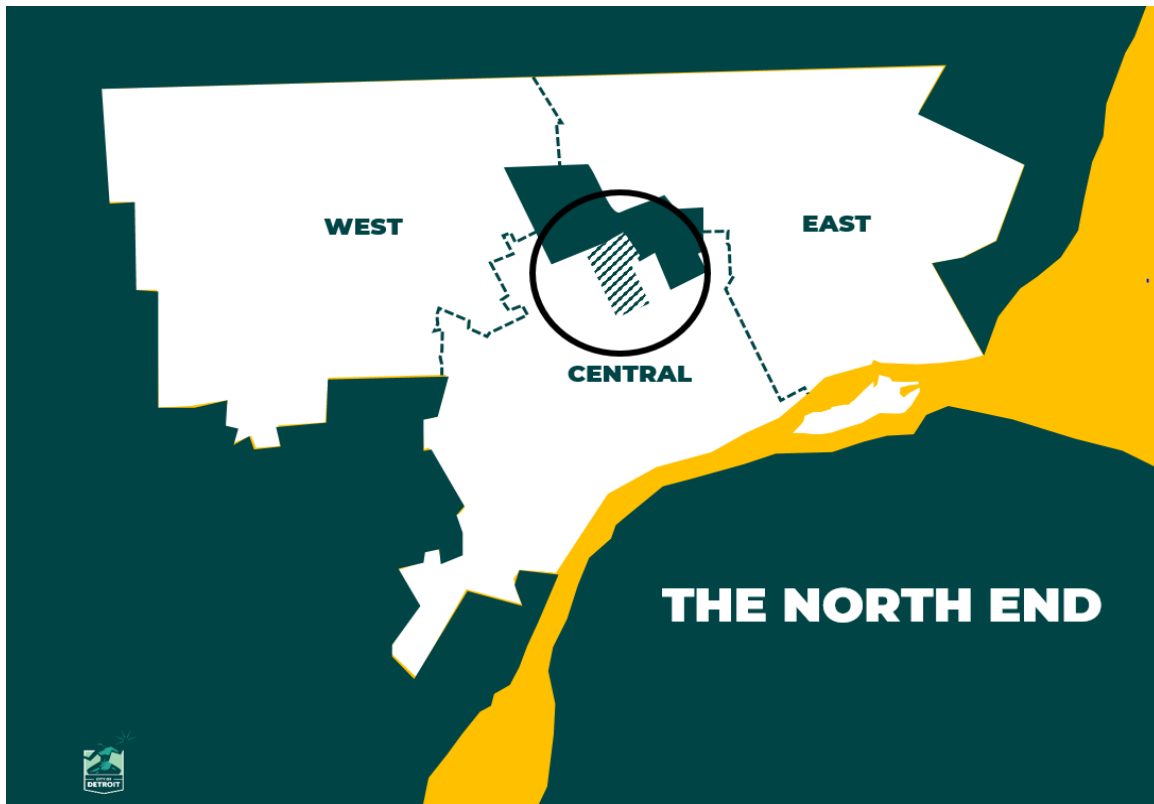


THE NORTH END NEIGHBORHOOD FRAMEWORK PLAN



TECHNICAL PLANNING & DESIGN SERVICES

REQUEST FOR
PROPOSALS





**THE CITY OF DETROIT
MICHAEL DUGGAN, MAYOR
OFFICE OF CONTRACTING AND PROCUREMENT
ON BEHALF OF THE
PLANNING AND DEVELOPMENT DEPARTMENT
ANTOINE BRYANT, DIRECTOR**

**THE NORTH END: NEIGHBORHOOD FRAMEWORK PLAN
(TECHNICAL PLANNING & DESIGN SERVICES)**

RELEASE DATE **Wednesday, September 1, 2021**

QUESTION DEADLINE **Wednesday, September 8, 2021, by 5:00 P.M. (Eastern)**
All questions submitted via City's Oracle Negotiation (RFP)

JOINT PRE-PROPOSAL CONFERENCE **Wednesday, September 15, 2021**
PARTICIPATION IS STRONGLY ENCOURAGED

1:00 P.M. - 2:00 P.M. (Eastern) Community Engagement

2:00 P.M. -3:30 P.M. (Eastern) Neighborhood Framework Implementation Plan

Join Zoom Meeting <https://cityofdetroit.zoom.us/j/81993102895>

Meeting ID: 819 9310 2895

PROPOSAL DUE DATE **Wednesday, September 29, 2021 by 10:00 a.m. (Eastern)**
ALL PROPOSALS SUBMITTED VIA ORACLE NEGOTIATION SUBMISSION

SHORT LIST INTERVIEWS

PROPOSAL RESPONDENTS PLEASE RESERVE THESE DATES

(Virtual) Monday, October 11 (Between 1 p.m.-4 p.m. Eastern)

Tuesday, October 12 (Between 1 p.m.-4 p.m. Eastern)

Wednesday, October 13 (Between 1 p.m.-4 p.m. Eastern)

The Office of Contracting and Procurement will contact Short List Candidates for Interviews.

