

2.0 PROJECT GOALS

- Elevate the aesthetic value of vacant, publicly-owned residential parcels through planting and maintenance strategies.
- Encourage pedestrian and cyclist connections within the neighborhood to existing and proposed resources, investments and amenities.
- Create a unique cultural experience embraced by local residents and visitors to the Old Redford commercial area by establishing a branded framework for arts installation and programming within the neighborhood greenway.
- Discourage dumping on vacant lots.
- Support market for single family rehab.
- Incorporate a targeted strategy for future multi-family housing infill development sites.
- Identify a stewardship plan and potential partners for arts installation & programming.



3.0 PROJECT AREA OVERVIEW

The project area to be considered is bounded by 7-mile to the North, Pierson to the East, Grand River and McNichols Road to the South and Berg Road to the West. The Old Redford neighborhood greenway will connect 3 residential neighborhoods to the Old Redford Downtown at Grand River and Lahser, including Old Redford Community Gardens, Greater Sandhill and Malvern Hill. Consultant teams will be required to be familiar with the major outcomes and strategies of the Grand River Northwest Neighborhood Framework Plan, including the recent acquisition by The City of Detroit of Rogell Golf Course, the RFP for Holcomb School Adaptive Re-use and the partnerships with local development partners to incorporate the greenway into ongoing projects.



Figure 1: Grand River Northwest Neighborhood Plan: Available at:
<https://www.detroitmi.gov/document/grand-river-northwest-neighborhood-framework>

6. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP it will be a City of Detroit, Professional Services Contract (sample attached). The term of the contract will be for 1 year with a one year renewal option. Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council. The City anticipates **one award** as a result of the RFP.

7. OPERATIONAL INFORMATION

The respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

8. SCOPE OF WORK

4.0 SUMMARY SCOPE OF SERVICES

- Review and synthesize the project area's existing conditions, previous planning studies and current community initiatives to identify gaps and future opportunities.
- Analyze and inventory the existing land assets in the project area.
- Confirm greenway route & arts framework (typologies, locations, themes, commissioning process, etc...), based on community and stakeholder priorities.
- Confirm / identify critical greenway nodes where vacant parcels can be consolidated at strategic locations to create park-like moments of interest incorporating Arts & Culture installation and/or programming, and identity strategies for stewardship and maintenance.
- Prepare planning and landscape design concepts at a schematic level of detail for the entire greenway including addressing urban design standards for any recommended infill development, tree canopy, streetscape, signage, lighting and identity & branding.
- Develop lot treatment typologies and strategies for remaining unbuilt and underutilized land adjacent to greenway that deploy sustainable maintenance strategies, create a positive identity, and improve ecological performance.
- Coordinate with existing development partners along the neighborhood greenway to align design goals and aesthetics and make recommendations for public/private partnerships.
- Create diagrams, renderings of critical or typical views and other presentation materials to communicate the vision for the neighborhood greenway and collect resident feedback.

- Meet with and present design concepts to project stakeholders, including the public, the City staff and Interdepartmental Leadership. Document input and incorporate into design. (Support for a minimum of 3 public engagement sessions should be proposed)
- Work with City Departments: DPW, GSD, PLA, DWSD, etc. to coordinate infrastructure improvements with existing standards and maintenance practices.
- Develop construction documents including plans, specifications and all necessary typical details to construct the project, including but not limited to greenway nodes utilizing residential parcels, on-street infrastructure, and typical amenities, “wayfinding” and branding.
- Develop cost estimates, phasing and funding strategies for the overall project as well as tactical implementation strategies to be installed Summer 2019.

5.0

DETAILED SCOPE OF SERVICES AND DELIVERABLES

I. Community & Stakeholder Engagement

- a. Kick-off meeting to define team roles, goals, major milestones and decision making structure and identify bi-weekly working meeting.
- b. Pre-Design Meetings with City staff and key stakeholders including the project steering committee (including community members) identified by the City of Detroit.
 - i. Strategic Neighborhood Fund Overview
 - ii. Grand River Northwest Neighborhood Framework Plan
 - iii. Detroit Land Bank properties & Disposition Programs
- c. Provide content and facilitation of neighborhood meetings (3 minimum) and collect community feedback throughout project to inform:
 - i. Priority Setting
 - ii. Route verification
 - iii. Branding & Cultural Identity
 - iv. Arts installation and Programming framework
 - v. Construction staging & Impacts

Deliverables: Meeting summary, project timeline and schedule with key milestones and meetings, data request list

II. Existing Conditions

- a. Existing patterns of built and unbuilt land

- b. Physical features, including street grid pattern, lot size, topography, existing tree cover, parks and open space, etc., as needed to inform land stewardship approach
- c. Existing & potential pedestrian, bicycle and non-motorized circulation patterns for the neighborhood

Deliverables: Existing conditions plan, analysis diagrams and summary narrative.

