

**City of Grand Rapids**

**Economic Development Department**

**MBE, WBE, MLBE Inclusion Plan for Economic Development Incentive Applications – Fillable Form**

The City requires that the applicant complete this Inclusion Plan in its entirety as a part of any incentive application to be considered for a project. Failure to complete and submit this Inclusion Plan in its entirety as part of the project’s application will result in delay of the incentive application.

**PART A**

**Applicant Information**

|  |
| --- |
| **Table A.1. Applicant and Contractor Contact Information** |
| Applicant Name and Company/LLC | Click or tap here to enter text. |
| Project Name | Click or tap here to enter text. |
| Project Address(es) | Click or tap here to enter text. |
|  General Contractor / Construction Manager | Click or tap here to enter text. |
| General Contract / Construction Manager Representative | Click or tap here to enter text. |
| Name of person(s) authorized to speak on behalf of the applicant regarding this Inclusion Plan (if applicable) | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Anticipated date to publish solicitation to, and receive bids from, sub-contractors | **Bid Let: Bid Due:**Click or tap here to enter text.Click or tap here to enter text. |

**Aspirational goals for MBE, WBE and MLBE participation**

The City has established the following benchmarks for MBE, WBE and MLBE participation as a guide or frame of reference for applicants. The benchmarks are based on data and information provided by past participants in the City’s incentive programs, the Michigan State Housing Development Authority and other relevant stakeholders.

**MBE Benchmark: 14.0% WBE Benchmark: 1.0% MLBE Benchmark: 15.0%**

The City also understands that each project is unique and expects that variations (both above and below) to these targets may be achieved on various projects. List the amounts of the project costs below that are expected to be contracted to MBE, WBE and/or MLBE firms as a portion of the total project costs. The goals listed below will be included in the project information presented for consideration with the application for incentives, and will represent the aspirational goals the applicant intends to achieve by implementing this plan.

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| --- |
| **Table A.2. Aspirational Goals for Subcontracted Amounts – Professional Services (Soft Costs)** |
|  | Dollar Amount | Percentage of Total |
| Estimated total project cost (professional services) | $Click or tap here to enter text. |  |
| Total MBE, WBE and MLBE Participation\* | $Click or tap here to enter text. | Click or tap here to enter text.% |
| Aspirational goal for MBE participation | $Click or tap here to enter text. | Click or tap here to enter text.% |
| Aspirational goal for WBE participation | $Click or tap here to enter text. | Click or tap here to enter text.% |
| Aspirational goal for MLBE participation | $Click or tap here to enter text. | Click or tap here to enter text.% |

|  |
| --- |
| **Table A.3. Aspirational Goals for Subcontracted Amounts – Construction (Hard Costs)** |
|  | Dollar Amount | Percentage of Total |
| Estimated total project cost (construction) | $Click or tap here to enter text. |  |
| Total MBE, WBE and MLBE Participation\* | $Click or tap here to enter text. | Click or tap here to enter text.% |
| Aspirational goal for MBE participation | $Click or tap here to enter text. | Click or tap here to enter text.% |
| Aspirational goal for WBE participation | $Click or tap here to enter text. | Click or tap here to enter text.% |
| Aspirational goal for MLBE participation | $Click or tap here to enter text. | Click or tap here to enter text.% |

\*Note the dollar amount and percentage in these rows should be the total project costs that you aspire to spend with MBE, WBE and/or MLBE contractors. In the rows below, you will detail the amounts for MBE, WBE and MLBE separately. The separate numbers for MBE, WBE and MLBE may not add up to the “Total MBE, WBE and MLBE Participation” if certain subcontractors are, for instance, both an MBE and MLBE, or both and MBE and a WBE.

**Explanation, rationale, and additional relevant information for the project.**

In the explanation section below, please describe how your aspirational goals compare to the benchmarks above and explain why you believe the goals submitted are appropriate and represent your aspirations for the project.

**PART B**

**Selection Process**

In order to determine how the City’s Inclusion Plan impacts, supplements or modifies a company’s current practices, provide a detailed description in the space below of your company’s existing bidding and selection process, including any efforts to secure MBE, WBE and MLBE firms (e.g., past performance, capabilities, etc.). Relevant information will include the amount of time provided to respond to bid solicitation, marketing and outreach efforts, and programs and/or initiatives that directly target or support MBE, WBE and/or MBLE subcontractors.

**Firms Expected to be Solicited**

In the section below, list the MBE, WBE and MLBE firms that the applicant will solicit for the project. Note that a single firm may meet multiple business types. These firms are those that the applicant or its general contractor have identified will be provided with the necessary information to bid on the project. This represents a commitment to provide an opportunity to bid, but not an obligation to contract with any of these firms.

|  |  |  |  |
| --- | --- | --- | --- |
| **Trade Category** | **Firm to be solicited** | **Business Type (check all that apply)** | **Prequalified with the General Contractor?** |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
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| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |
| Choose an item. | Click or tap here to enter text. | [ ] MBE [ ]  WBE [ ]  MLBE | Yes [ ]  No [ ]  |

**PART C**

**Inclusion Programs Areas**

In addition to indicating aspirational goals for contract participation (Part A), the City will work to understand the specific efforts that applicants will take to achieve the goals. In the section below, indicate what efforts will be taken for this specific project to reduce barriers to access to opportunity and support MBE, WBE and/or MBLE subcontractors in successful implementation of the project.

**Required Program Areas**

Based on the efforts the City undertook to develop this Plan, including dialogue with both prime contractors and MBE, WBE and MLBE subcontractors, the following efforts are required and will be monitored by the City throughout the construction of the project. **Initial the spaces** **below** to indicate your acknowledgement and acceptance of these terms.

