property.
  - iii. Disclose any known environmental problems (e.g., contaminants, asbestos, lead, etc.).
  - iv. Identify any property slated for rehabilitation that is in an historic district or listed in the National Register of Historic Places and attach appropriate approvals for rehabilitation.
  - v. Provide a map of the project area that also has the subject property(ies) identified.
  - vi. Provide an itemized budget, including all Eligible Activities, showing all funding sources and costs for project.
3. Narrative. Include a narrative summary description of the proposed project, Eligible Property(ies) and of the Eligible Activity(ies) that will be completed.
4. Scoring. Respondent shall provide a detailed narrative of the proposed project(s) in order to support each of the five (5) scoring categories, as described in Section I(C) of this RFP. Failure to provide detailed answers to each of these scoring categories may result in a Respondent receiving no points for any category without a detailed answer, thereby reducing the Respondent's probability of award.
5. Budget. Provide a detailed project budget estimate including all Eligible Activities (if applicable, include quote(s) from qualified contractor(s)). The budget estimate (including project administration costs, lead and asbestos survey costs, contingency costs, etc.) shall include project timeframes and anticipated start and end dates.

6. Site Control. Respondent shall demonstrate site control for any proposed Eligible Property within its submission package. Site control means one of the following:
  - (i) owned by or under the control (“under the control” shall mean the party has the authority and ability to exercise control over the Eligible Property to undertake Eligible Activity(ies)) of Respondent;
  - (ii) owned by or under the control of a local unit of government;
  - (iii) proof that Respondent or local unit of government has entered into an executed written agreement (e.g., option or similar agreement) which allows for acquisition of a proposed Eligible Property;
  - (iv) Respondent or local unit of government has by operation of law the authority and ability to exercise control over the Eligible Property to undertake Eligible Activity(ies); or
  - (v) Respondent or local unit of government has entered into a written agreement with an Eligible Property owner consenting to the Respondent or local unit of government having Eligible Activity(ies) performed at the proposed property. Projects for Eligible Activities pursuant to Sections 301(1)(c) and (d) must demonstrate that the Eligible Property is a publicly owned residential, commercial, or industrial parcel(s).
7. Administration of Project Funds and Project Management. Respondent shall demonstrate it has the experience and capacity to undertake the proposed project. Respondent shall demonstrate the capacity to administer the Program Funds in a cost-efficient manner, meet applicable deadlines, and provide specific information on staffing, status of procured demolition contractor(s), and ability to procure and manage onsite work.
8. Qualified Census Tract Areas. Respondent shall provide the applicable QCT number(s) which contains their project(s). QCT numbers can be found [here](#).
9. Additional Information and Comments. Include any other information that is believed to be pertinent, but not specifically asked for elsewhere.

**SECTION III  
RFP PROCESS AND TERMS & CONDITIONS**

**A) QUESTIONS**

Questions from any Respondent concerning the specifications in this RFP must be received via e-mail to [landbank@michigan.gov](mailto:landbank@michigan.gov).

**B) SUBMISSIONS**

To be considered, Respondent must submit a complete response to this RFP, using the format provided in Section II of this RFP, as noted on the RFP cover page. No other distribution of submission is to be made by a Respondent.

The Cover Sheet must be **signed physically or electronically** by the Respondent's Authorized Signatory. The Cover Sheet, Attachment A, must be the first page of the Grant Proposal.

**C) ECONOMY OF PREPARATION**

Each submission should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

**D) SELECTION CRITERIA**

The selection of a qualified Respondent will be based on SLBA's review on content and quality of submittals in addressing the requirements described in this RFP and PA 1 of 2023, and each submission will be evaluated on a two-step selection process described below. This RFP is not a binding agreement. Submittals will be assessed in accordance with the evaluation criteria, and Respondents will be notified whether they have been selected.

1) Step I – Initial Evaluation for Compliance

- a) *Submission Content* – SLBA staff will screen the submissions for technical compliance to include, but not be limited to:
- timely submission of the submission package
  - submission is signed physically or electronically
  - submission satisfies the form and content requirements of this RFP

2) Step II – Criteria for Satisfactory Submissions

- a) Only submissions satisfying Step I will be considered by a Joint Evaluation Committee (“JEC”) comprised of individuals selected by the SLBA. Only those submissions that satisfy the submission content requirements described in this RFP, as determined in the sole discretion of the JEC, will be considered for evaluation in Step II. The JEC reserves the right to request additional information from any Respondent.

- b) *Scoring Criteria* – The Respondent should indicate its ability to meet the requirements of this RFP.

		<b>Points Possible</b>
1.	<i>Development Catalyst and Community Impact Opportunities</i>	30
2.	<i>Local Support</i>	20
3.	<i>Public Safety</i>	20
4.	<i>Additional Investment</i>	5
5.	<i>Housing Rehabilitation</i>	15
<b>TOTAL</b>		<b>90</b>

**E) RESPONDENTS COSTS**

SLBA will not reimburse Respondent for any cost(s) involved in the preparation and submission of its response to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate SLBA to accept or contract for any expressed or implied services.