III. Concept Verification / Refinement

- a. Identify opportunities and potentials for unbuilt parcels. Incorporate forward-thinking practices that improve social, economic and ecological sustainability, including but not limited to: increasing canopy cover; green infrastructure strategies that address stormwater management, microclimate mitigation, biodiversity and habitat; creating social spaces that provide an amenity to the neighborhood; developing productive uses such as forestry, agriculture, energy production or horticulture;
- b. Develop/refine for each vacant lot typology a criteria for application, and consideration of maintenance strategies and costs.
- c. Propose a strategy for the edge conditions of parcels that address adjacency, public visibility, image and create a cohesive identity for the neighborhood
- d. Make final recommendation of targeted locations for aggregation of parcels for greenway nodes and potential future multi-family / single family infill sites, and Green Stormwater infrastructure (including catchment areas).
- e. Develop strategies for art commissioning, installation, and management that leverage local community-based organizations for funding and stewardship.
- f. Consider strategies for landscape installation and management that leverage Detroit-based workforce development.
- g. Develop urban design standards and typical sections or elevations to illustrate principles for future infill development

Deliverables: Two- or three-dimensional diagrams to describe lot typologies, summary narrative, treatment typology criteria, Schematic cost estimate, illustrative plan of proposed public space and on-street improvements, recommended infill typologies.

IV. Phasing & Implementation

- a. Identify priority properties for demolition
- b. Identify priority properties for renovation programs
- c. Identify strategies for tactical implementation to begin in Summer 2019 to begin establishing presence of the route and/or greenway brand with public.

- d. Propose phased implementation plan including a tactical installations (Phase 1), Complete installation (Phase 2), and future development & programming (Phase 3)

Deliverables: Phasing plan, cost estimate, funding source summary

V. Neighborhood Greenway Design Development & Construction Documentation

The Contractor shall prepare a preliminary Design Development Plan that shall include, but not be limited to, the following required elements:

1. Landscaping design for Neighborhood Greenway Nodes
2. Greenway Infrastructure including for the roughly 2-mile Greenway route:
 - Special pavement markings
 - Sidewalk improvements
 - Walking Paths (provide accessible pathways to all proposed amenities)
 - Lighting
 - Furniture (Benches, Trash Cans, Tables, etc...)
 - Landscaping / Trees (Plantings & Removals)
 - Signage / Wayfinding
 - Arts installation & branding opportunities
3. Landscape improvements and/or maintenance typologies for vacant lots adjacent to on-street portions of greenway
4. Other Site Work
 - Protection of items to remain
 - Site and park signage
 - Traffic Study / Traffic Calming Plan

Deliverables:

30% DESIGN DEVELOPMENT PHASE

- Develop 30% (schematic design) drawing set that contains the elements outlined in Section V noted above. This will include, but not be limited to:
 - Grading and Drainage
 - Green Infrastructure Integration
 - Landscape Plan & Route Alignment
 - Amenities
 - Outline Specifications
 - Utility Plans (Existing)
 - 30% Schematic Cost Estimate
 - 30% Schematic Project Construction Schedule

- Summary of review comments and response.

60% DESIGN DEVELOPMENT PHASE

- Develop 60% (design development) drawing set that contains the following:
 - Specifications Front End Sheets (Cover, Index, Summary of QTY)
 - Site Plan, Profile and typical cross sections, where necessary.
 - Signage Plans
 - Drainage/ Utility Adjustment Plans
 - Sidewalk and paving plan
 - Grading Plan
 - Design Details, as needed
 - Soils Plans
 - Demolition Plans
 - Landscape/ Planting Plans
 - Lighting Plans
- Estimated maintenance plan and associated costs
- Summary of review comments and response
- Revised 60% Design Development Cost Estimate (MERL format)

90% DESIGN DEVELOPMENT PHASE

- Develop 90% construction document set that contains the following for review:
 - Full set of draft specifications (Cover, Index, Summary of QTY)
 - Soil Erosion and Sedimentation Control Plans
 - Typical cross sections and Profile Drawings
 - Striping and Signage Plans
 - Driveway/ Curb Cut Plans
 - Traffic Control Plans
 - Drainage Plans
 - Drainage Profile
 - Sidewalk Layout Plans with ADA details
 - Sidewalk Materials Plans
 - Design Documentation (Sidewalks, paving, details etc.)
 - Soils Plans
 - Planting Plans
 - Irrigation Plans (If applicable)
 - Utility Plans (if adjusted from existing or new)
 - Lighting Plans
 - Traffic signal plans and details (if applicable)

- Staging and detour plans (maintenance of traffic)
- Summary of review comments and response
Revised 90% Construction Document Cost Estimate (MERL format)

100% DESIGN PHASE

- Develop 100% Construction Documents that contains the following:
 - Specifications
 - Front End Sheets (Cover, Index, Summary of QTY)
 - Construction Schedule (Milestones) and Construction Coordination Plan
 - Demolition Plans
 - Soil Erosion and Sediment Control Plans
 - Typical cross sections plans
 - Plan and Profile Drawings
 - Striping and Signage Plans
 - Driveway/ Curb Cut Plans
 - Traffic Control Plan
 - Traffic Signal Adjustment
 - Drainage Plans
 - Drainage Profiles
 - Sidewalk Plan with ADA details
 - Sidewalk Materials Plans
 - Sidewalk Grading Plans Design Documentation (Sidewalks, Paving, etc.)
 - Soils Plans
 - Landscape/ Planting Plans
 - Irrigation Plans (if applicable)
 - Utility Plans (if adjusted from existing or new)
 - Lighting Plans
 - Traffic Signal Plans and Details (if applicable)
 - Staging and Detour Plans Deliverables (Documentation)
- Summary of review comments and response, resolution of all issues
- Final Cost Estimate (MERL format)

VI. Project Documentation

- Based on the final Design Development Plan as approved by the City of Detroit, General Services Department (GSD), the Contractor shall provide one (1) final rendered and mounted visual map of the Design Development Plan and two (2) rendered and mounted perspective views of the proposed space, along with process sketches and drawings to present at community input meetings. These

renderings are to be formatted to 30 inch x 42 inch size and mounted on ½ inch gator board. Set of two boards, for each board. In addition, electronic copies shall be presented to the GSD & PDD in packaged & pdf format.

