



Wayne Metropolitan Community Action Agency

REQUEST FOR PROPOSALS FOR NEPA ENVIRONMENTAL REVIEW SERVICES

WMCAA-RFP-NEPA-ECSHF PILOT-2026

Wayne Metropolitan Community Action Agency
7310 Woodward Avenue, Suite 800
Detroit, MI 48202
313.463.5468

Due Date: Friday, June 19 by 4:00 P.M.

INTRODUCTION

Wayne Metropolitan Community Action Agency (Wayne Metro) is a Michigan non-profit corporation and an approved charitable 501(c)(3) organization. For the past 55 years, Wayne Metro has remained dedicated to helping low-income individuals achieve their goals. We annually serve approximately 75,000 low-to-moderate-income Wayne County residents, including Detroit, with a mission to eliminate poverty by empowering individuals to be strong, healthy, and thriving. Wayne Metro delivers 60+ programs through three integrated service areas: Quality Housing, Family Stability, and Economic Opportunity. Wayne Metro is a designated Wayne County Community Housing Development Organization [CHDO].

Excellent Construction is a full-service general contractor and project management firm serving municipalities and community-based organizations. The firm is a wholly owned subsidiary of Wayne Metropolitan Community Action Agency. Excellent Construction has served as a vehicle to drive the Agency's mission to Empower People and Strengthen Communities since 1998. The firm is a licensed and insured builder with 17 years of construction and project management experience, having invested over \$38 million across Wayne County communities. Excellent's portfolio spans 123 single-family homes constructed or rehabbed, 93 multi-family units developed, and 18,400 square feet of commercial redevelopment.

PROJECT & FUNDING

Wayne Metro received a notice of preliminary award for Wayne County HOME (HOME-ARP RFP 2025) to develop three stick-built single-family homes in Ecorse, Michigan through its wholly owned subsidiary, Excellent Construction. NEPA (National Environmental Policy Act)

compliance is legally required for the HOME Investment Partnerships Program because it involves federal funding. For HOME awards, the U.S. Department of Housing and Urban Development (HUD) handles NEPA compliance under 24 CFR Part 58. This mandates that local agencies or states (known as Responsible Entities) conduct an environmental review before any funds are committed or spent. Wayne County is acting as the Responsible Entity on behalf of HUD and has determined that this project requires an Environmental Assessment under HUD's Part 58 NEPA review process.

This RFP seeks a qualified environmental consultant to complete all required NEPA environmental review tasks. Note: A Phase I ESA is already under contract and is not part of this scope.

INVITATION TO SUBMIT PROPOSALS

Wayne Metro invites qualified environmental consulting firms ("Consultant") to submit proposals for NEPA environmental review services for three single-family homes in Ecorse, Michigan. The selected Consultant must be qualified to perform HUD Part 58 NEPA environmental review. Participation in this selection process shall be at no cost or obligation to Wayne Metro or Excellent Construction. Firms may be interviewed before contract award.

The schedule of RFP issuance and award is as follows:

Milestone	Date
RFP Publication	Wednesday, June 3, 2026
Virtual Q&A Session	Friday, June 12, 10:00AM - 11:00 AM https://us06web.zoom.us/j/89294542116?pwd=a4ce3ny82WR1ascaO60il0aGoCXFb9.1
Proposals Due	Wednesday, June 17, no later than 4:00 PM
Potential Interviews	Week of June 22, 2026
Complete Review & Selection by	Friday, June 26, 2026

PROJECT DESCRIPTION

The project will see three single-family slab-on-grade homes built within the Jefferson North Neighborhood Enterprise Zone in Ecorse, Michigan 48229, at:

- 49 West Glenwood (double lot; to be split)
- 58 West Glenwood

SCOPE OF SERVICES

The selected Consultant will serve as the environmental consultant and must complete all tasks required for the NEPA Part 58 Environmental Assessment, coordinating with Wayne County as the Responsible Entity. The Phase I ESA is already under contract and is excluded from this scope. Wayne Metro will coordinate between Phase I ESA provider and the selected NEPA Consultant to ensure Phase I findings/results are available to and incorporated into the NEPA materials prior to the HEROS submission.

Required services include:

1. Certificate of Insurance

Provide a Certificate of Insurance meeting Wayne Metro requirements, including appropriate coverages and listing Wayne Metropolitan Community Action Agency as an additional insured with respect to General Liability.

2. Historic Preservation – Section 106 Review

Submit a Section 106 Application to the Michigan State Historic Preservation Office (SHPO) on behalf of the project. Obtain SHPO concurrence and/or concurrence from the U.S. Department of the Interior as required.

3. Part 58 HEROS Review – Remaining Laws and Authorities

Coordinate with Wayne County, as the Responsible Entity, on the Part 58 HEROS upload covering all remaining laws and authorities under 24 CFR 50.4, 58.5, 58.6, and 40 CFR 1502.2(c). Wayne County will be uploading the project to HEROS; the Consultant must provide all required documentation and findings to support that upload, including but not limited to:

- Airport hazards
- Coastal barriers and coastal zone management
- Air quality
- Wetlands
- Noise
- Environmental justice
- Environmental assessment factors, mitigation measures, and public outreach
- Alternatives analysis

4. Mitigation Measures and Conditions

Outline all anticipated mitigation measures and provide a clear compliance plan with estimated costs, per 40 CFR 1505.2(c).