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The City of Detroit is seeking professional consultant services to assist P&DD with creating the neighborhood framework plan as described throughout this technical RFP with experience around: urban design, land use planning, implementation action-planning, and neighborhood-serving commercial node (re)development. The selected team for the “technical” scope will report directly to P&DD and will support, if requested, community engagement efforts. Teams that have successful experience working across multiple task streams and have worked within collaborative project management processes is a plus.

1. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in the RFP for projects of similar scope and size.

2. ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the City of Detroit, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent’s proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

3. REJECTION OF PROPOSALS

The City of Detroit expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the City determines and/or to take any other appropriate action that is in the best interest of the City.

4. BACKGROUND/DESCRIPTION OF ENVIRONMENT

The City of Detroit’s Planning and Development Department (P&DD), on behalf of The City of Detroit Mayor’s Office, seeks proposals from qualified and experienced teams to provide professional services and technical assistance to support the creation of a North End Neighborhood Framework Plan (“Plan”). Guided by principles of participatory planning, equitable and inclusive development, smart growth, and “actionable” vision and implementation, the City seeks to develop Neighborhood Framework Plans to ensure economic and quality of life improvements occur within Detroit neighborhoods, not just the central business core, and in a manner wherein every Detroiter has an opportunity to participate and benefit. The City envisions a Detroit built on inclusionary growth, economic opportunity, and trust, and a process that results in the creation of a cohesive vision for the City of Detroit and residents of the North End Neighborhood. The Plan will be action-oriented and will result in opportunities for sustainable development in a manner that is inclusive of its current and future residents, while addressing the current priorities of the community.

The North End Neighborhood (“North End”) is a roughly 1.3-square mile neighborhood which is bounded by East Grand Boulevard to the South, the City of Highland Park to the North, I-75 and the City of Hamtramck (northern portion of the east boundary) to the East, and Woodward Avenue to the West.

The North End has experienced much transition in recent years. As development encroaches on the area, residents need to be a part of the process of determining how the neighborhood grows into the future. The Plan should engage residents producing strategies that provide guidance on the disposition of publicly owned land, housing typology recommendations for

new development that works to seamlessly merge the existing housing stock with new developments and provide recommendations for housing stabilization of existing structures. The Plan should work to offer policy recommendations and actions to tackle affordable housing concerns being felt across the neighborhood. This Plan also seeks to identify tangible strategies to both permanently and temporarily activating Oakland Avenue, while recognizing its place in the City’s magnificent history and its potential for revitalization.

There will be two (2) RFPs released for this project, with this RFP serving as the “technical planning and design scope”. This team will work in parallel with a separate community engagement team, which will be secured through the release of another RFP: “community engagement scope”. Both scopes and project teams will be managed directly by the P&DD Project Management team and both the technical and community engagement consultant teams will report directly to the P&DD Project Management team. The P&DD Project Management team will be responsible for ensuring efficient alignment between both scopes and teams and be responsible for handling process management.

City’s Planning Approach

The City of Detroit envisions a planning process that spans approximately 24 months. Robust, representative, iterative, and culturally competent community engagement is a priority. The City seeks to meet the community where and how it already gathers. To underscore the importance of participatory planning, this process will emphasize a nontraditional engagement method and solicit specific support from a separate team.

This will include making use of local, familiar gathering spaces embedded in the planning area and establishing a presence in the planning area where residents can regularly interact with planning staff. The City seeks to employ tangible, restorative practices that hold space for processing past traumas experienced within the community and honoring community priorities that may transcend the scope of the Neighborhood Plan, ultimately working toward cultivating an atmosphere of trust.

Team Description and Project Management Structure

Team Expertise & Qualifications

The City is seeking professional the services to assist P&DD with creating the neighborhood framework plan as described throughout this technical RFP with experience around: urban design, land use planning, implementation action-planning, and neighborhood-serving commercial node (re)development. The selected team for the “technical” scope will report directly to P&DD and will support, if requested, community engagement efforts. Teams that have successful experience working across multiple task streams and have worked within collaborative project management processes is a plus.

P&DD has an interest in engaging a team with the capacity to conduct field work and perform site reconnaissance as required, identify topics that require further analysis, and ultimately create a unified vision and strategies for successful implementation. The Plan for the North End Neighborhood must provide recommendations, identification of priority sites and projects, phasing strategies to support future responsible development, and land disposition strategies that focus on a mix of uses for publicly held vacant land.

Successful respondents to this RFP must present a team that is diverse and brings a wide variety of skill sets to produce and manage all required areas of the scope work. Some

respondent firms may be multidisciplinary enough to offer all of the necessary skills “in-house.” Well-developed proposals from either one single firm or team of firms are welcome and will be considered. Given the nature of the proposal there is an emphasis on equitable urban design & development, historical corridor re-activation, landscape architecture, successful placemaking.

P&DD strongly encourage respondents to consider inclusion of team members and firms that are Detroit-based, and/or otherwise have a substantive body of knowledge and/or experience within Detroit. Proposals will only be accepted from firms or teams that have recent experience on project(s) of similar or greater scope and complexity as the services requested in this RFP within the past five (5) years. References that verify project experience should be provided.