- Based on the final GSD & DPW approved Design Development Plan, the Contractor shall provide complete and sealed construction drawings and specifications which depict all proposed improvements to be constructed. Designs and specifications shall meet all current ADA and architectural standards, as well as conform to all applicable building code and permit requirements related to this project. The Contractor shall be responsible for ensuring that the plans are approved for any required permits (though not responsible for the actual fees associated with obtaining permits).
- After all GSD & DPW changes, if any, have been made by the Contractor, the Contractor shall provide the GSD with four (4) final, sealed sets of construction drawings and specifications (one to GSD upon completion, and 3 to the selected construction contractor at a later date). All items in this Task shall be delivered to the GSD in electronic format as well and will become City property to use as it desires. The Contractor will not be responsible for any City use of drawings and specifications that are not directly related to this Old Redford Neighborhood Greenway project.
- The Construction Contractor (to be selected later, through a competitive RFP solicitation process) shall be responsible for procuring all of the necessary construction permits from the City of Detroit, or as required of the project, however the chosen Design Contractor from this RFP will provide all necessary drawings to acquire these permits, as needed.

9. PROJECT APPROACH

6.0 ANTICIPATED PROJECT TIMELINE

April 2019	Onboarding Orientation / Preliminary Engagement
May – June 2019	Complete Concept Refinement, Identify Tactical Implementation Strategy & Complete Schematic Design
July – September 2019	Complete Construction Documentation
October 2019	Finalize Project Deliverables



10. RESPONDENT PERFORMANCE HISTORY

The respondent shall provide the following information:

- a. Identify in detail at least three similar projects by name, subject matter, location, respondent's services provided and the length of time respondent's service were provided on each (use attached reference form). Included in this informal shall be the description of services provided and the time period during which the services were provided;
- b. Identify the respondent's key personnel working on the projects identified in "section a" above;
- c. Identify any projects in which the respondent's contract was terminated for any reason;
- d. Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last five years;
- e. Attach your organization's financial statements (CPA Certified) for the previous three years; and
- f. Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel.

11. EVALUATION CRITERIA

7.0

EVALUATION CRITERIA & EVALUATION PROCEDURE

A selection committee composed of City staff and other invited parties will select a list of shortlisted respondents to be interviewed based on qualifications, previous completed works, and approach to community engagement. The selection committee may request additional meetings or information of respondents before making a final selection. Evaluation criteria for selection are as follows:

PHASE ONE CRITERIA-NON-ECONOMIC DEVELOPMENT

Overall Strength of Concept / Proposal

20 Points

- Demonstrates clear and practical vision for achieving all objectives, tasks and deliverables
Proposed design approach, including specialized expertise within design team
- Strategies and approach to community engagement
- Demonstrates capacity to deliver material that can immediately begin Phase I construction after design and planning period concludes;
- Demonstrates capacity to ensure majority of project can be completed within 18-24 month period from the completion of planning and design work and within allocated budget constraints.

Previous Project Experience

20 Points

- Strong record of performance on projects completed within urban municipalities
- Successful examples of completing technical surveying and mapping products with client reference and description of professional services offered
- Successful examples of administering all elements of construction documentation process for landscape, streetscape, way-finding and branding elements
- Demonstrated expertise on development typologies, incentives structures, financing, and feasibility analysis
- Experience of proposed project leaders/ team members on similar projects
- Successful examples of community-based arts & culture design, installation and programming, including ability to collaborate and curate local, regional & national artists in creative place-making.
- Successful examples of creating place-making landscape, GSI, and greenway projects from data analysis, conceptual design, and schematics to engineering specifications with client reference and description of professional services offered.

Design and Engineering Excellence

15

Points

- Description of vision, leadership and commitment to high quality and exceptional design in the public realm and identification of differentiators from peers
- Recognition and awards from professional associations of project leads, design team and firms (ASLA, AIA, AICP, ASCE, others), including sustainable, innovative and resilient practices.

Proposed Timeline / Work Plan

10 Points

- Demonstrates practical ability to meet project deadlines within budget and on time
- Identifies specific strategies, resources and deliverables to solicit & capture community input
- Lays out clear work plan to achieve deliverables
- Identification of how soon firm could begin work after notification of award
- Includes key dates for completion of analysis, preliminary recommendations, conceptual design, schematic design, and construction documents, with periodic community engagement and City review periods.

Maximum points for Phase One Criteria not to exceed sixty five (65) points.

PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT



Detroit headquartered business 15 points

Detroit based business 5 points

Maximum points for phase two not to exceed fifteen (15) points.