**F) TAXES**

The SLBA may refuse to qualify a Respondent if the Respondent has an outstanding debt to the State of Michigan or the SLBA.

Except as otherwise disclosed in an exhibit to the submission, Respondent certifies that as of the date the Respondent's qualifications were submitted to the SLBA the Respondent owes no outstanding debt to the State of Michigan or the SLBA.

**G) BREACH OF CONTRACT**

Except as otherwise disclosed in an exhibit to Respondent's submission, Respondent is not in material default or breach of any contract or agreement that it may have with the State of Michigan or any of its departments, commissions, boards or agencies, or any other public body in the State of Michigan.

**H) DISCLOSURE OF LITIGATION**

Except as otherwise disclosed in an exhibit to Respondent's submission, there is no criminal litigation, investigations or proceedings, or any administrative investigations, nor has there been within the three-year period preceding this RFP, involving the Respondent or any of the Respondent's elected officials or employees. In addition, Respondents must disclose in the exhibit requested under this Section of the RFP any civil litigation, arbitration or proceeding to which the Respondent is a party and which involves: (1) disputes that might reasonably be expected to adversely affect the viability or financial stability of the Respondent; or (2) a claim or written allegation of fraud or breach of contract against Respondent, by a governmental or public entity arising out of their business dealings with governmental or public entities. Details of any settlements which Respondent is prevented from disclosing under the terms of the settlement may be annotated as such.

**I) FALSE INFORMATION**

If the SLBA determines that a Respondent purposefully or willfully submitted false information in response to this RFP, the Respondent will not be considered and will result in disqualification and any resulting Contract that may have been executed may be terminated.

**J) DISCLOSURE**

All Respondents should be aware that submissions submitted to the SLBA in response to this RFP may be subject to disclosure under the provisions of Public Act 442 of 1976, as amended, known as the Freedom of Information Act ("FOIA"). Accordingly, confidential information should be excluded from Respondents' submissions. Respondents, however, are encouraged to provide sufficient information to enable the SLBA to determine the Respondent's qualifications and to understand or identify areas where confidential information exists and could be provided. The FOIA also provides for the complete disclosure of a Contract and any attachments or exhibits thereto.

**K) CLARIFICATION/CHANGES IN THE RFP**

Changes made to the RFP as the result of responses made to qualifying questions or concerns will be posted on SLBA's website. Respondents are encouraged to regularly check for changes or other information related to this RFP.

**L) ELECTRONIC BID RECEIPT**

**RESPONDENT SUBMISSIONS MUST BE RECEIVED AS NOTED ON THE RFP COVER PAGE.** Respondent is responsible for timely submission of its documentation. THE SLBA HAS NO OBLIGATION TO CONSIDER ANY SUBMISSION THAT IS NOT RECEIVED BY THE APPOINTED DATE AND TIME.

**M) RESERVATION OF SLBA DISCRETION**

Notwithstanding any other statement in this RFP, the SLBA reserves the right to:

- 1) reject any and all submissions;
- 2) waive any errors or irregularities in the bidding process or in any submission;
- 3) rebid the project;
- 4) negotiate with any Respondent for a reduced price, or for an increased price to include any alternates that the Respondent may propose;
- 5) revise or reduce the scope of the project, and rebid or negotiate with any Respondent regarding the revised project;
- 6) defer or abandon the project;
- 7) amend or revise the RFP; AND/OR
- 8) request clarification of information submitted and to request additional information of one or more Respondents.

The SLBA's decision is final and not subject to appeal. Any attempt by a Respondent, collaborating entity, or other party of interest to the project to influence the awards process, to appeal, and/or take any action, including, but not limited to, legal action, regarding the submission or awards process in general may result in the Respondent's disqualification and elimination from the award process.

#### **N) JURISDICTION**

The laws of the State of Michigan shall govern this RFP. The parties shall make a good faith effort to resolve any controversies that arise regarding this RFP. If a controversy cannot be resolved, the parties agree that any legal actions concerning this RFP shall be brought in the Michigan Court of Claims or, as appropriate, the Ingham County Circuit Court in Ingham County, Michigan. Respondent acknowledges that it is subject to the jurisdiction of this court and agrees to service by first class or express delivery wherever Respondent resides, in or outside of the United States.

#### **O) TERMINATION OR REALLOCATION OF FUNDING**

If the State of Michigan legislature or the State of Michigan government fails to provide or terminates the funding necessary for SLBA to fund this RFP, SLBA may terminate this RFP, and any subsequent Contract. Upon such termination of funding, SLBA shall have no further obligation to provide Program Funds.

