



**CITY OF ISHPEMING
REQUEST FOR PROPOSALS
CERTIFIED GRANT ADMINISTRATOR / THIRD-PARTY
ADMINISTRATOR (TPA)**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
UNOCCUPIED RENTAL REHABILITATION PROJECT**

Date Issued: October 9, 2026

Proposal Due Date: November 9, 2026, by 1:00 PM EST

Proposal Opening Date: November 9, 2026 @ 1:05 PM EST, in the City Manager's office located at 100 E. Division Street, Ishpeming, Michigan 49849

Proposal Delivery Address:

City of Ishpeming
Attn: Randy Scholz, City Manager
100 E. Division Street
Ishpeming, Michigan 49849

All proposals must be clearly labeled **“CITY OF ISHPEMING – TPA PROPOSAL – LOELFFLER BLOCK.”**

Contact Person:

Randy Scholz, City Manager
Phone: (906) 485-1091 Ext 204
Email: citymanager@ishpemingcity.org

PROJECT OVERVIEW

The City of Ishpeming has applied to the Michigan State Housing Development Authority (MSHDA) for Community Development Block Grant (CDBG) funding to support the development of affordable rental housing within the City.

The proposed project consists of the rehabilitation of two (2) existing apartment units and the construction of five (5) new apartment units, together with associated site improvements and utility infrastructure necessary to support the development. All units are vacant and no

displacement of residents will occur. The CDBG eligible activity is “Unoccupied Rehabilitation”.

The City submitted the grant application on behalf of a private housing developer that will own and construct the project. The City will serve as the grant recipient and a responsible unit of

government for purposes of grant administration and compliance. The selected Third-Party Administrator (TPA) will assist the City in administering the grant and coordinating with the developer, contractors, design professionals, MSHDA, and other stakeholders throughout the project (e.g. Land Bank, Housing Specialist).

The selected firm shall demonstrate substantial experience with Michigan CDBG programs, affordable housing development projects, federal compliance requirements, environmental review procedures, and project closeout activities.

FORM OF CONTRACT

The City intends to award a fixed-fee professional services agreement contingent upon award and execution of a grant agreement with MSHDA.

The selected firm shall provide all labor, supervision, travel, materials, and services necessary to complete the scope of work described herein.

SCOPE OF SERVICES

1. PROJECT ADMINISTRATION

The selected firm shall:

- a. Serve as the City's primary grant administration consultant for this CDBG Grant: Loeffler Block, 216 W Division St., Ishpeming, MI 49849
- b. Assist the City with all MSHDA grant administration requirements.
- c. Coordinate project activities between the City, developer, contractors, consultants, and MSHDA, etc.
- d. Maintain project files and records in compliance with CDBG requirements.
- e. Prepare and submit required reports and correspondence.
- f. Assist with grant amendments and modifications.
- g. Attend meetings with City staff, the developer, MSHDA, City Council, and other stakeholders as necessary.
- h. Provide ongoing technical assistance to the City throughout the project.

2. FINANCIAL MANAGEMENT

The selected firm shall:

- a. Prepare reimbursement requests and draw requests.
- b. Assist with financial management and budget tracking.
- c. Verify eligible project expenditures.
- d. Review payment requests and supporting documentation.
- e. Assist with grant budget amendments.
- f. Prepare financial reports required by MSHDA.
- g. Assist with financial closeout procedures.

3. NATIONAL OBJECTIVE AND BENEFICIARY COMPLIANCE

The selected firm shall:

- a. Ensure compliance with all CDBG national objective requirements.
- b. Assist with collection and maintenance of beneficiary information.
- c. Prepare required beneficiary and performance reports.
- d. Maintain records demonstrating compliance with low- and moderate-income benefit requirements.

4. ENVIRONMENTAL REVIEW

a. All environmental review requirements under the National Environmental Policy Act (NEPA) will be administered by the Marquette Brownfield Authority.