PHASE THREE CRITERIA ECONOMIC DEVELOPMENT & CONTRACT PERFORMANCE OF PRIME AND SUBCONTRACTOR(S)

Detroit headquartered business 20 points

Detroit based business 10 points

Maximum points for phase three not to exceed twenty (20) points

TOTAL EVALUATION POINTS IS 100. (PHASE ONE, PHASE TWO, AND PHASE THREE)

12. EVALUATION PROCEDURE

EVALUATION PROCEDURE

Following the receipt of the qualified firm, a City designated Evaluation Committee will evaluate each response. The Technical Proposal should be submitted as a separate document from the Pricing Proposal. The Technical Proposal will be evaluated, first. Then, the Pricing Proposal will be evaluated.

All Proposals, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The City may also at its discretion, request oral presentations, make site visits at Respondent’s facility and may request a demonstration of Respondent’s operations. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete.

The City may also at its sole discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus. All decisions reached by the Evaluation Committee will be by consensus.





13.CONTRACT APPROVAL

Upon contract award, the City and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the City. No contract shall become effective until the contract has been approved by the required City Departments and Detroit City Council and signed by the City of Detroit Chief Procurement Officer. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the City incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

14.REQUIRED SUBMITTAL INFORMATION

See Required Format, Required Cost proposal, Technical Proposal, Economy of Preparation, Submittal instructions,

15.SUBMITTAL INSTRUCTIONS

All proposals must be submitted through the Bidsync system. Each respondent is responsible for ensuring that its proposal is received by the City on a timely basis. **Faxed or mailed proposals will not be accepted.**

Firms shall not distribute their proposals to any other City office or City employee. Proposals received become the property of the City. The City is not responsible for any costs associated with preparation or submission of proposals. All proposals submitted by the due date will be recorded in the Bidsync System. Responses received **will not** be available for review. Proposals received will be subject to disclosure under applicable Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the City must sign the proposals in the Bidsync System. The contact person regarding the proposal should also be specified by name, title, and phone number. The successful respondent will receive an award letter. Respondents who are not awarded will receive a notification that the award decision has been made.

16. PREPARATION OF PROPOSAL

The proposal shall include all forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective respondent, including street address if different from mailing address, and shall be signed and dated by the



person or persons authorized to bind the prospective respondent. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its proposal to take exception to any requirement of the RFP. Should a respondent be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFP.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

17. REQUIRED CONTENT

Bid responses must include the following content:

Letter of Transmittal

The prospective respondent's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.

Required Clearances and Affidavits

The following clearances and affidavits are required to do business with the City of Detroit. Approved clearances are not required to submit a response to the RFP but will be required of the successful respondent for contract preparation prior to City Council approval.

Respondents must submit application requests for clearances and submit notarized affidavits electronically in the BidSync system. If there is documentation that the respondent is required to provide to the City that contains personal identifiable information, the respondent must submit the request for clearance through the BidSync system and send the confidential information to the City separately via email. Do not attach copies of clearance documents or affidavits to the bid response.



Required Clearances	Required Affidavits
Income Tax Revenue Tax	Slavery Era Hiring Compliance Political Contributions Human Rights

Accuracy and Completeness of Information

All information pertaining to the prospective respondent’s approach in meeting the requirements of the RFP shall be organized and presented in the prospective respondent’s proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

In your introduction, please include, at a minimum, the following information and/or documentation:

- ❑ A statement to the effect that your proposal is in response to this RFP;
- ❑ A brief description of your firm;
- ❑ The location of the firm’s principal place of business and, if different, the location of the place of performance of the contract;
- ❑ A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- ❑ The name and contact information of the of the firm’s partner and or manager(s) that will be in charge of this project;
- ❑ The firm’s financial solvency, fiscal responsibility and financial capability;
- ❑ The age of the firm’s business and the average number of employees during each of the last three (3) years;
- ❑ The firm’s current tax status and Federal Employer Identification Number; and
- ❑ Evidence of any licenses or registrations required to provide the services under this contract.



18. REQUIRED FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

- ❑ Overall Scope of Work and Operational Responsibilities;
- ❑ Respondents Performance History;
- ❑ Proposal Submission Procedure; and
- ❑ Certificate of Good Corporate Standing, if a corporation Evaluation of the respondent's proposal will be made in accordance with the appropriate requirements of this RFP.

8.0 SPECIFIC PROPOSAL CONTENT

To be considered responsive, each proposal must present and/or respond to the following sections in their entirety. All pages of the submission must be numbered, excluding exhibits and other supplemental information which may be added as Attachments. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential. Submissions must NOT exceed 20 pages (excluding resumes)

Table of Contents -- A table of contents must be provided with all RFP Submissions.

Signature Page (Form Attached)

Statement of Submission (up to 2 pages)

In your Statement of Submission, please include, at a minimum, the following information and/or documentation:

- 1) A design statement describing relevance of work samples as an indicator of team's capacity to perform the work requested in this scope of work;
- 2) A brief description of your firm, including the Federal Employer Identification Number, the age of the firm's business and the average number of employees during each of the last three (3) years;
- 3) The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- 4) A commitment to perform the requested work in accordance with the requirements outlined in this RFP; and
- 5) The name and contact information of the overall project manager and firm that will be in charge of all teams on this project;

Project Approach

Description of approach and strategies included in the workplan to complete scope items and deliverables including community engagement, existing conditions, Concept Verification & Refinement, Phasing & Implementation, and Design Development / Construction Documentation.

Scope of Work Schedule

Provide a detailed timetable with action steps required to complete entire planning/design scope described in this RFP, including start and completion deadlines and major activity milestones.