5. Publication and AUGF Support

Support Wayne County through publication of the Part 58 HEROS Review, the public comment period, and receipt of the Authority to Use Grant Funds (AUGF) from HUD.

DESCRIPTION OF SERVICES

The Consultant will work directly with Wayne County, Wayne Metro and Excellent Construction throughout the NEPA review process. Key responsibilities include:

- Coordinate with Wayne County as the Responsible Entity on all environmental review submissions and HEROS documentation.
- Attend relevant project meetings and provide timely updates on review status.
- Prepare and submit all required documentation to SHPO and HUD; provide all materials to Wayne County for HEROS upload.
- Maintain all certifications and insurance requirements as specified by Wayne County throughout the contract period.
- Notify Wayne Metro immediately of any findings that may trigger additional review requirements.

Project Timeline: The Consultant must be prepared to begin work immediately upon contract execution. Given the funder's underwriting schedule, the ability to move swiftly through the NEPA review process will be given significant weight in evaluation. Firms most able to demonstrate a clear timeline and rapid mobilization will be preferred.

PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference is scheduled at this link:

<https://us06web.zoom.us/j/89294542116?pwd=a4ce3ny82WR1ascaO60il0aGoCXFb9.1>

If you wish to receive a calendar meeting with the link provided, please email wmdevelopment@waynemetro.org to provide attendee emails and register your firm's interest with the subject line

Meeting Request Link (Firm name): WMCAA-RFP-NEPA-ECSHF PILOT-2026

EVALUATION

Award will be made to the responsible proposer whose proposal best meets Wayne Metro's needs as set forth herein. Proposers will be evaluated on the following criteria:

Criterion	Points
Qualifications/Experience: Demonstrate qualifications and experience conducting HUD NEPA Part 58 Environmental Assessments; Section 106 historic preservation; and familiarity with Wayne County as the Responsible Entity.	25
Understanding of Work & Methodology: Demonstrate capability to perform all required NEPA tasks within the specified timeline, including HEROS upload, SHPO coordination, and any closeout reporting.	20
Past Performance/References: Provide number of qualified staff, qualifications of the project manager, and at least three references from similar HUD-funded environmental reviews.	25
Fee Proposal	20

Minority-Owned Business (MBE) – submit proof	5
Woman-Owned Business (WBE) – submit proof	5

PROPOSAL PACKAGE COMPONENTS

Proposals must include the following components:

- Firm Introduction: Overview of the firm, demonstrated qualifications for HUD Part 58 NEPA environmental review, and key personnel assigned to this project.
- Relevant Experience: Demonstrated experience with HUD NEPA Part 58 Environmental Assessments and Section 106 SHPO reviews.
- Proposed Project Schedule: A timeline from contract execution through AUGF and closeout report submission.
- Scope of Work Confirmation and Fee Proposal: Itemized fee schedule by task, including any anticipated subcontractor costs. Identify any exclusions, qualifications, or exceptions to the required scope.
- References: Minimum three references from similar HUD-funded environmental review projects, including contact name, title, and phone number.
- Completed and Signed Debarment/Suspension Certification and Non-Collusion Affidavit (forms included herein).
- MBE/WBE Certification (if applicable): Submit proof with proposal.

SUBMISSION DEADLINE AND METHOD

Responses to this RFP must be received no later than 4:00 PM on Wednesday, June 17. Responses must be submitted by email to procurement@waynemetrol.org. All responses will be acknowledged. If you do not receive an acknowledgement within 24 hours, please email wmdevelopment@waynemetrol.org.

This RFP is not an offer to enter into a contract. Wayne Metro reserves the right to reject any and all responses resulting from this RFP. Wayne Metro and Excellent Construction are not responsible for any cost incurred in responding to this RFP.

QUESTIONS

All questions regarding this RFP must be submitted via email to wmdevelopment@waynemetrol.org no later than Monday, June 15 by 5PM with the subject line

Question (Firm name): WMCAA-RFP-NEPA-ECSHF PILOT-2026

CERTIFICATION AS TO DEBARMENT AND SUSPENSION

Bidder/Contractor Company Name:

The Contractor/Respondent certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

- Have not within a three-year period preceding this contract had their license or company debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, state, or city department.
- Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for fraud, criminal offenses in connection with public transactions, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- Are not presently indicted or otherwise criminally or civilly charged by a government entity with commission of any of the above offenses.
- Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.
- Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

Signature of Authorized Representative

Date

Printed Name

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

Bidder/Contractor Company Name:

I, _____ am fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal.

Such Proposal is genuine and is not a collusive or sham proposal.

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including the person making this statement, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted, or to refrain from proposing in connection with such Contract, or has in any manner sought by agreement or collusion or communication or conference with any other Proposer, Firm, or person to fix the price or prices in the attached Proposal or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against Wayne Metropolitan Community Action Agency, its wholly-owned subsidiaries, or any person interested in the proposed Contract.

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, partners, employees, or parties in interest, including the person making this statement.

Signature of Authorized Representative

Date

Printed Name