



MLK CORRIDOR AUTHORITY MEETING AGENDA

DATE: Thursday, December 14, 2023

TIME: 6:00 p.m.

LOCATION: King Recreation Center, 1107 Adrian St., Jackson, MI 49203

- I. Call to Order
- II. Roll Call
- III. Adoption of the Agenda
- IV. Citizen Comments (3-Minute Limit)
- V. Approval of Meeting Minutes from December 7, 2023, Board Meeting (Exhibit A)
- VI. Old Business
 - a. Request for Proposals- Technical Assistance Providers
- VII. New Business
- VIII. Staff Report
- IX. Director's Comments
- X. Adjournment

On behalf of the Martin Luther King Corridor Improvement Authority (the, "MLK CIA"), the City of Jackson, Michigan is accepting proposals from experienced entities who can provide professional technical assistance to assist the MLK CIA in advancing small business and entrepreneurial support programs. The desired types of service providers/ firms include Legal, Accounting and Financial Planning, Marketing and Branding, Business Consulting, Energy Efficiency/ Green Building Practices, Interior Design and Merchandising Consulting, Architectural and Engineering.

Proposals must be submitted no later than January 18, 2023 by 5:00 PM EST to:

Shelly Allard, Purchasing Coordinator

City of Jackson Purchasing Department

161 W. Michigan Avenue

Jackson, MI 49201

sallard@cityofjackson.org

REQUEST FOR QUALIFICATIONS (RFQ)

**SOLICITING PROPOSALS TO PROVIDE
TECHNICAL ASSISTANCE
TO SUPPORT SMALL BUSINESS DEVELOPMENT PROGRAMS IN THE S. MARTIN LUTHER
KING CORRIDOR AREA
VERSION 2.0**

ISSUING AGENCY: MARTIN LUTHER KING CORRIDOR IMPROVEMENT AUTHORITY (MLK CIA)

ISSUE DATE: December 15, 2023

PROPOSAL DUE DATE: January 18, 2024 by 5:00 PM EST

This RFQ is made up of the following Parts:

PART I- General Information

PART II- Desired Services

PART III- Proposal Criteria

PART IV- Insurance

PART V- American Rescue Plan Act (ARPA)

PART VI- Standard Form of General Services Agreement

PART I- General Information

About the MLK CIA

The MLK CIA was established in 2020 by the City of Jackson under state law; The Corridor Improvement Authority Act, **Public Act 57**. A ten-member board of directors has been appointed, who oversee the Authority activities. The main goal of the MLK Corridor Improvement Authority is to promote the redevelopment of the South Martin Luther King Jr. Drive (Franklin to South Streets) and Prospect Street (Cooper to 4th Streets) commercial corridors.

The mission of the MLK CIA is to promote economic growth and development by aiding in the reinvestment and revitalization of property and supporting community and business opportunities within its district area.

The vision statement adopted by the MLK CIA Board of Directors is to have the MLK CIA further enhance Jackson's south side into a thriving, world-class community experiencing economic prosperity, committed, and dedicated to diversity and inclusion, while maintaining high ethical standards.

In the fall of 2022, the City of Jackson recently approved the Development and Tax Increment Financing Plan for the MLK CIA (the, "Plan"). The MLK CIA desires to proceed with the activities described in the Plan.

MAP OF MLK CIA AREA

Overview of Program Objective and Process

The MLK CIA has identified certain programs geared toward supporting business development identified in its Development and Tax Increment Financing Plan, that was finalized and approved in late 2022. The recently launched MLK CIA Entrepreneurial & Real Estate Fund Program (the, "Program") for example, constitutes a grant initiative designed to aid property and business proprietors situated in the target area of the MLK Corridor Improvement Authority. This fund aims to alleviate the pressing requirement for fair access to capital among underrepresented entrepreneurs, fostering business development along the MLK Corridor. The funds provided can be utilized for various purposes, including real estate improvements, business coaching, accounting, marketing, product development, and other relevant endeavors.

- The Program will create a list of qualified service providers that are known as "TA Providers".
- The Program will provide business participants with a "bank of technical assistance hours" that participants may spend on services from the TA Provider(s) of their choosing OR the Program will pay the TA Provider(s) a "not-to-exceed" bid amount for approved services provided.
- Should a TA Provider be selected by a Program participant to provide technical assistance, TA Providers will be required to enter into an agreement that formalizes the contractual relationship and processes with the MLK CIA and/ or the Jackson Community Foundation, the Program participants and TA Providers.
- The Program participant and TA Providers will be responsible for scoping the services to be delivered based on individual needs of each participating business. Each TA Provider will be responsible for documentation of the hours and services provided to Program participants based on the scope of services.
- TA Providers will invoice the Jackson Community Foundation or MLK CIA and receive payment from the City of Jackson, (for pre-approved services and expenses), rather than billing and receiving payment from Program participants. Payment will be issued upon delivery of services and receipt of proper documentation, not up front.