Pricing Proposal

Proposals must provide a Price Proposal and cost all activities based on a maximum contract length of one year. Proposals must provide a line-item cost estimate to complete the scope of services described in RFP by category -- (1) Research/Community Engagement/Communications; (2) Existing Conditions (3) Concept Verification / Refinement (4) Design Development (5) Construction Documentation.

Additionally, the City would like design teams to provide an additional budget line for retainer services to produce construction documents for identified "Tactical-near-term" projects. This line item will not be included in the total budget cost for RFP scope. The line-item will only serve as a base reference if City should retain design team for additional services.

Respondent Performance History

- 1) Identify, in detail, a portfolio of no more than 5 similar projects by name, subject matter, location, services provided and the length of time services were provided on each. Include a reference, description of services provided and dates during which the services were provided; project examples should be comparable to the proposed project and should include primary involvement from members of the proposed respondent team or their key personnel;
- 2) Identify vendor's key personnel on the projects identified above;
- 3) Identify any projects in which the vendor's contract was terminated for any reason;
- 4) Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last five (5) years; and
- 5) Provide an organization chart indicating the team structure and core team members who will provide services for the five primary categories -- (1) Research/Community Engagement/Communications; (2) Landscape Design; (3) Streetscape/ Mobility / Greenway Design (4) Arts & Culture Programming, Installation, Identity & Branding

(5) Land-use analysis, Urban Design & Development. Additionally, please provide a 1-page resume accompaniment for each core team member

19. REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the City of Detroit. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The City of Detroit reserves the right to select proposals from the most responsible respondents with the most reasonable costs. The City reserves the right to select one or more firms to perform all or separate parts of this function

Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates broken out for each type of staff member that will work on the project (i.e., Sr. Partner, Partner, Associate Paralegal Typist, etc.)

20. TECHNICAL PROPOSAL

Present a brief description of procedures to be followed, presented in a form which will best assist the City is evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

21. QUESTION DEADLINE

All questions regarding the RFP shall be submitted through the Bidsync System. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The City of Detroit does not guarantee a response to questions not submitted after the question deadline.

22. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

23. PAYMENT

All properly executed invoices submitted by the successful respondent will be paid in accordance with the City of Detroit Prompt Payment Ordinance.

24. ORAL PRESENTATION/DEMONSTRATION

The City reserves the right, at its own discretion, to request Oral Interviews regarding proposals submitted in response to the RFP. Failure to make an oral interview will be grounds for rejection of your proposal. Proponents will be notified by the Office of Contracting and Procurement of the specific date, time and location for Short List Oral Interviews.

25. ASSIGNMENT

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract entered into with the City pursuant to these specifications, without prior written approval of the City.

26. MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time-to-time be changed in writing.

27. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The City reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the City.

28. BID DEPOSIT & PERFORMANCE BOND (*OPTIONAL*)

Bid Deposit and Performance Bonds Not Required for this opportunity.

Proposers must submit a bid deposit valid for at least 120 (One Hundred Twenty) days, in the form of a bid bond (City of Detroit form attached) or cashier's check in lieu of a bid bond in the amount of \$ 0. Checks are to be made payable to the Treasurer of the City of Detroit. The amount of each respondents bid deposit will be returned to all unsuccessful respondents and the successful respondent upon contract award or rejection of proposals. FAILURE TO SUBMIT THE BID DEPOSIT SHALL RESULT IN PROPOSAL REJECTION. BID DEPOSITS SUBMITTED IN RESPONSE TO OTHER SOLICITATIONS ARE NOT VALID FOR THIS RFP. THE ORIGINAL, FULLY EXECUTED BID BOND (ON THE CITY'S BID BOND FORM) MUST BE SUBMITTED WITH THE PROPOSAL.

The successful respondent(s) must furnish a performance bond in the amount of 0% of the contract value specified in the contract (City of Detroit form attached) guaranteeing the contract will be accepted if tendered an award.

29. CHANGES IN FACTS

Proposers shall advise the City during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

30. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

31. NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the City and then only in coordination with the City.

32. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The City of Detroit expressly reserves the right to: 1) accept or reject, in whole or in part, any and all proposals received; 2) waive any non-conformity; 3) re-advertise for proposals; 4) withhold the award for any reason the City determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the City. This RFP does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

33. OFFICE OF INSPECTOR GENERAL

33.01 In accordance with Section 2-106.6 of the City Charter, this Contract shall be voidable or rescindable at the discretion of the Mayor or Inspector General at any time if a Public Servant who is a party to the Contract has an interest in the Contract and fails to disclose such interest.

33.02 This Contract shall also be voidable or rescindable if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Public Servant in relation to the Contract.

- 33.03 A fine shall be assessed to the Contractor in the event of a violation of Section 2-106.6 of the City Charter. If applicable, the actions of the Contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.
- 33.04 Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City agency, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.
- 33.05 In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.
- 33.06 Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.
- 33.07 As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, then the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.

For purposes of this Article¹

¹ "Public Servant" means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City within or outside of its offices or facilities pursuant to a personal services contract.



SUBMITTAL INSTRUCTIONS AND OTHER KEY INFORMATION

ALL PROPOSALS MUST BE SUBMITTED VIA THE BIDS SYNC WEB PORTAL

A. RFP Issue Date

Tuesday, January 22, 2019

B. Question Deadline

Monday, January 28, 2019

All questions must be submitted to RFP#19EJ2649 via the BidSync web portal to www.Bidsync.com.

