



**PROPOSAL FOR
CERTIFIED GRANT ADMINISTRATOR SERVICES
FOR THE
THE CITY OF MARQUETTE HOSPITAL DEMOLITION PROJECT**

The CUPPAD Regional Commission is pleased to submit this proposal for CDBG grant administrative services to the City of Marquette for the complete demolition of the former Marquette General Hospital complex in the city of Marquette, MI.

Statement of Qualifications

The Commission was organized in 1968 under the provisions of Act 281, P.A. of 1945. The CUPPAD Regional Commission was designated an Economic Development District in 1970. The Commission's office is located in the Delta County Service Center in Escanaba. The Commission has provided technical assistance with CDBG projects to government units in the central region of the Upper Peninsula since the establishment of the CDBG Small Cities program in 1974.

Dotty LaJoye has successfully completed the Michigan Community Development Block Grant (CDBG) Certified Grant Administrator's (CGA) training program. Dotty LaJoye is directly responsible for the CGA responsibilities associated with the current CDBG projects listed below. A list of contacts for the projects below is included with this proposal.

CUPPAD's current CDBG experience:

- City of Escanaba Water Related Infrastructure (2021)
- City of Manistique Rental Rehabilitation 107 River Street (2021)
- City of Manistique Rental Rehabilitation 238 Cedar Street (2021)
- City of Iron Mountain Rental Rehabilitation 323 S. Stephenson Street (2020)
- City of Ishpeming Senior Center (2020)
- City of Negaunee Senior Center (2020)
- City of Manistique Sewer Lining (2020)
- Northern Initiatives CDBG revolving loan projects: environmental reviews and development of plans and policies (2015- current)

Fixed Sum Amount

The fixed sum amount for overall program administration costs associated with the "City of Marquette Hospital Demolition Project" is \$22,500. The fixed sum amount is based on 300 hours for all identified tasks at \$75.00 per hour. The rate includes all associated travel, materials, and personnel costs, including fringe benefits.

Scope of services to be provided are:

I. General Tasks

- A. Establish project files for the City of Marquette office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete.
- B. Assist city administration with conducting required public hearings and assist with public notices, presenting at hearings, securing hearing minutes and submitting documentation to the MEDC, etc.
- C. Assist the City of Marquette in establishing and maintaining a Section 3 plan and appropriate reports to meet compliance standards.
- D. Prepare, receive, and submit signed grant metric reports from the City of Marquette. These reports include but are not limited to: Progress Reports, Audit Reports, Section 3 Reports, any other reports necessary.
- E. Prepare and submit HUD 2516 and HUD 4710 reports.
- F. Prepare and submit for approval Community Development Block Grant Amendments as necessary and assist city administration with required public hearings information. If the project scope changes and the Environmental Review level is affected, review and assist in the preparation of Environmental Review amendment documents or administrative paperwork to SHPO.
- G. Other general tasks as related to program compliance.

Total estimated hours for General Tasks: 60 hours

II. Financial Management

- A. Work closely with city staff in the preparation of the CDBG Requests for Payment. Ensure the submissions of the CDBG payment requests are consistent with established City and CDBG program procedures. Submit payment requests to the MEDC.
- B. Work closely with the City to ensure that the City of Marquette has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- C. Make progress inspections.
- D. Provide assistance as needed to the City during the annual audits of their CDBG project.

Total estimated hours for Financial Management: 80 hours

III. Procurement

- A. Provide required procurement reports and assist the City of Marquette in obtaining approvals from MEDC as appropriate .
- B. Collect and file procurement records including selection process, advertisements, reasons for selection, minutes from bid openings, etc.
- C. Review and analyze proposals for qualifications, costs and other factors.
- D. Collect and file contract agreements between the City of Marquette and the selected contractors. Collect and file insurance documentation related to the selected contractors.
- E. Provide SAM and HUD Limited Deniability checks on selected contractors.
- F. Provide annual Disadvantaged Business Enterprise reports and other related procurement reports.

Total estimated hours for Procurement: 60 hours

IV. Construction and Labor Compliance

- A. Assist the project engineer and or city staff with the preparation of bid documents as needed, review documents and ensure the bidding process is consistent with state and federal regulations.
- B. Check payroll documentations.
- C. Review Contractor Payment Application materials and ensure the Supplies and Labor amounts are present on all categories for reimbursement.
- D. File contractor certifications and clearances, specific to lead and asbestos abatement.
- E. Monitor administrative paperwork and check weekly payrolls to ensure compliance with equal opportunity labor provisions and Section 3 requirements.
- F. Participate with city staff and project engineer in the final inspection of the project.

Total estimated hours for Construction and Labor Compliance: 60 hours

V. Monitoring and Close Out

- A. Attend and assist the City of Marquette during the MEDC’s monitoring visit(s). Prepare the City of Marquette’s response to all monitoring findings. .
- B. Prepare close-out documents.
- C. Assist with notices of and document the Performance (close-out) Public Hearing.

Total estimated hours for Monitoring and Close Out: 40 hours

Submitted by  Date: March 15, 2023
Dotty LaJoye
Certified Grant Administrator

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CUPPAD's CDBG contracts during the past three calendar years with contact information:

- City of Escanaba Water Related Infrastructure (2021)
Jeff Lampi, Director of Public Works, City of Escanaba:
jlampi@escanaba.org
(906) 786-1301
- City of Manistique Rental Rehabilitation 107 River Street (2021)
- City of Manistique Rental Rehabilitation 238 Cedar Street (2021)
- City of Manistique Sewer Lining (2020)
Cory Barr, Interim City Manager, City of Manistique
citymanager@cityofmanistique.net
(906) 341-2290
- City of Iron Mountain Rental Rehabilitation 323 S. Stephenson Street (2020)
Jordan Stanchina, City Manager, City of Iron Mountain
citymanager@cityofironmountain.com
(906) 774-8530
- City of Ishpeming Senior Center (2020)
Craig Cugini, City Manager, City of Ishpeming
citymanager@ishpemingcity.org
(906) 485-1091, Ext. 203
- City of Negaunee Senior Center (2020)
Nate Heffron, City Manager, City of Negaunee
nheffron@cityofnegaunee.com
(906) 475-7700
- Northern Initiatives CDBG revolving loan projects: environmental reviews and development of plans and policies (2015- current)
Chuck Hurst, Vice President of Northern Initiatives, Commercial Lending
churst@northerninitiatives.org
(906) 228-5571