

**CITY OF CARO
REQUEST FOR PROPOSALS
ENVIRONMENTAL REVIEW SERVICES FOR COMMUNITY
DEVELOPMENT BLOCK GRANT**

The City of Caro, Michigan hereby requests proposals from interested individuals and/or firms to perform Environmental Review Services for the City of Caro's Community Development Block Grant program.

The City of Caro will receive sealed proposals at the City Clerk's Office, 317 S. State Street, Caro, MI 48723 by **Tuesday, September 1, 2026.**

All submissions must be received by 10:30 a.m. for consideration. Electronic submissions may be made via carocity.net under How Do I? – Bid. Paper submissions must be submitted in a sealed envelope and plainly marked "CDBG Environmental - CITY OF CARO".

LATE SUBMISSIONS WILL NOT BE OPENED OR CONSIDERED

A complete Request for Proposal specification may be obtained from:

City of Caro
ATTN: City Clerk
317 S. State Street
Caro, MI 48723
Phone 989-673-7671

Submissions will be publicly opened and read aloud at 11:00 AM. on Tuesday, September 1, 2026, in the Council Chambers of the Caro Municipal Building, 317 S. State Street, Caro, Michigan.

CITY OF CARO
REQUEST FOR PROPOSALS
ENVIRONMENTAL REVIEW SERVICES FOR COMMUNITY
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1. INVITATION

The City of Caro, Michigan ("City"), is soliciting proposals from qualified environmental consulting firms to provide National Environmental Policy Act (NEPA) Environmental Review Services for the City's Community Development Block Grant (CDBG) Homeowner Rehabilitation Program funded through the Michigan State Housing Development Authority (MSHDA).

The City has been awarded CDBG funding to rehabilitate owner-occupied housing units occupied by low- and moderate-income households. The City anticipates rehabilitation activities for approximately fourteen (14) owner-occupied housing units.

The selected consultant shall complete all environmental review activities required by HUD, MSHDA, and applicable federal regulations.

2. PROJECT BACKGROUND

The City of Caro has received funding through the Michigan State Housing Development Authority Community Development Block Grant Program.

The Homeowner Rehabilitation Program is intended to preserve affordable owner-occupied housing through rehabilitation activities that address health, safety, accessibility, code compliance, and energy efficiency improvements.

Eligible rehabilitation activities may include:

- Roofing replacement and repairs
- Siding and exterior repairs
- Window and door replacement
- Plumbing improvements
- Electrical improvements
- Mechanical system upgrades
- Insulation and weatherization
- Accessibility improvements
- Code compliance corrections
- Other eligible rehabilitation activities approved by MSHDA

The project is subject to the environmental review requirements of:

- National Environmental Policy Act (NEPA)
- 24 CFR Part 58
- HUD Environmental Review Procedures

- MSHDA CDBG Program Requirements

3. SCOPE OF SERVICES

The selected consultant shall provide all services necessary to complete the required Environmental Review Record (ERR) and obtain environmental clearance for the City's Homeowner Rehabilitation Program.

Environmental Review Requirements

Item	Requirement
Program Activity	Homeowner Improvement Project (HIP)
Funding Source	HUD CDBG via MSHDA
Environmental Standard	NEPA
Environmental Review Type	Tiered Environmental Review
Determination	Categorically Excluded Subject to 58.5 (CEST)
Estimated Housing Units	14
Grant Amount	\$1,500,000

The consultant shall:

Phase I – Tier 1 Review

1. Conduct a programmatic Tier 1 Environmental Review.
2. Prepare the Environmental Review Record (ERR).
3. Complete all required federal environmental compliance reviews.
4. Coordinate with the City and MSHDA regarding review requirements.
5. Prepare all required notices and documentation.
6. Assist the City in obtaining environmental clearance.

Phase II – Tier 2 Site Reviews

For each rehabilitation property:

1. Conduct site-specific environmental review activities.
2. Complete site-specific review checklists.
3. Evaluate floodplain impacts.
4. Evaluate historic preservation requirements.
5. Review wetlands and environmental constraints.
6. Document compliance with all applicable authorities under 24 CFR Part 58.
7. Prepare Tier 2 clearance documentation.

Additional Services

The consultant shall:

- Provide technical assistance to City staff.
- Respond to MSHDA and HUD comments.
- Revise documents as necessary to secure approval.
- Attend meetings as requested by the City.

- Maintain all project files in a manner acceptable to MSHDA.

4. CONSULTANT QUALIFICATIONS

The City seeks firms with demonstrated experience in:

- HUD Environmental Reviews
- NEPA compliance
- Community Development Block Grant programs
- MSHDA-funded projects
- Residential rehabilitation programs
- Tiered Environmental Reviews

Preference may be given to firms appearing on MSHDA's current pre-qualified environmental consultant list or firms demonstrating substantial experience completing environmental reviews for MSHDA-funded housing programs.