5. PROCUREMENT AND CONTRACT COMPLIANCE

The selected firm shall:

- a. Assist the City with procurement activities required under federal regulations 2 CFR Part 200.
- b. Review procurement procedures utilized by the developer to ensure compliance with applicable CDBG requirements.
- c. Maintain procurement documentation.
- d. Conduct SAM.gov and debarment verification checks.
- e. Assist with contract administration and compliance documentation. Including Build America, Buy American Act related to project materials sourcing.

6. FEDERAL COMPLIANCE ADMINISTRATION

The selected firm shall:

- a. Monitor compliance with all applicable federal and state requirements.
- b. Assist with Section 3 compliance and reporting requirements.
- c. Assist with Equal Opportunity and Fair Housing compliance.
- d. Assist with Uniform Relocation Act (URA) compliance, if applicable.
- e. Maintain all required compliance records.

7. DEVELOPMENT PROJECT OVERSIGHT

The selected firm shall:

- a. Coordinate on-site with the developer and development team throughout project implementation.
- b. Monitor weekly project schedules and grant deadlines/benchmarks.
- c. Track progress toward completion of the two (2) rehabilitated apartment units and five (5) newly constructed apartment units.
- d. Review change orders and project modifications.
- e. Assist with documentation required for project completion.
- f. Participate in project progress meetings as requested by the City.

8. MONITORING AND CLOSEOUT

The selected firm shall:

- a. Assist the City during any monitoring visits conducted by MSHDA or HUD.
- b. Prepare closeout documentation.
- c. Complete final reporting requirements.
- d. Verify project file completeness.
- e. Assist with final reimbursement requests and grant closeout.

MINIMUM QUALIFICATIONS

Respondents shall demonstrate:

- a. If not officially certified, a statement on relevant experience is acceptable.
- b. Successful administration of at least three (3) Michigan CDBG projects within the previous five (5) years.
- c. Experience administering affordable housing development projects involving multi-family rental housing.
- d. Experience with rehabilitation and new construction housing projects.
- e. Experience with MSHDA-funded projects.
- f. Experience administering HUD Section 3 requirements.
- g. Experience administering Uniform Relocation Act (URA) requirements, where applicable.
- h. Adequate staffing and capacity to complete the project within MSHDA timelines. Provide resumes of all team members.

PROPOSAL REQUIREMENTS

Proposals shall include the following:

1. Firm Information

- Company name and address.
- Primary contact person.
- Organizational structure.
- Years in business.

2. Qualifications

- Description of relevant experience.
- Resumes of personnel assigned to the project.
- Identification of subcontractors, if any.
- Description of environmental review experience.

3. Relevant Project Experience

Provide descriptions of at least three similar projects completed within the last five years, including:

- Project location.
- Funding source.
- Project type.
- Scope of services provided.
- Completion date.

4. Project Approach

Describe the firm's proposed approach to:

- Grant administration.
- Compliance monitoring.
- Coordination with the City and developer.
- Project implementation and closeout.

5. Fee Proposal

The fee proposal shall include:

- Estimated hours by task category.
- Hourly billing rates.
- Total fixed fee.
- Any additional reimbursable expenses.

All travel, overhead, administrative expenses, and materials shall be included in the proposed fee unless specifically identified.

6. References

Provide at least three municipal references from Michigan CDBG projects completed within the last five years.

SELECTION CRITERIA

Proposals will be evaluated using the following criteria:

Cost Proposal	25 Points
Michigan CDBG Experience	20 Points
Affordable Housing Development Experience	15 Points
MSHDA Program Experience	15 Points
Project Approach and Understanding	15 Points
Availability and Capacity	5 Points
References and Past Performance	5 Points
TOTAL	100 Points

RIGHT TO REJECT PROPOSALS

The City of Ishpeming reserves the right to reject any or all proposals, waive irregularities, negotiate with qualified firms, and accept the proposal deemed to be in the best interest of the City.