Specific qualifications and expertise to be considered by P&DD in the selection of the technical team are:

1. Urban Planning & Design, Landscape Architecture, Architecture
2. Project Management: Multi-disciplinary Teams, Budgets and Schedules
3. Affordable Housing; Urban Infill & Phasing; Commercial Corridor Tactical Preservation/Activation

Technical Team’s Role & Expectations

The primary role of this Technical Team will be to support the City’s project management team and to provide technical assistance and services. Although the facilitation, convening, and lead of community engagement events will be the responsibility of a second “partner” team, this Technical Team should plan to be present at a minimum of four (4) public meetings.

Management of the Project

Overall project management will be provided by P&DD. The City of Detroit will hold the contract for this study. There will be two contracts issued for this project, led through separate RFP’s. Both teams will report directly to P&DD and must be willing and able to work collaboratively with the separate technical or consultant team.

GUIDING PRINCIPLES

The City of Detroit is committed to advancing design excellence in all projects that create equity, sustainability, resilience, economic opportunity, and healthy living for those within and around the designated planning area. Led by principles of participatory planning and smart growth, the Plan shall focus strategies on managing equitable growth, future land use planning, housing stabilization and development, and “Streets for People” concepts. This Plan shall incorporate the input from extensive community engagement into sound and responsive equitable urban design principles and strategies.

Planning for an inclusive and vibrant neighborhood must:

- A. Engage the Community.
 - i. Work to capture the spirit of North End residents and stakeholders through various engagement methods, including door knocking, mailed community surveys, a robust online & virtual presence, creative and adaptive meetings, and resident and stakeholder interviews.
 - ii. Work with the Department of Neighborhoods to ensure community engagement throughout the entire planning process, resolving concerns during planning.

- iii. Incorporate inclusive participation to capture the interests of the current stakeholders and future residents
 - iv. Acknowledge cultural and historic significance.
- B. Support the Planning Department’s vision to promote a healthy and beautiful Detroit, built on inclusionary growth, economic opportunity and an atmosphere of trust.
 - C. Guide future growth and development
 - D. Facilitate a healthy, active, and safe living environment for all residents, through improved connectivity and environmental stewardship.

NEIGHBORHOOD CONTEXT & BOUNDARIES



Figure 1 – Planning Area

The North End planning area (See Figure 1) under consideration is bounded by East Grand Boulevard to the South, the City of Highland Park to the North, I-75 and the City of Hamtramck (northern portion of the east boundary) to the East, and Woodward Avenue to the West.

The North End of Detroit is home to the Phelps Cocktail Lounge which was Detroit’s premier spot for soulful talent to stop through and perform. Major acts such as The Temptations, James Brown, B.B. King, Etta James, Little Richard and The Impressions have all performed there. The Phelps Lounge is where George Clinton and The Parliaments developed their signature look. The Phelps has since permanently shuttered its doors and so have mostly all the businesses along Oakland Ave in the North End

neighborhood. Multiple Businesses that were owned by Black and Jewish residents alike thrived side-by-side. The North End was home to Smokey Robinson, whose family use to run transitional housing in the neighborhood. Dianna Ross and Aretha Franklin were also North End residents along with many prominent Black and Jewish families. Unfortunately, since 1967 the neighborhood has experienced some decline and many prominent residents and businesses have moved out of the North End. Blight and crime started to rise in the neighborhood as Detroit as a whole was dealing with the same pains. The North End has been down but most certainly has never been out. The North End is currently seeing a resurgence with renewed interest in old landmarks such as the Apex Bar and many of the beautiful homes that still dot the landscape. The North End has an eclectic mix of neighborhood groups, businesses, and housing stocks.

Even with the renewed interest, the neighborhood has concerns that still need to be addressed from the residents' perspective, such as: better connected modes of travel, and an overall esthetically pleasing area that can attract more businesses and new residents. The North End residents have identified some of their concerns:

1. Illegal dumping and various other crimes like illegal drugs and theft.
2. Blight and abandon homes.
3. Difficulty purchasing structures and vacant lots from the Detroit Land Bank Authority.
4. No fresh meat grocery stores and the lack of other types of family-oriented retail.
5. Historical district regulations not being honored; and
6. Residents' ability to take part in the development of their neighborhood.

5. 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 24 months with an option for one 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.

6. OPERATIONAL INFORMATION

Awarded contractor will work closely with City Agency staff. Provide any specific contractor requirements in technical proposal.

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.

7. SCOPE OF WORK

The *Neighborhood Framework Plan for The North End* outlined in this scope of work requires multi-disciplinary teams to cohesively integrate the categories of work listed below. Tasks for each work scope category are outlined in the following subsections.

SECTION 7 SUBSECTIONS	PAGE
A. Project Administration and Services	7
B. Community Engagement (Scope is included within a separate RFP)	-
C. Existing Conditions Research and Analysis	8
D. Comprehensive Neighborhood Framework Plan	8
E. Implementation Plan	11
F. Executive Summary	11
G. Final Report	12

A. Project Administration and Services

Description:

Technical team will first meet with P&DD staff, a Community Engagement vendor to be chosen by separate RFP, and other stakeholders to establish project goals and objectives, milestones and to confirm the final deliverables for the Plan. P&DD will provide examples and templates for the final plan documents to serve as models for neighborhood framework planning in Detroit. P&DD will host a kick-off meeting with the Technical and Consultant teams to define technical and consultant team roles, client team roles, stakeholder relationships, and communication protocols. It will also be at this stage of the process where P&DD will provide access to relevant City and neighborhood data and existing conditions information to help inform the plan.