Part II- Desired Services

The Martin Luther King Corridor Improvement Authority (MLK CIA) is inviting qualified firms or entities (referred to as "Contractors") to submit its qualifications. The purpose is to seek technical assistance to facilitate the development and expansion of local businesses through the Entrepreneurial Fund. This fund aims to assist applicants in two ways: by offering working capital grants to support business operations and providing grants to property and/or business owners.

The MLK CIA is looking for the following information and evidence of its capabilities from interested entities:

- Legal
- Accounting and Financial Planning
- Marketing and Branding
- Business Consulting
- Energy Efficiency / Green Building Practices
- Interior Design and Merchandising Consulting
- Architectural Services

It is the sole intent of this RFQ to develop a list, valid for approximately 1 year, of pre-qualified technical assistance service providers ("TA Providers"), who are interested and willing to work with business owners participating in small business programs administered by the MLK CIA.

Inclusion on the list of pre-qualified providers does not ensure that a provider will be selected to contract for professional services. If selected as a result of this RFQ, the TA Providers will be required to execute a Professional Services Agreement with the MLK CIA and/or the Jackson Community Foundation where the service period will be approximately 6 months from the date of notification of approval with an expiration date of December 1, 2024. All interested professional service providers must re-apply when their term has ended, and an RFQ is available for applicants.

Due Date: This RFQ will remain open through January 18, 2024, until 4:00 pm EST.

Requesting Agency: The Martin Luther King Corridor Improvement Authority (MLK CIA)

Contact: Shelly Allard
Purchasing Coordinator
City of Jackson- Purchasing Department
161 W. Michigan Avenue
Jackson, MI 49201
sallard@cityofjackson.org

Part III Proposal Criteria

The following information must be submitted in response to this RFQ along with the proposal submission form in Exhibit A.

1. Identification of who the key personnel proposed by the Contractor to coordinate the proposed services.
2. Current workload of project principals and time available to work on the Project.
3. Proposed organizational structure, its key personnel, and SubContractor to the Project including resumes of key personnel with descriptions of their experience, registrations, and qualifications to provide the professional services requested in the Scope of Services.
4. Business Profile. Provide a brief description of the TA Provider's general capabilities by including the following information:
 - a. Business entity information including legal and assumed names of the business, address of the business headquarters, organizational structure (e.g., sole proprietorship, corporation, etc.), length of time the business has been in operation and total number of professional and clerical staff. Please also include your Employment Identification Number (EIN) and a Unique Entity Identifier (UEI) number.
5. Providers will need a UEI number to apply for the program, since the program uses federal funds to assist local businesses. Apply to receive your UEI number at the following link:
<https://sam.gov/content/entity-registration>
 - b. Core mission and competencies including the business' mission statement or values, brief history and description of the business, primary products or services offered and primary industries served.
6. Business Experience. Provide a brief demonstration of the TA Provider's experience by including the following information:
 - a. Three case examples of experience serving small business with references. Each case study should include a summary of services, total contract value of services delivered,

and reference contact information including name, address, telephone number and email.

7. Personnel and Organization. Provide a description of the TA Provider's personnel and proposed organization. Fees and Expenses. Please furnish a proposed fee schedule for the types of services your organization provides and the underlying method of determining such fees (flat fee, hourly, etc.)

**Note: This information will not be shared with Program participants. Hourly rates are collected for internal purposes to compare the rates submitted with rates supplied to Program participants.*

8. All interested firms must be legally established business for at least a two (2) year period at the time of service delivery and must be in good standing with the City of Jackson, IRS and state and county government. Businesses in operation for a period of less than two (2) years at the time of application are welcome to apply; however, these businesses will be evaluated on a case-by-case basis, subject to extenuating factors.
9. The TA Providers are not required to be in Jackson Michigan. However, each service provider must be able to meet in person with Program participants located in the city of Jackson.
10. The Program will contact references supplied by each prospective service provider and conduct a debarment review per ARPA requirements.
11. The Program reserves the right to disqualify any TA Provider if it determines, in its sole discretion, that a TA Provider is non-responsive to the requirements of this RFQ, including without limitation an inability or unwillingness to comply with the terms herein.
12. The Program will select TA Providers based on qualifications, experience, capacity, ability to execute contracts, ability to service Detroit-local small businesses and compliance with federal regulations.
13. TA Provider "Statement of Non-Collusion and/or Conflict of Interest" that all the prices and information in the Proposal were independently obtained and were not disclosed prior to the award of a contract, and the TA Provider will not and has not induced any other person or firm to submit, or not to submit a proposal.