Program awards will be revoked and the funds reallocated if the Respondent fails to provide necessary information, fails to meet deadlines, fails to secure the necessary agreements and approvals within the established timeframes or otherwise fails to cooperate with state partners in a manner sufficient to all for the satisfactory completion of the project. Remaining funds may be reallocated according to scores of unfunded proposals, or parts of proposals, submitted as part of this RFP process, or as the SLBA otherwise sees fit consistent with PA 1 of 2023.

#### **P) RELATED FEDERAL REQUIREMENTS**

The Grantee agrees to abide by all local, State, and federal laws, rules, ordinances, and regulations, including all requirements identified in the Sample Contract attached hereto as Attachment B.



**SECTION IV  
CONTRACTUAL TERMS & CONDITIONS**

**A) CONTRACT TERMS & CONDITIONS**

- 1) The Contract – A successful Respondent will be subject to the terms and conditions of the SLBA's Grant Agreement (the "Contract") upon execution of the Contract by the SLBA and Respondent. The standard terms and conditions of the Contract are attached to this RFP as Attachment B.
- 2) Term of Work – All Eligible Activities proposed in the submission package of a successful Respondent must be completed by September 30, 2026.
- 3) Modification of Service – Any modifications to the Contract must be made in writing and may include the addition or deletion of activities or any other modifications deemed necessary. Any changes in pricing proposed by the Respondent resulting from the requested changes are subject to acceptance by the SLBA.

In the event changes are not acceptable to the SLBA, the Contract shall be subject to competitive bidding based upon the new specifications.

- 4) Award of Contract – The SLBA reserves the right to award all or any part of this RFP as provided for in PA 1 of 2023.

**B) SUCCESSFUL RESPONDENT RESPONSIBILITIES**

A successful Respondent will be required to assume responsibility for all Eligible Activities allowed in this RFP whether or not the Respondent performs them. Further, the SLBA will consider the successful Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the Contract.

**C) ACCEPTANCE OF PROPOSAL CONTENT**

If awarded a Contract, the contents of this RFP will become contractual obligations. The following constitute the complete and exclusive statement of the agreement between the parties as it relates to this transaction:

- 1) This RFP (including subsequent written clarification provided in response to questions raised by email) and any addenda thereto; and
- 2) Final executed Contract.

In the event of any discrepancies between the above documents, the final executed Contract shall control. Failure of a successful Respondent to accept these obligations may result in cancellation of the award.

**ATTACHMENT A**

**RFP RESPONSE COVER SHEET FORM**  
*(attach as a cover sheet to your submission file)*  
**BLIGHT ELIMINATION PROGRAM**  
**RFP 2023-009**

**General Information:**

Land Bank Authority       County       City       Village       Township

Respondent Name: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ Prosperity Region #: \_\_\_\_\_

Applying on behalf of (as applicable): \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact's Name and Email Address: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Requested Grant Amount: \$ \_\_\_\_\_ Unique Entity Identifier: \_\_\_\_\_

SIGMA ID #\*: \_\_\_\_\_ SIGMA Address Code: \_\_\_\_\_

**Certifications:** Authorized Signatory to initial each of the following, as applicable:

- \_\_\_\_\_ Respondent certifies that it is not presently subject to any legal action or judgement, as described in Section III(H).
- \_\_\_\_\_ Respondent certifies that all obligations are paid to the State of Michigan as of this date.
- \_\_\_\_\_ Respondent certifies that it owes no outstanding debt to the State of Michigan or SLBA.
- \_\_\_\_\_ Respondent certifies that it is not suspended or debarred from receiving federal funds.
- \_\_\_\_\_ Respondent certifies that it is in good standing with the requirements of its Intergovernmental Agreement, if applicable.

\_\_\_\_\_  
Signature of Authorized Signatory

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

\*Your SIGMA ID Number is located in your State of Michigan vendor file. If you are not currently registered as a vendor with the State of Michigan, you may go to: [www.michigan.gov/SIGMAVSS](http://www.michigan.gov/SIGMAVSS) and register. If you have any problems, please contact the SIGMA helpline at 1-800-856-6246.

**ATTACHMENT B**  
**SAMPLE CONTRACT**

The sample grant agreement can be accessed on SLBA's website [here](#).

## ATTACHMENT C

### SUBMISSION CHECKLIST

Respondent may provide its submission package for consideration as follows:

1. One (1) complete electronic copy of the submission package must be received via email to [landbank@michigan.gov](mailto:landbank@michigan.gov) before **5:00 pm EST on December 8, 2023**. Submission package may not be sent by mail or facsimile. Late submissions will not be accepted.
2. Respondent shall limit its submission package file(s) to 15MB per file. Respondent may send more than one file for its submission package in response to this RFP.