C. Pre-Bid Meeting and Tele-Conference:

866-434-5269 Conference Line

3964948 Access Code

1:30 p.m., Thursday, January 31, 2019

Coleman A. Young Center, Room 1008, Detroit, MI 48226

D. Proposals Due

Tuesday, February 19, 2019 – 12pm Noon

E. Oral Interviews (Finalists only – To be notified Friday February 22nd, 2019)

Wednesday, February 27, 2019 (Schedule TBD)

Wednesday, February 28, 2019 (Schedule TBD)

ALL PROPOSALS MUST BE SUBMITTED VIA THE BIDS SYNC WEB PORTAL ONLY

Exhibit A – Old Redford Near-Term SNF Investments



Exhibit B – Old Redford Arts Loop Conceptual Design

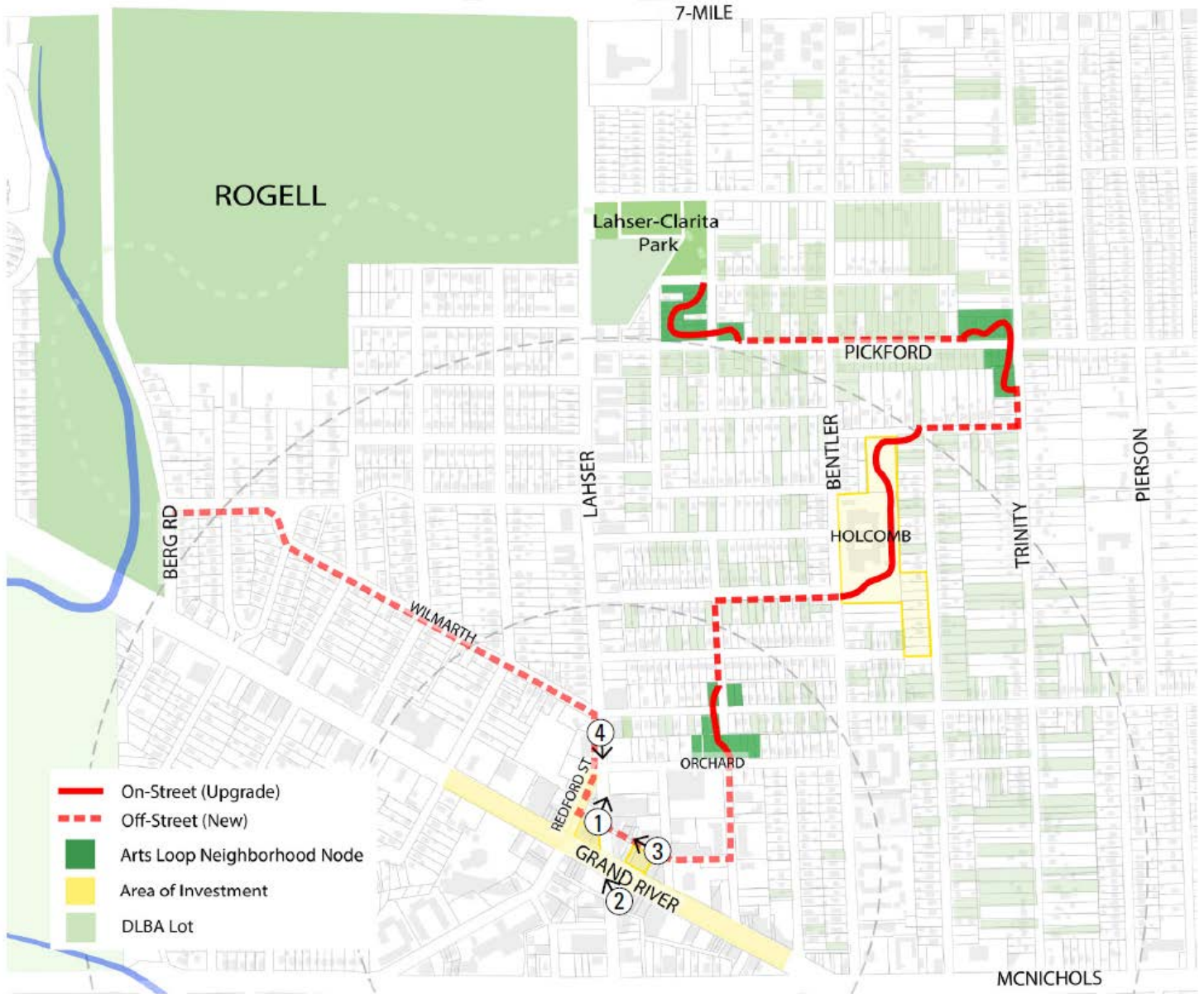


Exhibit C – Old Redford DLBA Ownership & Status

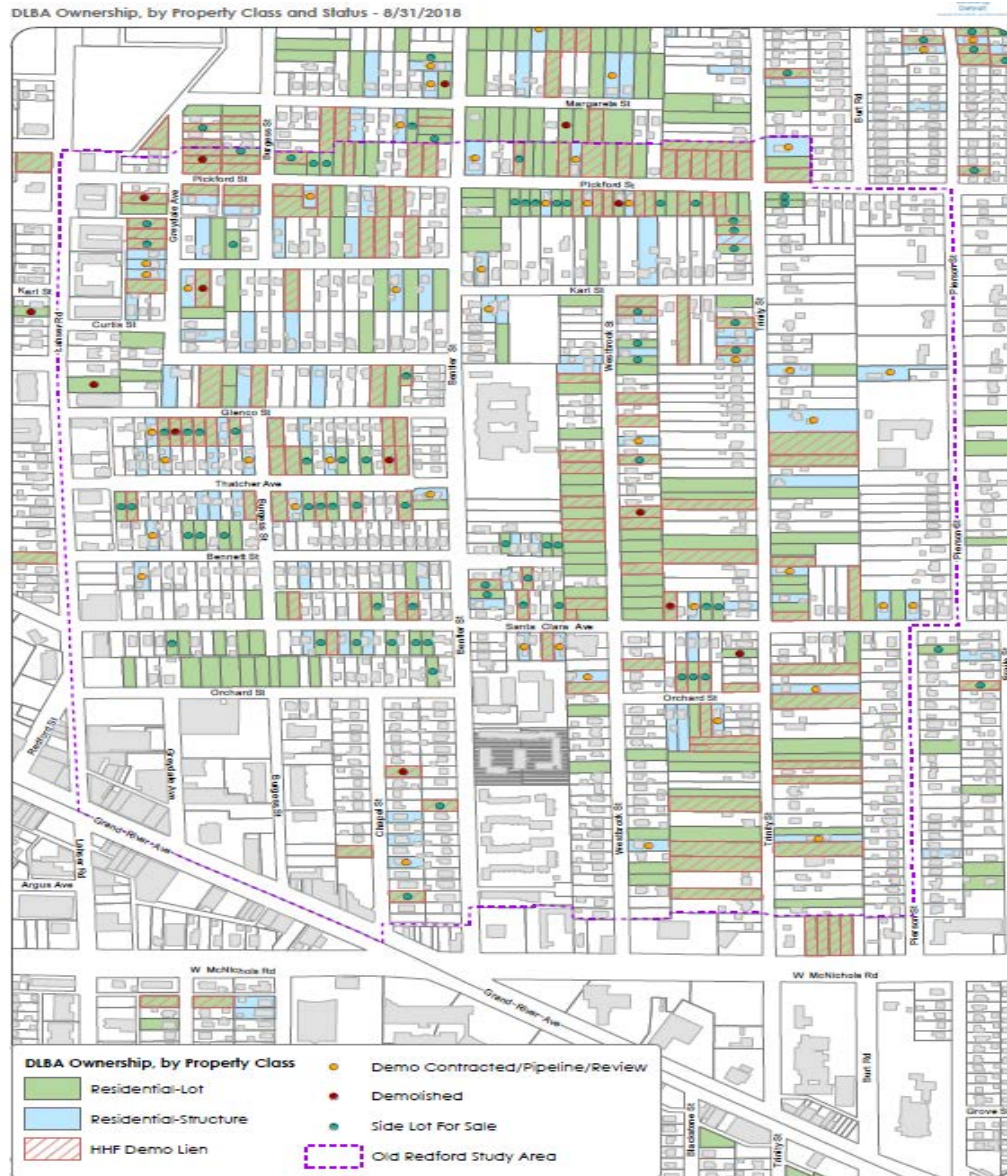
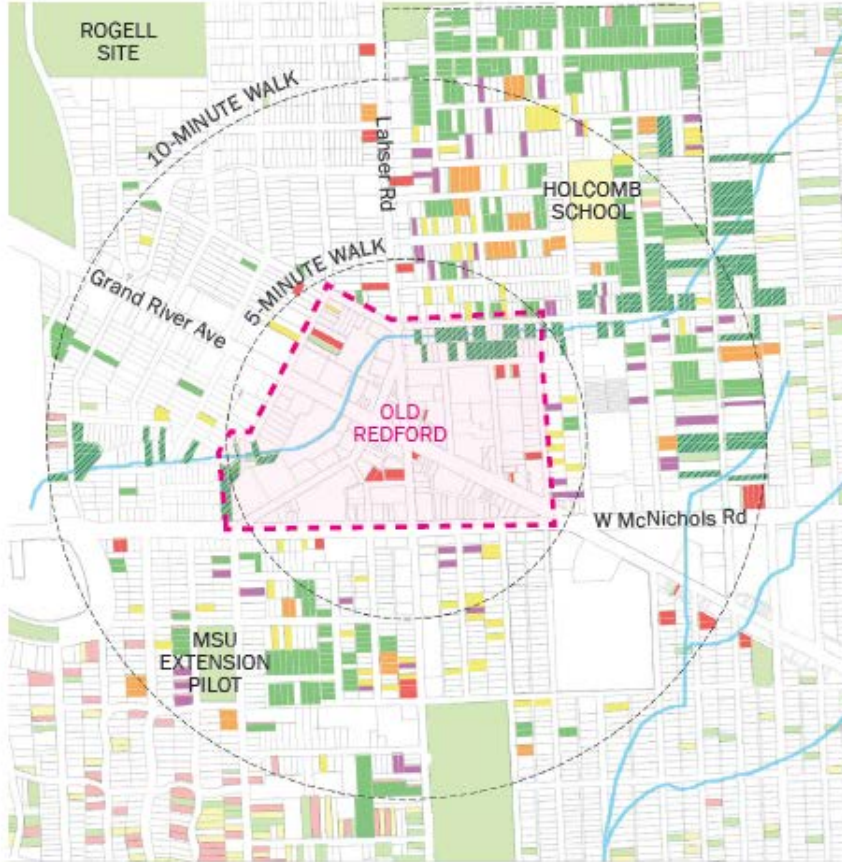