Deliverables:

- ❑ A joint tour of the neighborhood planning area. (The Technical team is expected to have further tours as necessary to gain proper perspective of the neighborhood’s challenges and opportunities.)
- ❑ Define and prepare a project role matrix of the technical team with the identification of a main point of contact (to the City) to serve as the Project Manager.
 - The Technical Team will direct the work of their project team members, and any approved subcontractors.
- ❑ Provide project administration services including:
 - Document meetings.
 - Schedule and budget monitoring.
 - Quality control review of materials prepared by team members.
 - Coordinate and issue final deliverables.

Meetings:

- ❑ The Project Manager for the consultant team and P&DD staff shall participate in bi-weekly meetings (the meetings shall be no shorter than one hour).

- ❑ One team kick off meeting with the technical team and Consultant team and key City departments.
- ❑ At least one Neighborhood tour with the P&DD staff and relevant internal staff.

B. Community Engagement and Participatory Planning Process
Deliverables for this work are included within the separate, North End Plan Community Engagement RFP.

C. Existing Conditions Research and Analysis

Description:

The existing conditions task work and final product should focus exclusively on the creation of visually illustrative maps, charts, and graphs that depict the current trends. A “North End Neighborhood Data Profile” synopsis should be created, a document that is intended to provide residents with a clear understanding of the neighborhood and recent trends, while also directly impacting the recommendations of the Framework plan. Teams should refrain from scoping and incorporating an extensive existing conditions summary chapter within their proposals. Planning and Development will provide the Technical team with an onboarding package that outlines existing site conditions, relevant GIS information and files, recent demographics, and other existing data that will be used to help inform the existing conditions analysis.

Deliverables:

Provide a short, illustrative “hand-out” North End Neighborhood Data Profile that incorporates key neighborhood demographics and indicators such as:

- ❑ Existing housing typologies; tenure types; and market rental rate overview
- ❑ Key neighborhood demographics
- ❑ Map of historic structures within neighborhood
- ❑ Parcel ownership and occupancy
- ❑ Overview of the North End’s neighborhood history and what it means to the City of Detroit.
 - Historical building footprints, both residential and commercial to be incorporated.

D. Comprehensive Neighborhood Framework

Description:

The Technical Team shall analyze the study area and prepare a plan that provides for future growth in the North End with a clear and understandable guide, accounting for the wide and varied land-uses throughout the study area. The Framework shall encompass best practices in urban design, equitable land-use planning, and housing development and revitalization. The efforts will fall under one of these five categories:

1. Neighborhood Housing Stabilization and Equitable Development

Inclusive neighborhood development is essential. Strategies that offer diverse residential housing stock and density at a variety of price points, with tenure mixes is critical to achieve. Equitable neighborhood development policy to ensure mixed-income housing developments and preservation and expansion of single-family housing stock is supported.

2. Neighborhood Servicing Commercial Node Activation

Focus shall be given to specific intersections along Oakland Avenue, with the intent to both temporarily and permanently, reactivate this historic corridor. Through the repurposing of publicly held parcels, catalytic development proposals could be the result of corridor analysis.

3. Community Open Spaces and Public Places

Recognize that public land is a valuable City asset and encourage responsible planning and proper management. Recommend land assembly strategies that incorporate the highest and best uses of the land for existing and future development or open space.

4. Cultural Heritage and Historic Preservation

The neighborhood covered in this scope contains rich physical, historical, and cultural assets that can be targeted for recognition, reinvestment, and redevelopment. Understanding the rich cultural and heritage assets the neighborhood possess is critical to developing future land use strategies.

5. Streets For People

This scope shall utilize the City’s Department of Public Works “Streets for People” transportation master planning effort to gather input on the neighborhoods circulation tendencies and travelling needs. Connecting transit systems is critical, which will foster both economic activity and mobility.

Deliverables:

Provide an illustrative chapter report that captures the following:

Neighborhood Housing Stabilization and Equitable Development

- Analysis of and recommendations for infill development opportunities, including:
 - Strategies to increase residential density with tools such as accessory dwelling units, mixed-use developments, and proposed zoning changes
 - Recommended unit mix to include rental and homeownership, market-rate and affordable housing (up to 80% of Area Median Income)
 - Financing tools needed for project feasibility given existing market conditions, including public sources and subsidies to maintain affordable housing options for households earning up to 80% of Area Median Income.
 1. Provide understanding of public investment required to offer affordable housing mix through the development of the neighborhood.
 - Identification of key gateways, critical nodes, and opportunity sites for new development
 - Draft real estate development memos for up to three (3) opportunity sites, with a focus on adaptive reuse, rehabilitation, and tactical preservation (incremental rehab and reuse of large vacant structures).
- Design guideline framework for new neighborhood development that incorporates P&DD’s Guiding Principles and community input, including sample housing typologies

- ❑ Work to develop guidance for the responsible disposition of publicly held land, that address the needs for new housing and passive, community-servicing uses.