**Solicitation notice requirements (applies to projects with anticipated costs above $500,000).** I agree to provide the bid notification at least 30 days in advance to the date of the bid submission deadline to the West Michigan Minority Contractors, the West Michigan Hispanic Chamber of Commerce, Grand Rapids Area Black Businesses, the Urban League of West Michigan, the Michigan Minority Supplier Development Council, and the Monday Group facilitated by the City’s Office of Equity and Engagement (see attachment for current contact information). In addition, I agree to provide notification in the Builders Exchange of Michigan (located in Grand Rapids) plan room. I understand that Builders Exchange of Michigan will provide proof of publication to the City of Grand Rapids Economic Development Department.

**Prompt payment to MBE, WBE and MLBE subcontractors.** (Complete the three blanks below to represent your commitment for the duration of the project.) So long as any participating MBE, WBE and MLBE subcontractor submits an application for payment according to the timeline agreed to in its contract with the general contractor, they will be paid within       days. In order to ensure this requirement can be met, the applicant agrees to pay or facilitate payment to its general contractor within      days of receiving an application for payment, and the general contractor agrees to pay its subcontractors within      days of receiving payment from the Applicant. Failure of the MBE, WBE or MLBE subcontractor to submit an application for payment according to the requirements of its contract with the general contractor in any given time period (generally monthly) shall be grounds for exception to this requirement in that period, but only in that period.

**Optional Program Areas**

Included below are activities that the City encourages applicants to utilize as part of an Inclusion Plan. In addition to the required program areas listed above, please indicate and describe additional activities, programs, or initiatives that will be undertaken in connection with the project to increase opportunity for MBE, WBE and/or MLBE participation. These efforts are described in the [City’s Administrative Policy](https://www.grandrapidsmi.gov/files/assets/public/departments/diversity-and-inclusion/files/business-developer/city-commission-policy-600-12-construction-guidelines-june-2018.pdf) for Equal Business Opportunity for construction. Review of this document is encouraged for additional information and descriptions of potential programming opportunities. Select and describe one or more of these optional programs to implement, and attach any additional documentation as necessary.

[ ]  **Enhanced solicitation practices.** Conducting proactive outreach to targeted contractors or trade organizations that will expand the number of MBE, WBE and MLBE contractors that receive notification of the opportunity to bid.

*Describe how enhanced solicitation practices will be implemented for this project:*

[ ]  **Negotiated contracts.** Negotiate contracts with MBE, WBE and/or MLBE firms that are prequalified with your company.

*Describe the parameters under which contracts will be negotiated for this project:*

[ ]  **Contract de-bundling/segmentation.** If a trade category can be broken into smaller scopes, it may provide additional opportunities for smaller firms to bid.

*Describe any contract de-bundling or segmentation that may be implemented for this project:*

[ ]  **Builder’s Exchange of Michigan (BEM).** The BEM’s Private Plan Room is an online tool to advertise a project and post project documents for instant access to subcontractors based on specialty and location.

*Describe planned efforts to utilize the BEM’s Private Plan Room for this project:*

[ ]  **Cash flow and access to capital.** Efforts that ease cash flow issues for smaller firms, such as prepaying for mobilization, extending materials discounts, flexible bonding scenarios, establishing lines of credit, joint checking accounts, etc.

*Describe efforts that will assist with cash flow or access to capital that will be implemented for this project:*

[ ]  **Mentor-protégé agreement.** A Mentor-Protégé program can motivate and encourage a firm to provide mutually beneficial development assistance to MBE, WBE and/or MLBE firms. The assistance provided through this arrangement may include management guidance in finance, organization and workforce development, technical or engineering assistance, marketing, networking and public relations assistance, and free or reduced cost for use of facilities and/or equipment. The mentoring firm generally assigns one or more of its personnel to be temporarily assigned to the protégé firm for the training purposes. The mentor-protégé relationship is evidenced by a written, signed agreement that outlines the scope of the relationship, including technical and/or management assistance, financial assistance, trade education and/or assistance in performing on contracts through joint venture arrangements. The Builder’s Exchange of Michigan administers the [Construction Allies in Action](https://www.constructionallies.org/) program, which is an example of a program established to facilitate the mentor-protégé relationship.

*Describe any mentor-protégé or joint ventures that will be implemented for this project:*

[ ]  **Other promising or innovative practices.** In addition to or in lieu of the above optional program areas, describe any efforts undertaken that will have the intended outcome of achieving the aspirational participation goals listed above. You may attach additional documentation on your company’s programs in lieu of providing a description below.

**PART D**

**Unanticipated Barriers to Inclusion**

The City has established guidelines that are acceptable exclusions to a named MBE, WBE and MLBE firms from participating on City-supported projects. Voluntary exclusion of named MBE, WBE and MLBE firms or the absence of unanticipated barriers will not meet the acceptable exclusion criteria. Barriers to inclusion are defined as follows:

* Bankruptcy of the firm.
* The MBE, WBE or MLBE firm cannot perform based on the Ready, Willing and Able definition on page 2 of this document.
* Failure of the firm to comply with a requirement of laws applicable to subcontracting.
* The death or disability of the firm (if the firm is an individual).
* Dissolution of the firm (if the firm is a corporation or partnership).
* Failure or refusal of the firm to perform work.
* Other extenuating circumstances approved by the City as an unanticipated barrier on a case-by-case basis.

**Certification**

Click or tap here to enter text.

 (name) (title) (company)

I certify the contents of the Inclusion Plan are true and accurate to the best of my knowledge as of the date submitted. I commit, on behalf of the Company, to performance of the commitments made herein. I understand I will be responsible for reporting on the outcomes of the Inclusion Plan and that any information or documentation submitted to the City is public information and may be included in reports to governing bodies.

Date: