



**CITY OF MICHIGAN CITY
REDEVELOPMENT COMMISSION
NEIGHBORHOOD STABILIZATION PROGRAM (NSP)
PROFESSIONAL SERVICES: ACCOUNTING SERVICES
REQUEST FOR PROPOSAL (RFP)
100 East Michigan Boulevard
Michigan City, IN 46360**

The City of Michigan City is inviting qualified consulting firms to submit proposals for ***Professional Accounting Services*** on an as-needed basis.

I. INTRODUCTION

The City of Michigan City has received a \$2.8 million dollar Neighborhood Stabilization Program grant (NSP) from the Indiana Housing and Community Development Housing Authority and U.S. Department of Housing and Urban Development (HUD) to stimulate development on the City's Westside. The NSP grant helps revitalize and stabilize communities impacted by the foreclosure crisis. The purpose of NSP is to provide targeted assistance to local governments to acquire and redevelop abandoned or foreclosed homes and residential properties that might otherwise become sources of blight. The City of Michigan City is also an entitlement community for the Community Development Block Grant (CDBG). The accounting firm will provide professional accounting services to assist the City with managing the NSP and CDBG grants on an as needed basis. The term of this agreement shall be for one (1) year. The City, at its option, may renew the agreement for two (2) additional years.

The City of Michigan City has a population of approximately 33,000 persons, and is situated at the mouth of Trail Creek on Lake Michigan, forty-six miles southeast of Chicago and twelve miles northwest of La Porte.

II. SCOPE OF SERVICES

The consultant will need experience working with federal grants, and federal regulations. Preference will be given to those firms who have experience with the financial aspects of HUD grants. The consultant will need to collaborate with the City of Michigan City's Community Development Director with managing NSP and CDBG funds including but not limited to managing and tracking personnel costs, project costs, and accounts payable. Although some work has been started to ensure financial compliance it will be important for the consultant to be able to advise the City on all financial matters related to the grants in order to take full advantage of the grant funds, and also to be in compliance with the regulations related to the financial aspects of the grants.

The consultant will also need to communicate with the City's staff, the City's Controller's office, and to expedite the financial paperwork required by HUD. The consultant may also need to resolve any fiscal issues that arise on an as needed basis.

III. PROPOSAL CONTENT

Responses must conform to the requirements for this RFP. The City of Michigan City reserves the right to waive any irregularity in any proposal or to reject any proposal. The City, on criteria determined by the City, will make selection of the proposing firm. The use of the term "firm" throughout this document means: Individual Proprietor, Partnership, Limited Liability Company, Corporation or Joint Venture.

The successful proposing firm will be required to enter into an agreement; which will include the requirements of this RFP as well as other requirements. By submitting a proposal, the proposing firm agrees to all of the terms in this RFP. Interested and qualified firms must submit two (2) copies of their proposals by August 14, 2009 no later than 3:00 p.m. All late or incomplete submittals will be rejected. No verbal or faxed submittals will be accepted. Postmarked proposals will be accepted. Submittals must be addressed to:

PROFESSIONAL ACCOUNTING SERVICES
NSP Program
Planning and Inspection Department
100 E. Michigan Blvd.
Michigan City, Indiana 46360

If additional information is required, please call (219) 873-1419 Ext. 340.

A. Additional Information

If selected, the firm will then be required to submit/adhere to the following:

- CONFLICT OF INTEREST: All applicable federal, states and city laws and regulations governing conflict of interest, in accordance with 24 CFR Part 84, Sec.84.42.
- POLITICAL ACTIVITY/LOBBYING CERTIFICATION
- NON-DISCRIMINATION: Certification that firm is familiar with Executive Order 11246
- CIVIL RIGHTS ACT OF 1964: Certification that firm is familiar with Title VI of the Civil Rights Act of 1964
- HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974: Certification that firm is familiar with Section 109, Title I of the Housing and Community Development Act of 1974.
- PROHIBITION OF AGE DISCRIMINATION: Familiarity with Section 504 of the Rehabilitation Act of 1973 and the Discrimination Act of 1975.

IV. REJECTION OF PROPOSAL

The City of Michigan City reserves the right to reject any and all proposals. Proposals, may, at the City of Michigan City's option be rejected if they contain any alteration, additions, conditions, alternatives, irregularities of any kind or that are incomplete. This solicitation for RFP is not a contract or commitment of any kind. The City of Michigan City is not liable for costs or expenses incurred in the preparation of the respondent's RFP. It reserves the right to issue supplementary information or guidelines related to

this RFP. Notwithstanding any other provision herein, the City of Michigan City reserves the right in its sole discretion to waive minor technical deficiencies in the bids. It is the policy of the City of Michigan City to assure equal opportunity to all persons, in the award and performance of any contract, without regard to race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability, or sexual orientation.

V. SELECTION PROCESS

City staff may request an interview of some or all of the proposers. The final selection and contract approval will be made by the City staff.

VI. EVALUATION CRITERIA

1. Summary of Firm's Qualifications	35 points
2. Project Experience	35 points
3. Fees	15 points
4. References	15 <u>points</u>
Total points	100 points

VI. DUE DATE

Proposals must be submitted to the Office of the Planning Department of the City of Michigan City, 100 East Michigan Boulevard, Michigan City, IN 46360, by 3:00 P.M., Friday, August 14, 2009, in a sealed envelope.