Neighborhood Servicing Commercial Node Activation

- ❑ Perform high-level, research and market analysis for three nodes along Oakland Avenue:
 - Clay St. to Marston
 - Intersection @ Holbrook
 - Intersection @ Westminster
- ❑ Produce development schemes for these areas, resulting in:
 - Identification of opportunity areas for development and redevelopment, considering market feasibility and finance/implementation strategies.
- ❑ Develop at least one (1) catalytic redevelopment proposal to market a publicly held site within this footprint.
 - Concept site plans and 3-D massing models

Community Open Spaces and Public Places

- ❑ Recommendations for new privately managed, open space opportunities that can balance anticipated new residential development.
- ❑ Recommendations for new opportunities for land-based ventures, which support entrepreneurs and existing resident initiatives.
- ❑ Schematic landscape designs, concepts, and principles for public rights of way (connections), and post demolition interim landscape approaches that are transformative and stabilizing to neighborhoods.
 - i. Incorporate gateways that serve to expand arts and culture movements within or bordering the study area
- ❑ Illustrative rendering(s) capturing the planning vision.

Historic Preservation

- ❑ Section within the plan that details the rich history and significance of the North End neighborhood accompanied by photos.
- ❑ List and map showing locations of the historic and cultural assets

Streets for People

- ❑ Document issues impacting resident's access to mobility.
- ❑ Provide overall street hierarchy and urban design plans with illustrations, thematic plans of proposed streetscapes.
- ❑ Provide illustrations and cut sections of recommended streetscape, R.O.W, and connectivity improvements.
- ❑ Strategies for safe streets and intersections for areas where potential conflicts can occur for separate modes of travel within the study area.
- ❑ Recommendations to provide the City's DPW team and integration into the City's Transportation Master Planning effort.

E. Implementation Plan

Description:

An efficient and concise section, that details near-term and long-term projects to be explored for implementation. The creation of an “implementation matrix” that identifies funding sources and uses and regulatory approvals required to advance the project should be included. This list should be driven both by resident input, market analysis, and tactical urban planning rational.

Deliverables:

- ❑ Identify and document all prescribed projects and initiatives.
- ❑ Impact assessment justifying strategies emanating from existing conditions that will yield highest and broadest returns.
 - Justifications for recommendations to describe how and why the chosen combination of strategies will yield the highest positive impact for the neighborhood and its residents.
- ❑ Note all departments and entities responsible for the projects and initiatives.
- ❑ Detailed implementation plan and timeline for development activities in two (2); phases. The Technical team shall work with the City to provide short-term goals to identify a three (3) year roads repair list, zoning adjustments, and disposition strategy for publicly owned real estate.
 - **Phase 1:** 12-24 month, high-priority early-stage projects/concepts identified for suggested implementation. The Implementation Plan for prioritized projects shall identify critical path initiatives, specific funding resources, and partnerships/organizations to facilitate implementation.
 - **Phase 2:** years two (2), and beyond, understanding how development will occur beyond the initial implementation. This is not a stated promise nor contract by the City, that these if any projects/concepts will be implemented nor finished.

F. Executive Summary

Description:

The executive summary is to serve as the abstract of the larger Final Report, which skillfully captures, in a highly illustrative and concise summary document, the summary of the public engagement and short-term action projects identified. This document will be distributed to the neighborhood detailing final plan recommendations, outreach overview, and next steps (2,000 copies to be distributed to households in the North End). It shall also provide brief summaries of current conditions and neighborhood needs by utilizing materials and surveys gathered from community engagements, previous North End plans and information gained from guided neighborhood tours. The executive summary shall be no more than ten (10) pages and available as a summarized tri-fold for distribution to the community. An electronic presence of the document is also required.

Deliverables:

An executive summary that will act as a high-level standalone publication.

- ❑ All illustrations and renderings used in support of the summary shall be captioned and or cited
- ❑ Community feedback that helped to guide the Framework; existing conditions analysis and comprehensive framework; staged phasing of any recommended implementation projects and initiatives recommended or slated

for completion in the study area; and summarizes all previous North End plans or studies.

G. Final Report

Description:

The final report shall be formatted to a full colored book, not to exceed 80 pages that includes all elements listed with subsection 4D, 4E, as well as an overview of the Community Engagement process.

Deliverables:

- ❑ Five (5), high-quality copies of the final book printed
- ❑ An electronic/virtual “story-map” which contains major components of the Final Report, available for public to view on-line.
100 USB Flash-drives, pre-loaded with the Final Report for distribution within the neighborhood.

8. TECHNICAL INFORMATION

Anticipated Project Timeline

24 months from the date of contract execution to submit the final report. Substantial completion and submission of the draft report shall be in twenty-four (24) months. The anticipated project times for selection of the Technical Team and preparation of the Framework Plan and is as follows:

Q3, 2021	RFP Released
Q3/Q4, 2021	Team Selected
Q4, 2021	Contract Executed
Q4, 2021	Onboarding Orientation/Project Kick-Off
Q3, 2023	Draft Report
Q3, 2023	Final Report

RFP Evaluation - Evaluation Criteria

A selection committee composed of City staff will review all proposals. A shortlist of the highest scoring proposals (2-5 firms) will be invited to provide interviews to the City’s review team. Pursuant to the City of Detroit’s Community Outreach Ordinance, additional engagement, prior to Council contract approval, may be required of the team finalists.

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 15 pages (excluding resumes requested below for core team members)

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.

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 includes Professional Services Personnel Fee Schedule

Submissions must provide a Price Proposal and cost all activities based on a maximum contract length of 24 months. Proposals must provide a line-item cost estimate to complete the scope of services described in RFP by task.

9. 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 key personnel on the projects identified above;
- 3) Identify any projects in which the Technical Teams' contracts were terminated for any reason;

- 4) Identify any claims or lawsuits that have been brought against the Technical Teams' organizations 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 scope of services described in the RFP.
- 6) Provide a 1-page resume for each core team member

Proposal Disclaimers and Conditions

Rejections, Disclaimers, and Modifications

The City 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.

News Releases and Other Information

News releases pertaining to these Proposals 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. **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.**

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 to disclosure as per the requirements of the Michigan Freedom of Information Act.

10. EVALUATION CRITERIA

Technical Proposals will be evaluated before Cost Proposals are reviewed.

65 Points Maximum-Technical Proposal

PHASE ONE CRITERIA – NON-ECONOMIC DEVELOPMENT

- Overall Strength of Concept/Proposal 30 Points
- Demonstrates a clear vision for achieving all objectives, tasks and deliverables
 - Proposed design approach, including specialized expertise within design team
 - Demonstrates capacity to deliver material according to contract or as requested

- Previous Project Experience 15 Points
- Successful examples of delivering projects still in operation that are meeting performance expectations as designed
 - Successful examples of completing surveying and mapping products with client reference and description of professional services offered
 - Successful examples of administering all elements of planning process
 - Strong record of performance on projects completed within urban municipalities
 - Demonstrated expertise on incentives structures, financing, and feasibility analysis
 - Experience of proposed project leaders/team members on similar projects
 - Market / Real Estate Development Feasibility Analysis

- Proposed Timeline/Work Plan 15 Points
- Demonstrates practical ability to meet project deadlines within budget and on time
 - 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, and conceptual designs.

- Design and Engineering Excellence 5 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)
 - Incorporation of sustainable, innovative, and resilient practices

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

11. EVALUATION PROCEDURE

After evaluating the proposal, oral presentations may be scheduled with the respondents. A final determination will be made after the oral presentations are complete.

Following the receipt of proposals, a City designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other 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.

12. 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.

13. REQUIRED SUBMITTAL INFORMATION

Technical Proposal and separate Cost Proposal (i.e., organizational chart, resumes, client list, brochures, cover letter, executive summary, etc.)

14. SUBMITTAL INSTRUCTIONS

All proposals must be submitted through the Oracle 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 Oracle 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 Oracle 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.

15. 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.

16. 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 prior to City Council approval.

Respondents must submit requests for clearances electronically via a link in the bid response Requirement Section in Oracle.

Required Clearances
Income Tax
Revenue Tax

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.

17. 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 Section 10 of this RFP.

18. 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.)

19. TECHNICAL APPROACH

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.

20. QUESTION DEADLINE

All questions regarding the RFP shall be submitted through the Oracle 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.

21. 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.

22. PAYMENT

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

23. ORAL PRESENTATION/DEMONSTRATION

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

24. 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.

25. 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.

The City strongly encourages the hiring of Detroit residents whenever possible by contacting Detroit At Work for your hiring needs. Visit the Detroit At Work website at www.detroitatwork.com for specific contact information regarding these opportunities.

26. 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.

27. BID DEPOSIT & PERFORMANCE BOND (OPTIONAL)

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 \$ZERO. 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 ZERO% of the contract value specified in the contract (City of Detroit form attached) guaranteeing the contract will be accepted if tendered an award.

28. 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.

29. CONFIDENTIALITY OF PROPOSALS

Once proposals have been publicly recorded they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

30. 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.

31. 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.

32. OFFICE OF INSPECTOR GENERAL

32.01 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.

32.02 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.

32.03 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.

