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City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4440  
(231) 922-4476 fax  
tcmanage@traversecitymi.gov



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February 27, 2026

Bidder:

The City of Traverse City will receive emailed bids in response to this RFQ published by the City of Traverse City Office of the Planning & Zoning Department, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Friday, March 13, 2026, at 10:00 a.m.** for the following:

**Consultant Services for CDBG Entitlement  
Program Administration Assistance**

If the specifications are obtained from the City's website link at: [City of Traverse City Bids](#), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to [ksheridan@traversecitymi.gov](mailto:ksheridan@traversecitymi.gov)

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City. The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

All bid responses must be emailed. Please indicate in the subject line of your e-mail that you are submitting a "Sealed Bid" together with the project description, "Consultant Services for CDBG Entitlement Program Administrative Assistance" and submit your e-mailed bid to [tcmanage@traversecitymi.gov](mailto:tcmanage@traversecitymi.gov) before **March 13, 2026 at 10:00 a.m.**

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met. If you have any questions, please contact Leslie Sickterman, Deputy Planning Director at (231) 922-4411 before the bid is submitted.

PLEASE SUBMIT EMAILED BID TO: [tcmanage@traversecitymi.gov](mailto:tcmanage@traversecitymi.gov)

## **SUMMARY**

The City of Traverse City, Michigan is seeking a consultant to assist in meeting HUD-mandated programmatic, reporting, and compliance requirements associated with administering its CDBG Entitlement program through the end of its current five year planning cycle (June 30, 2029).

## **BACKGROUND**

Traverse City is located within HUD Region 5 (headquartered in Chicago with a field office in Detroit) and is one of 35 CDBG entitlement communities in Michigan. The City is in its second year of receiving CDBG Entitlement funding. Funding will vary from year to year, and is currently approximately \$370,000 annually. The City has budgeted \$73,572 in the current program year budget toward program administration with approximately \$60,000 available for technical assistance subject of this request for qualifications.

City staff has been working with a consultant since the inception of the program in 2024 to prepare the Five Year Consolidated Plan for program years 2024/2025 through 2028/2029 (including a Needs Assessment, Housing Market Analysis, Strategic Plan, Citizen Participation Plan, and Analysis of Impediments to Fair Housing) Annual Plans for program years one and two, CAPER for year one, environmental reviews, and internal processes to ensure programmatic compliance.

The City anticipates a need to update the years one and two Annual Action Plans and potentially the current Five Year Consolidated Plan to address shifting circumstances. In addition, the consultant will be expected to assist the City with the development of all required plans, administration, and reporting as needed through the end of the five-year planning cycle.

## **SCOPE OF SERVICES**

The selected consultant/firm will assist City staff with on-call technical assistance associated with its CDBG Entitlement program. On-call technical assistance will be provided primarily through email, conference call and videoconferencing. Technical assistance may be scheduled or on an as-needed basis. Services may include, but are not limited to:

- Provide overall program technical assistance
- Assist with the concurrent upcoming amendments of year one and two Annual Action Plans and the Five Year Consolidated anticipated during fiscal year 2025/26
- Assistance with the development of the fiscal year 2026/27, 2027/28, and 2028/29 Annual Action Plans.
- Assistance with the completion of the Consolidated Annual Performance Evaluation Reports (CAPER) for fiscal years 2025/26, 2026/27, 2027/28, and 2028/29
- Provide technical assistance with the preparation of environmental reviews relating to the program.
- Environmental review and documentation.

## **SUBMITTAL OF QUALIFICATIONS**

### **A. Letter of Interest**

The letter should identify Consultant's interest in responding to the RFQ; the authorized negotiator; all members of the proposed team, as well as relationships among them.

### **B. Statement of Qualifications**

Provide a narrative statement describing the Consultant and its primary business line. Describe the project team and provide an organizational chart specific to the personnel assigned to accomplish the Scope of Services described in this RFQ. Provide a list of each person who will work on the project and provide their resume. Describe the Consultant's experience with providing the services called for under this RFQ.

### **C. Project Understanding and Approach**

Provide a detailed narrative of your firm's understanding of the project and approach to delivering services.

### **D. Costs**

Provide hourly billing rates for all proposed staff that will be charged directly to the project through the

## **GENERAL INSTRUCTIONS**

1. The deadline for submissions is **Friday, March 13, 2026 at 10 a.m.** Submittals will only be accepted via email (please provide a .pdf) addressed to **tmanage@traversecitymi.gov**. Please limit submittals to no more than 20 pages.

### **Please direct inquiries to:**

Leslie Sickterman, Deputy Planning Director  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684  
lsickterman@traversecitymi.gov  
231-922-4411

2. The City of Traverse City reserves the right to waive irregularities, to reject any or all submissions, to re-solicit submissions, and to negotiate with selected respondents if such action is deemed to be in the City's best interests.

3. The City of Traverse City retains the right to negotiate modifications to all submissions.

4. No reimbursement will be made for any costs incurred in responding to this request.

5. Execution of Agreement. The successful bidder will be required to execute a Vendor Agreement with the City of Traverse City and comply with all requirements of said Agreement. In case of failure of successful bidder to execute and return the Agreement and all required documents within the time allowed, the City may, at their option, consider the bidder having abandoned the project. A sample copy of the City of Traverse City Vendor Agreement is attached hereto.

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| RFQ Release   | Friday, February 27, 2026              |
| Questions due   | Friday, March 6, 2026                  |
| Response to questions issued by City<br>(if any received)                 | Monday, March 9, 2026                  |
| Submittals due  | <b>Friday, March 13, 2026 10:00 AM</b> |
| Interviews or phone consultations<br>(optional, at the City's discretion) | Week of March 16, 2026                 |
| Consultant approved by City Commission                                    | Monday, April 6, 2026                  |

### **EVALUATION CRITERIA**

The submittals of qualifications will be evaluated based on the following criteria as demonstrated by the submittal and through optional interviews:

- Relevant experience with CDBG Entitlement communities, especially in Michigan
- Knowledge of the policies, laws, and standards related to administering HUD programs at the local level
- Ability to assist the City with required reporting through the IDIS and HEROS systems, including directly reporting on behalf of the City at the direction of City staff
- Cost effectiveness

**BIDDER - PLEASE COMPLETE AND RETURN**

**BID SUMMARY**

**TITLE:**       **Consultant Services for CDBG Entitlement Program Administration Assistance**

**DUE DATE:** **Friday, March 13, 2026, at 10:00 a.m.**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept the City's standard Purchase Order / Service Order / Contract, the terms of which are not negotiable, and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which

reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
  - ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
  - iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
  - iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
  - v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
- (f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Phone                      Fax

\_\_\_\_\_  
City,                      State,                      Zip

**EMAIL ADDRESS:**

\_\_\_\_\_  
Sole proprietorship/partnership/corporation

\_\_\_\_\_

\_\_\_\_\_  
If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

**SUBCONTRACTORS:** (include name of organization, contact person, daytime phone number, and services to be performed).

1. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Services to be Performed: \_\_\_\_\_

2. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Services to be Performed: \_\_\_\_\_

3. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Services to be Performed: \_\_\_\_\_