✓	Documentation	RFP Reference	Notes
	Cover Sheet	Attachment A	
	Letter of Interest	Section II(B)(1)	
	Board Resolution	Section II(B)(1)	for Land Banks only
	Detailed Project Description	Section II(B)(2)(A)	for Demolition Activities (with proper documentation)
		Section II(B)(2)(B)	for Stabilization Activities (with proper documentation)
		Section II(B)(2)(C)	for Remediation Activities (with proper documentation)
		Section II(B)(2)(D)	for Rehabilitation Activities (with proper documentation)
	Narrative	Section II(B)(3)	
	Scoring Details	Section I(C) and Section II(B)(4)	
	Budget	Section II(B)(5) and Attachment F	
	Site Control	Section II(B)(6)	with proper documentation (i.e. deed, written agreement, court order, etc.)
	Administration of Project Funds and Project Management	Section II(B)(7)	
	Additional Information and Comments	Section II(B)(8)	
	Disclosure of Litigation	Section III(H)	if applicable

**ATTACHMENT D**

**SAMPLE BUDGET**

Respondent shall utilize the Budget provided as to form which can be accessed on SLBA's website [here](#).

Blight Elimination Program (BEP) Budget Detail - Round 4					
<i>Community Priority</i>	<i>Activity/Cost Categories</i>	<i>Competitive BEP Funds</i>	<i>Other Source(s) - Non-BEP</i>	<i>Description of Other Source</i>	
	<b>Demolition</b>				
3	<b>Address and PID</b>	123 E Business Way Metropolis MI 88-24-105-000			
	ACM/Haz Mat Survey/Ph I, II	\$ 15,000.00			
	Abatement	\$ 12,000.00			
	ACM Clearance	\$ 1,000.00			
	Demolition	\$ 250,000.00			
	Site Restoration	\$ 10,000.00			
	Acquisition	\$ 50,000.00			
	Other:				
	Other:				
	Other:				
	Administrative (8%)	\$ 27,040.00			
	Contingency	\$ 33,800.00			
	<b>Total</b>	<b>\$ 398,840.00</b>	<b>\$ -</b>	<b>Project Total</b>	<b>\$398,840.00</b>
<i>Community Priority</i>	<i>Activity/Cost Categories</i>	<i>Competitive BEP Funds</i>	<i>Other Source(s) - Non-BEP</i>	<i>Description of Other Source</i>	
	<b>Stabilization</b>				
2	<b>Address and PID</b>	9889 Brittany Spears Lane Pontiac, MI 99-225-450-000			
	ACM/Lead Survey				
	Activity - Roof	\$ 150,000.00			
	Activity - Foundation repair				
	Other:				
	Other:				
	Other:				
	Administrative (8%)	\$ 12,000.00			
	Contingency	\$ 1,500.00			
	<b>Total</b>	<b>\$ 163,500.00</b>	<b>\$ -</b>	<b>Project Total</b>	<b>\$163,500.00</b>

<i>Community Priority</i>	<i>Activity/Cost Categories</i>	<i>Competitive BEP Funds</i>	<i>Other Source(s) - Non-BEP</i>	<i>Description of Other Source</i>
	<b>Rehabilitation</b>			
1	<b>Address and PID</b>	250 E Elm Street Nightmare Alley, MI 666-452-154		
	ACM/Haz Mat & Lead Paint Surveys	\$ 5,800.00		
	Lead Paint Abatement	\$ 1,250.00		
	Lead Paint Clearance	\$ 450.00		
	ACM Abatement	\$ 3,000.00		
	ACM Clearance	\$ 800.00		
	Exterior	\$ 45,000.00		
	Interior Carpentry	\$ 16,000.00		
	HVAC	\$ 12,000.00		
	Electrical	\$ 8,000.00		
	Plumbing	\$ 9,500.00		
	Interior Finishes	\$ 8,000.00		
	Landscape (moderate)	\$ 1,200.00		
	Acquisition	\$ 45,000.00		
	Other:			
	Other:			
	Administrative (8%)	\$ 12,480.00		
	Contingency	\$ 15,600.00		
	<b>Total</b>	<b>\$ 184,080.00</b>	<b>\$ -</b>	<b>Project Total \$184,080.00</b>
<i>Community Priority</i>	<i>Activity/Cost Categories</i>	<i>Competitive BEP Funds</i>	<i>Other Source(s) - Non-BEP</i>	<i>Description of Other Source</i>
	<b>Environmental Remediation</b>			
	<b>Address and PID</b>			
	Activity - Underground Storage Tank Remediation	\$ 10,000.00	\$ 40,000.00	EGL E MUSTA Grant
	Other:			
	Other:			
	Other:			
	Administrative (8%)	\$ 800.00		
	Contingency	\$ 1,000.00		
	<b>Total</b>	<b>\$ 11,800.00</b>	<b>\$ 40,000.00</b>	<b>Project Total \$ 51,800.00</b>