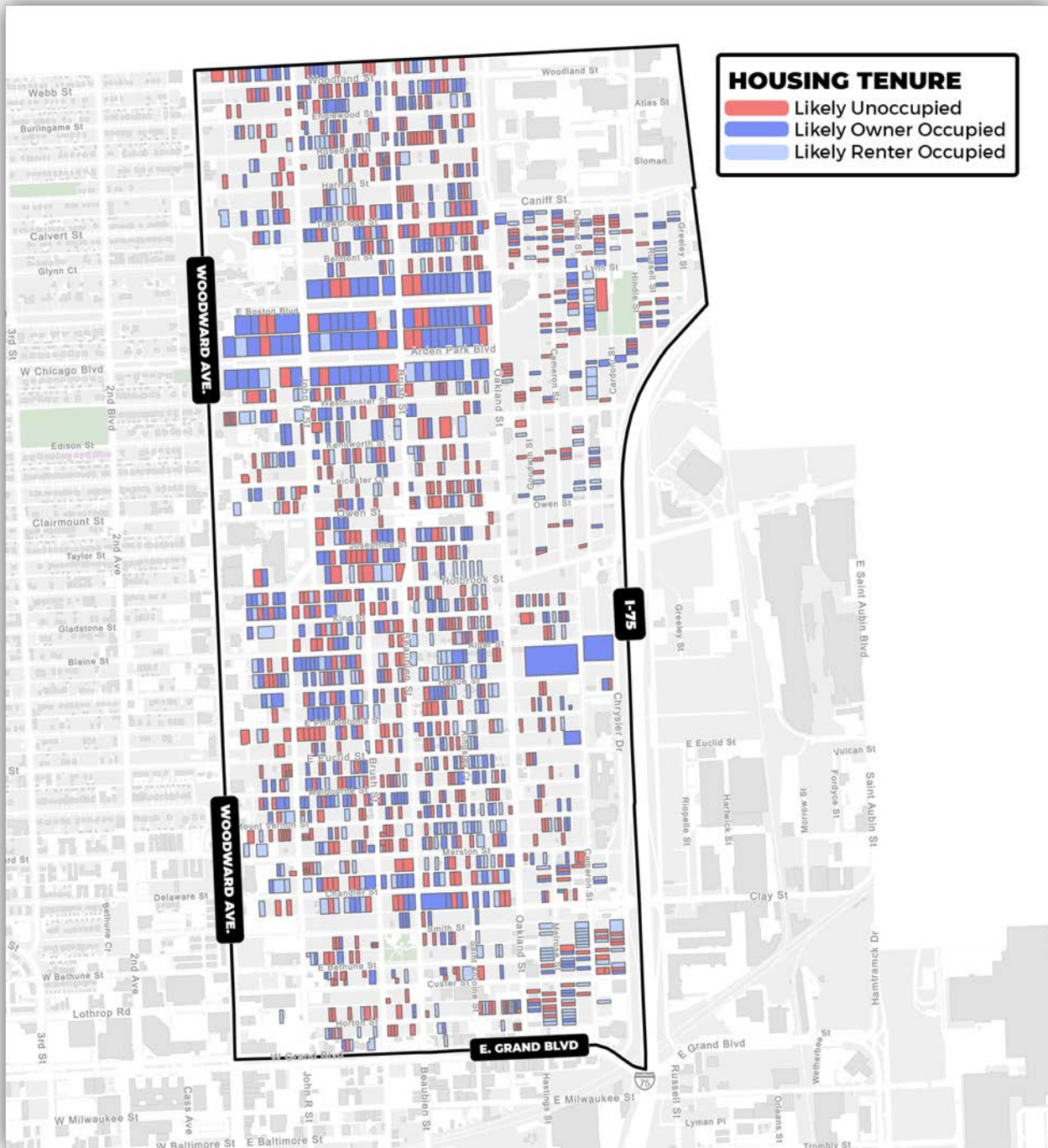
- 32.04 Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City agency, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City 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.
- 32.05 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.
- 32.06 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.
- 32.07 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

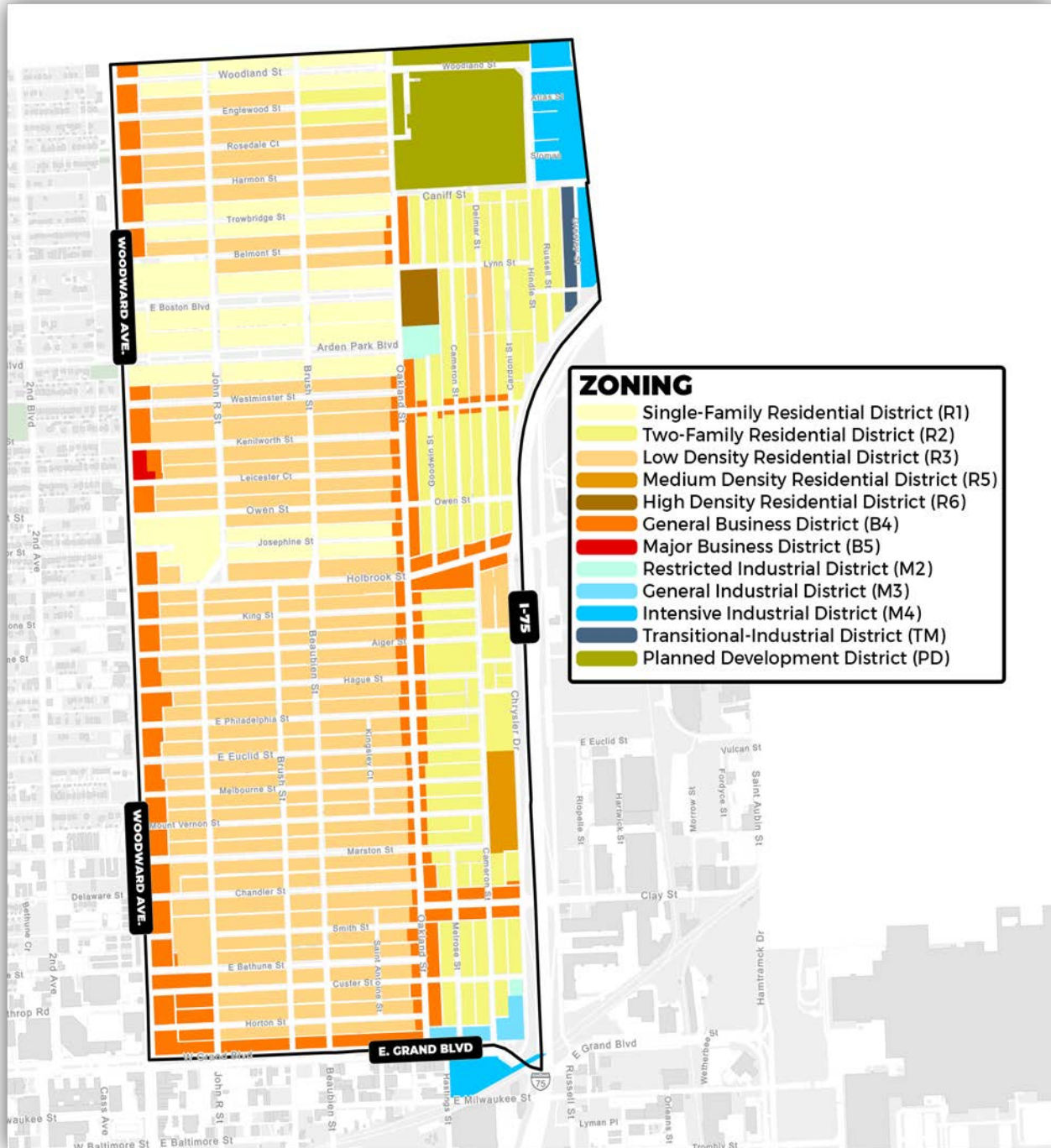
¹ “Public Servant” means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City within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