Exhibit D – Old Redford Public Ownership Categorization & Analysis



LAND REUSE RECOMMENDATIONS

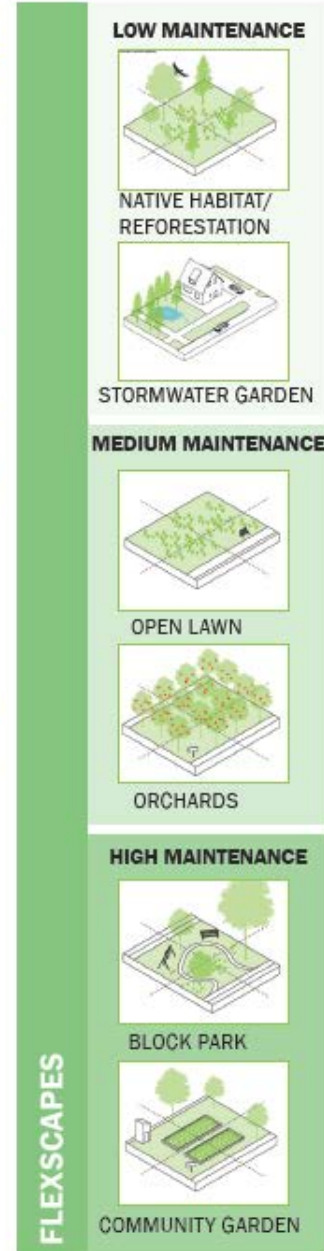
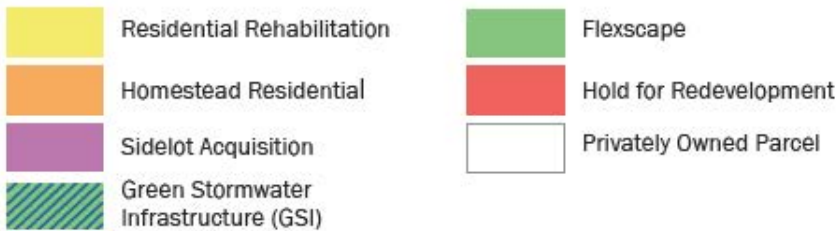









Exhibit E – Holcomb Neighborhood Stabilization Framework



- | | |
|---|--|
|  Residential Rehabilitation |  Sidelot acquisition |
|  Homestead Residential |  Hold for Redevelopment |
|  Flexscape |  Arts Loop |
|  Green Stormwater Infrastructure (GSI) | |

Key

1. Rehabilitation of Holcomb Elementary School
2. Arts Loop connects Old Redford Town Center to surrounding residences and planned amenities
3. Vacant lots adjacent to Holcomb Elementary School are activated by green space and flexscape programs such as orchards, neighborhood plots, native planting, open lawn and stormwater ponds
4. Existing residential homes are complemented with rehabbed homes
5. Side lots are acquired by adjacent residents and used for personal or flexible community programming
6. Stormwater facility to capture rainwater from surrounding areas, low-maintenance planting
7. Synergy is created in areas where a variety of programs are within close proximity to each other; this is especially important in connections between rehabilitated existing homes, renovated homesteads and flexible landscapes
8. Reforestation of existing vacant lots to create a habitat corridor extending to former Rogell Golf Course
9. Properties located on commercial street or between stabilized structures are potential development sites

Holcomb Illustrative Site Plan

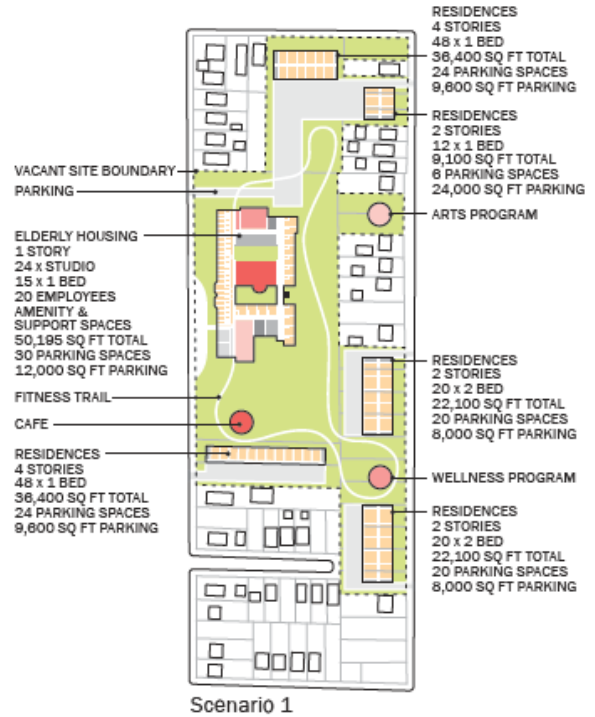


Exhibit F – Conceptual Renderings of Public Arts Loop vision

The Arts Loop at a Revitalized Holcomb



Arts Loop Near Former Holcomb Elementary School Redevelopment Site