The City reserves the right to request additional information from any respondent and to conduct interviews as part of the selection process.

AWARD OF CONTRACT

Award of a contract shall be contingent upon:

1. Award of CDBG funding by MSHDA.
2. Approval by the Ishpeming City Council.
3. Successful negotiation of a mutually acceptable Professional Services Agreement.
4. Review and acceptance of the Consultant's proposed contract terms by the City Attorney.
5. Submission of all required insurance certificates and documentation.

The City reserves the right to negotiate the final scope of services, compensation, schedule, and contractual provisions with the selected firm. If negotiations are unsuccessful, the City may terminate negotiations and begin negotiations with the next highest-ranked proposer.

The City of Ishpeming is an Equal Opportunity Employer and complies with all applicable federal and state nondiscrimination requirements.

All proposals must be clearly labeled **“CITY OF ISHPEMING – TPA PROPOSAL – LOELFFLER BLOCK.”**

CITY OF ISHPEMING
CERTIFIED GRANT ADMINISTRATOR / THIRD-PARTY ADMINISTRATOR (TPA)
CDBG UNOCCUPIED RENTAL REHABILITATION PROJECT
LOELFFLER BLOCK – FEE / BID TAB

Respondent Information

Company/Firm Name:	
Primary Contact:	
Address:	
Phone / Email:	

Instructions to Respondent

Complete all applicable sections of this Bid Tab and submit it with the proposal.

Provide estimated hours and hourly billing rates by task category. The extended fees should reconcile to the proposed fixed fee.

All travel, overhead, administrative expenses, and materials shall be included in the proposed fee unless specifically identified below.

Identify any additional reimbursable expenses separately. Do not include expenses that are already included in the fixed fee.

The City intends to award a fixed-fee professional services agreement contingent upon award and execution of a grant agreement with MSHDA.

A. Fixed Fee Proposal

Total Fixed Professional Services Fee	\$
Additional Reimbursable Expenses, if any	\$
Total Proposed Contract Amount	\$

B. Additional Reimbursable Expenses

List any expenses not included in the fixed fee. If none, enter "None."

Expense Type	Basis / Rate	Estimated Amount
		\$
		\$
		\$
		\$

PROPOSAL REQUIREMENTS

Complete the response areas below and submit them with the proposal. Additional pages may be attached as needed; identify the applicable section. Attach resumes of personnel assigned to the project.

1. Firm Information

Company name	
Company address	
Primary contact person	
Organizational structure	
Years in business	

2. Qualifications

Description of relevant experience:

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Personnel assigned to the project (attach resumes):

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Subcontractors and their proposed roles, if any (enter "None" if not applicable):

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Description of environmental review experience:

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3. Relevant Project Experience

Provide descriptions of at least three similar projects completed within the last five years. Attach additional project descriptions as needed.

Similar Project 1

Project name	
Project location	
Funding source	
Project type	
Scope of services provided	
Completion date	

Similar Project 2

Project name	
Project location	
Funding source	
Project type	
Scope of services provided	
Completion date	

Similar Project 3

Project name	
Project location	
Funding source	
Project type	
Scope of services provided	
Completion date	

4. Project Approach

Describe the firm's proposed approach to each of the following:

Grant administration:

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Compliance monitoring:

--

Coordination with the City and developer:

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Project implementation and closeout:

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Certification of Fee Proposal

The undersigned certifies that the fee proposal provided in this Bid Tab and the proposal requirements is complete and accurate to the best of the respondent's knowledge. The respondent understands that the City of Ishpeming intends to award a fixed-fee professional services agreement and that all travel, overhead, administrative expenses, and materials are included in the proposed fee unless specifically identified in this Bid Tab. The respondent agrees that the proposed fee is subject to the terms and conditions of the City's Request for Proposals.

Authorized Representative:

Title:	
Signature:	
Date:	