Scoring Rubric

The applications received will be evaluated and ranked according to the following criteria:

Qualifications and Experience	40_ Points
Capacity	40_ Points
Experience working in urban and/or underserved neighborhoods and commercial corridors	20_ Points

The maximum score to be selected as a TA Provider is 100 points. The minimum score to be selected as a TA Provider is 70 points.

Program staff will score applications using the above selection criteria before final review by Program management. A qualified consultant or the Entrepreneurial Fund Board will perform due diligence and complete final review for application approval.

Applications will be reviewed and communication regarding approval or denial of participation the Program will be sent via email to the TA Provider within two months of application receipt.

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EXHIBIT A

Proposal Form

The undersigned Contractor, being familiar with and capable of fulfilling the requirements set forth in this Request for Qualifications to provide Professional Services (the, "RFQ") shall provide all services necessary to fulfill the Scope of Services in accordance with the fee structure submitted in response to this RFQ.

Name of Proposing Contractor: _____

Business Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

This proposal is submitted to:

Shelly Allard
Purchasing Coordinator
City of Jackson- Purchasing Department
161 W. Michigan Avenue
Jackson, MI 49201
sallard@cityofjackson.org

Additional Information

1. All bidders will receive written responses to any questions posed.
2. Interviews, if necessary, will be held with leading applicants.
3. Payment terms will be negotiated with the selected vendor. MLK CIA will determine with the selected vendor, the appropriate standard form of contract to use.
4. MLK CIA has the right to accept or reject any proposal whole or in part submitted to this RFQ. All not-to-exceed, and hourly costs submitted in conjunction with this RFQ shall be deemed firm for 30 days from the date of submission.
5. MLK CIA reserves the right to make written modifications to this RFQ.
6. The submitted proposal shall be executed by an official authorized to submit and bind the form.
7. Proposals shall become the property of MLK CIA solely for use in connection with the purposes expressed in this RFQ.
8. Proposals will be kept confidential to avoid disclosure of contents and proprietary or confidential information to competing Proposers.
9. The Proposer agrees and understands that submission of a proposal responding to this RFQ is a voluntary action on the part of the Proposer. MLK CIA will not reimburse any costs incurred by a Proposer or any of its contractors (Sub-Contractors) in the preparation of its proposal, or oral presentations made for the purpose of obtaining an award of an agreement to provide the services described in this RFQ.

Part IV Insurance

Please refer to Paragraph 6 of the Standard Terms and Conditions of the Professional Service Agreement, found in Part VI of this RFQ.

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PART V- AMERICAN RESCUE PLAN ACT

Procurement Language Requirements

Procurement of recovered materials

In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Prohibition on purchasing telecommunications or surveillance equipment, services, or systems produced by Huawei Technologies Company or ZTE Corporation

The Contractor acknowledges that they are prohibited from obligating or expending loan or grant funds to: (1) Procure or obtain; (2) Extend or renew a contract to procure or obtain; or (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). (ii) Telecommunications or video surveillance services provided by such entities or using such equipment. (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Domestic Preferences for Procurements

As appropriate and to the extent consistent with law, and to the greatest extent practicable under a Federal award, the Contractor shall purchase, acquire, or use goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. (b) For purposes of this section: (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the

initial melting stage through the application of coatings, occurred in the United States. (2)
“Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Contract Language Requirements

Remedies to Contract Violation or Breaches

Contracts must include administrative, contractual, or legal remedies to contract violation or breaches.

Contracts over \$10,000:

Termination for cause or convenience

The City of Jackson may terminate this Agreement for cause or convenience (i.e., for any reason or no reason) and at any time upon giving 30 days' prior written notice to the other party. Such termination will be effective on the date stated in the notice.

Contracts over \$100,000:

Anti-lobbying Amendment

The Contractor acknowledges that they must file the required certification to be compliant with the Byrd Anti-Lobbying Amendment for any award exceeding \$100,000. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Contact Work Hours and Safety Standards Act

The Contractor acknowledges that if the contract is for more than \$100,000 and involves the employment of mechanics or laborers, the Contractor must be in compliance with the Contact Work Hours and Safety Standards Act. Under 40 U.S.C. 3702 of the Act, each Contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Contracts over \$150,000:

Clean Air Act and Federal Water Pollution Control Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Contracts over \$250,000

Remedies and Penalties for Breach of Contract

Section on administrative, contractual, or legal remedies and penalties if contractors breach contract terms.

Construction contracts:

Equal Employment Opportunity Clause

The Contractor certifies that they do not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.

Davis-Bacon Act

The Contractor acknowledges that contracts funded in part or in whole by Federal funds other than or in addition to SLFRF must be in compliance with the Davis-Bacon Act. The Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded or assisted contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.

Part VI Standard Service Agreement Sample

See the attachment.

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