5. PROPOSAL REQUIREMENTS

Proposals shall include:

A. Firm Information

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

B. Relevant Experience

Provide descriptions of at least three (3) similar projects completed within the past five years, including:

- Client name
- Project description
- Funding source
- Environmental review type
- Completion date

C. Project Team

Provide:

- Project manager qualifications
- Key personnel resumes
- Relevant certifications and licenses
- Specific responsibilities of team members

D. Project Approach

Describe:

- Understanding of the project
- Proposed methodology
- Quality control procedures

- Communication process

E. Schedule

Provide:

- Estimated number of days to complete Tier 1 review
- Estimated timeframe for Tier 2 reviews
- Overall project schedule

F. Fee Proposal

Provide a detailed fee schedule including:

1. Tier 1 Environmental Review
2. Tier 2 Reviews (per property)
3. Meetings and coordination
4. Additional services
5. Total not-to-exceed amount

6. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Criteria	Points
Relevant CDBG/NEPA Experience	30
Qualifications of Project Team	25
Understanding of Project and Approach	20
Ability to Meet Schedule	10
Cost Proposal	15
Total	100

The City reserves the right to interview firms prior to selection.

7. SUBMISSION REQUIREMENTS

The City of Caro will receive sealed proposals at the City Clerk's Office, 317 S. State Street, Caro, MI 48723 for City of Caro by **Tuesday, September 1, 2026.**

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8. GENERAL CONDITIONS

1. The City reserves the right to reject any or all proposals.
2. The City may waive informalities or irregularities.
3. The City may request clarification or additional information.
4. The selected consultant must execute a professional services agreement acceptable to the City.
5. The selected consultant must maintain all required insurance coverage.
6. The consultant shall comply with all applicable federal, state, and local laws.
7. MSHDA approval is required prior to execution of any contract funded through the CDBG program.

9. EQUAL OPPORTUNITY

The City of Caro is an Equal Opportunity Employer and encourages proposals from minority-owned, women-owned, and disadvantaged business enterprises.

10. ANTICIPATED SCHEDULE

Milestone	Date
RFP Issued	July 31, 2026
Questions Due	August 28, 2026
Proposals Due	September 1, 2026
Consultant Selection	September 2, 2026
City Council Award	September 8, 2026
Contract Execution	Upon MSHDA Approval

I. GENERAL INFORMATION FOR SUBMISSIONS

1.1 Program Administrator

The Program Administrator is the primary point of contact for this submission. All communication between prospective bidders and the City of Caro upon receipt of this proposal shall be with the Program Administrator, as follows:

Scott R. Czasak
City Manager
317 South State Street

Caro, MI 48723
Telephone: (989) 673-7671
E-mail: sczasak@carocity.net

Prospective bidders are to rely only on written statements issued by the Program Administrator. Any other communication will be considered unofficial and non-binding on the City. Communication directed to parties other than the Program Administrator may result in disqualification of the prospective bidder.

Upon or after awarding the contract, the City Manager may designate another City staff member as a contact for the assignment and timing of work, and/or quality control.

1.2 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive proposal shall become the property of the City. All proposals received shall remain confidential until the deadline for submission of proposals has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

1.3 Revisions/Addenda to the Proposal

In the event it becomes necessary to revise any part of this proposal, addenda will be put in writing and provided to all prospective bidders known to the City of Caro. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the proposal and will be provided to all known prospective bidders.

The City of Caro reserves the right to cancel or to reissue the request for proposals in whole or in part, prior to execution of a contract.

1.4 Acceptance Period

Proposals must provide 30 days for acceptance by the City of Caro from the due date for receipt of proposals.

1.5 Responsiveness

All proposals will be reviewed by the City Manager to determine compliance with administrative and operational requirements and instructions specified in this request for proposals. Failure to comply with any part of the request for proposals may result in rejection of the proposal as nonresponsive. The City of Caro also reserves the right, at its sole discretion, to waive irregularities.

1.6 Most Favorable Terms

The City of Caro reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no "best and final offer" procedure. The City of Caro reserves the right to contact a respondent for clarification of its proposal.

This request for proposals specification shall be incorporated and is an integral component of a contract resulting from this request for proposals. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the City of Caro.

1.7 Costs of Proposals

The City of Caro will not be liable for any costs incurred by the bidder(s) in preparation of a proposal submitted in response to this invitation, in the conduct of a presentation, or any other activities related to responding to this request for proposals.

1.8 No Obligation Contract

The issuance of this request for proposals does not obligate the City of Caro to award a contract for services as specified herein.

1.9 Decision on Proposals

The City of Caro reserves the right, at its sole discretion, to accept, reject or modify any and/or all proposals, to waive irregularities or informalities, and/or not to issue a contract as a result of this request for proposals.

1.10 Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the request for proposals may result in rejection of the proposal as non-responsive.

1.11 Commitment of Funds

The City of Caro or their delegates are the only individuals who may legally commit the City of Caro to the expenditure of funds for a contract resulting from this request for proposals. No costs chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

1.12 Evaluation Procedure

Responsive proposals will be evaluated in accordance with the requirements stated in this request for proposals and any addenda issued. All proposals received by the stated deadline will be reviewed by the City Manager and staff to ensure that the Submissions meet the minimum requirements to perform the work requested and that proposals contain all of the required information requested in the request for qualifications. Only responsive proposals which meet the requirements will be considered for award. Any Contractor which does not meet the stated qualifications or any proposal which does not contain all of the required information will be rejected as non-responsive.