Appendix

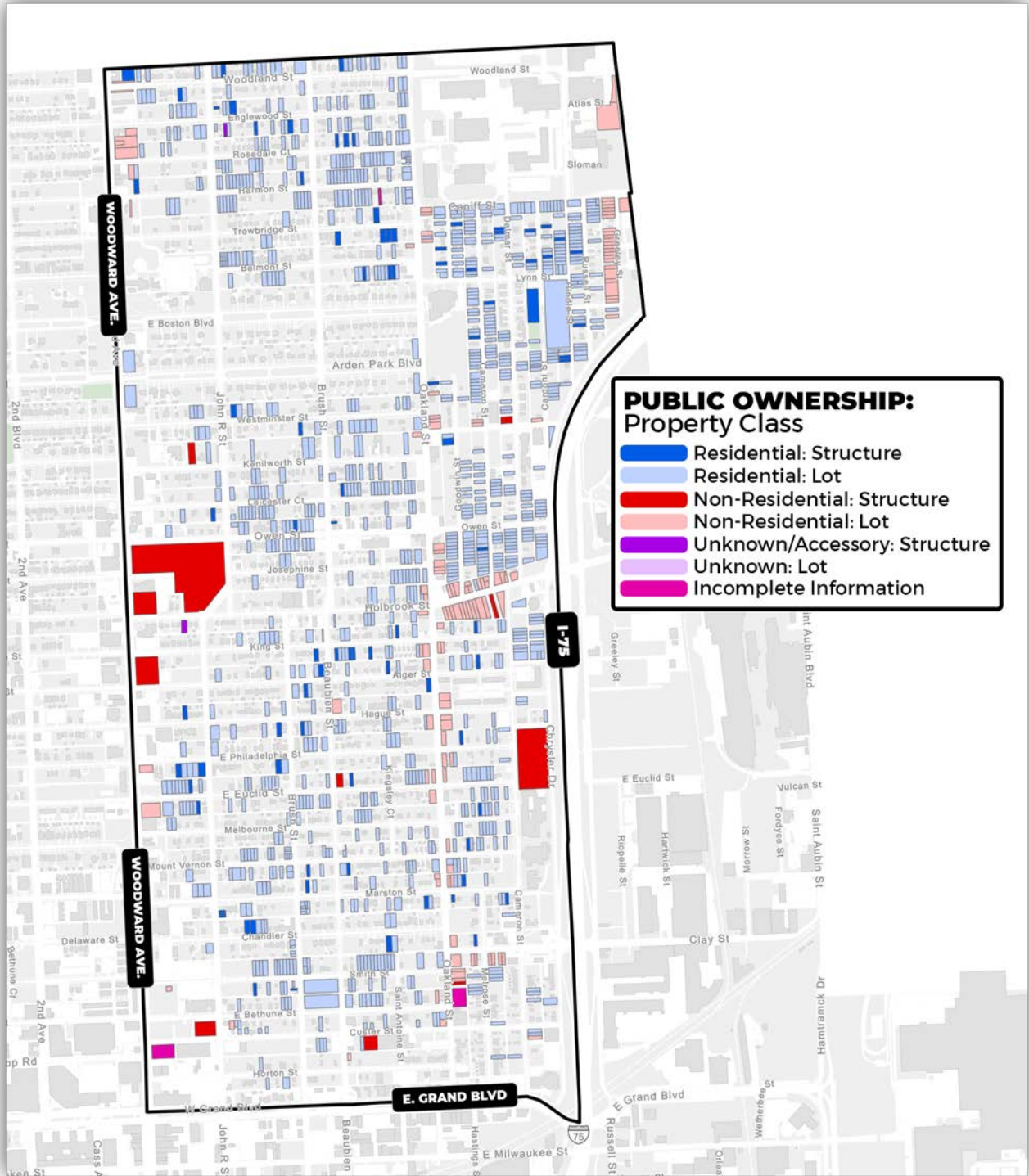
Housing Tenure



Current Zoning



Public Ownership



Property Classification

