

CITY OF DETROIT REQUEST FOR PROPOSALS

RFP# 184651

OFFICE OF CONTRACTING AND PROCUREMENT
ON BEHALF OF THE PLANNING AND DEVELOPMENT DEPARTMENT
ANTOINE BRYANT, DIRECTOR
MICHAEL E. DUGGAN, MAYOR

NOTICE OF REQUEST FOR PROPOSALS TO INTEGRATE EQUITY & RESILIENCY INTO THE CITY OF DETROIT MASTER PLAN OF POLICIES UPDATE

The City of Detroit invites firms to submit proposals for a project funded by CDBG-DR funds through the U.S. Department of Housing & Urban Development (HUD). The City of Detroit requests proposals from qualified firms to provide professional services to integrating equity, resiliency, sustainability, disaster recovery, and hazard mitigation planning into the City's ongoing Master Plan of Policies update through plan review, data collection and analysis, and assisting PDD staff with community outreach and engagement. Competitive applicants will demonstrate a minimum of 5 years of experience with projects of similar size and scope. One award with a recommendation for a twenty-four-month professional services contract opportunity will result.

RFP QUESTION DEADLINE: Submit RFP Questions via Oracle Messages before or by 11:00 a.m., (Eastern Time), May 6, 2024.

Virtual RFP Pre-Proposal Conference takes place at 1:30 p.m. (Eastern Time), Tuesday, May 7, 2024:

[Join the meeting now](#)

Meeting ID: [212 396 878 775](#)

Passcode: [mUrPR7](#)

Dial-in by phone +1 469-998-6602, 698442383# United States, Dallas

Phone conference ID: 698 442 383#

PROPOSAL SUBMISSION: All proposals must be prepared and submitted online using the City's "Oracle" system. Proposal applicants must register on Oracle before a proposal can be submitted. Proposals must be submitted via Oracle before or by **May 22, 2024 at 1:00 p.m.** Paper copies of Proposals will not be accepted.

Virtual Public Recording of Proposal Submissions takes place at 2:00 p.m. (Eastern Time), May 22, 2024:

[Join the meeting now](#)

Meeting ID: [252 527 154 664](#)

Passcode: [BvEpYp](#)

Dial-in by phone: +1 469-998-6602, 240460240# United States, Dallas

Phone conference ID: 240 460 240#

To obtain information regarding Oracle, please visit the City of Detroit Office of Contracting and Procurement webpage at <https://detroitmi.gov/supplier>.

PROPOSAL SELECTION & EVALUATION CRITERIA: Proposals submitted by the deadline will be reviewed, ranked, and scored by the Consensus Evaluation Committee. All proposals will go through a selection and ranking process. One award will be recommended based on the respondent's ability to demonstrate their capacity to design critical stormwater infrastructure on behalf of the Detroit Planning and Development Department.

The Consensus Evaluation Committee will review and rank proposals for Short List Interviews. Proposals will be ranked, evaluated, and scored on a 100-point scale. One award will be recommended for a professional services contract. The Evaluation Criteria is as follows:

PROPOSAL EVALUATION & SCORING CRITERIA	MAXIMUM POINTS
1. Overall Strength of Proposal/ Concept: Demonstrates a clear vision for achieving all objectives, tasks, and deliverables. Proposed approach, including specialized expertise within the Equity & Resiliency Technical Team. Demonstrates capacity to deliver material according to contract or as requested.	40
2. Previous Project Experience: Successful examples of administering all elements of the planning process. Strong understanding of equity-based planning. Demonstrated expertise in sustainability, resiliency, disaster recovery, and/or hazard mitigation planning. Demonstrated expertise in data collection, analysis, and mapping. Successful examples of effective and innovative public engagement techniques and meeting facilitation. Strong record of performance on projects completed within urban municipalities. Experience of proposed project leaders/team members on similar projects.	20
3. Proposed Project Timeline/ Work Plan: 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 deliverables.	20
4. Depth of Knowledge/Experience Working in the City of Detroit: Past project experience in the City of Detroit. Experience of proposed project leaders/team members working with Detroit residents, community organizations, and/or stakeholder groups. Demonstrated knowledge of City of Detroit neighborhoods.	15
5. Planning, Design & Engineering Excellence: 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, LEED, ULI, others). Incorporation of sustainable, equitable, and resilient practices.	5
TOTAL POSSIBLE POINTS	100

Late proposals will not be accepted.

The CDBG-DR-funded RFP will be available via Oracle before or by close of business on Tuesday April 30, 2024.

Office of Contracting and Procurement RFP Contact:

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Notice of Non-Discrimination: The City of Detroit does not discriminate on the basis of race, color, creed, national origin, age, handicap, sex, or sexual orientation. Complaints may be filed with the City of Detroit, Civil Rights, Inclusion, Opportunity, Coleman A. Young Municipal Center, Detroit, Michigan 48226.