



**ROSA PARKS - CLAIRMOUNT STUDY AREA:
NEIGHBORHOOD REVITALIZATION FRAMEWORK
AND LANDSCAPE STEWARDSHIP PLAN**



City of Detroit
Office of Contracting &
Procurement

Request for Proposal
RFP #16WN590





**CITY OF DETROIT
THE OFFICE OF CONTRACTING AND PROCUREMENT
REQUEST FOR PROPOSALS**

**Rosa Parks – Clairmount Study Area
Neighborhood Revitalization Framework and Landscape Stewardship Plan**

RFP #16WN590

ADVERTISE DATE	Monday, October 3, 2016
Question Deadline	Wednesday, October 12, 2016 by 2:00 pm EST All questions must be submitted in writing via the BidSync web portal – www.bidsync.com
Response to Questions	Wednesday, October 19, 2016 by 5 pm EST
Pre-Bid Meeting	Tuesday, October 25, 2016 @ 10 am EST Coleman A. Young Municipal Center Two Woodward Avenue, Room 1008 Detroit, MI 48226
PROPOSAL DUE DATE	Sunday, October 30, 2016 by 5 P.M. EST ALL PROPOSALS MUST BE SUBMITTED VIA THE BIDSYNC WEB PORTAL ONLY

PROPOSALS MUST BE SUBMITTED VIA THE BIDSYNC WEB PORTAL AT OR PRIOR TO THE EXACT DATE AND TIME INDICATED ABOVE. LATE PROPOSALS SHALL NOT BE ACCEPTED.

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1. INTRODUCTION & VISION

The City of Detroit seeks proposals from qualified professional landscape architecture, planning and urban design teams to create a comprehensive **Neighborhood Revitalization Framework** and **Landscape Stewardship Plan** for the Rosa Parks - Clairmount neighborhood located in central Detroit.

The City of Detroit envisions an inclusive community planning and growth process that both stabilizes the neighborhoods within the Rosa Parks – Clairmount Study Area and offers economic opportunity for everyone. The tools set by a responsive and successful redevelopment project, have the opportunity to revitalize a walkable place to live, work, learn, visit, gather, celebrate and enjoy living in the City of Detroit.



Mural inside Herman Kiefer Hospital

The chosen consultant will create a holistic planning framework for the Rosa Parks - Clairmount Study Area that will reactivate the public realm and provide an inclusive vision of urban life, while forging connections through the neighborhood to nearby anchors.

The **Neighborhood Revitalization Framework** will consider a variety of factors, including, but not limited to assessing physical, socio-economic, and regulatory conditions; developing design and programmatic concepts aimed at stabilizing and improving the built and natural environment of the study area; and, proving the feasibility and economic viability of such concepts. The Neighborhood Revitalization Framework shall consider the overall public realm identity of the neighborhood including: zoning & land use, public space, innovative uses for vacant lots and structures, urban canopy, urban design, renovation and future development, sustainability, streetscape improvements, bicycle and pedestrian mobility, traffic patterns, parking, street furniture, infrastructure, lighting, signage, and critical nodes and gateways.

The **Landscape Stewardship Plan** will explore a range of possible site interventions aimed at stabilizing the aesthetic condition of the study area, while testing the feasibility of converting areas of vacant land to productive use. A key part of the planning process will be a robust community engagement process, which will underpin the studies and outcomes of the consultant team. The Landscape Stewardship plan shall address and suggest recommendations for the repurposing and treatment of underutilized vacant land in the neighborhood both for open space and for development, as well as recommendations for the potential rezoning strategies to reinforce desired development. The consultant will coordinate with a Master Developer of the Herman Kiefer Site as part of a holistic land stewardship strategy beginning in the spring of 2017.

The consultant shall work with City officials, residents, and stakeholders to develop both efforts in a manner that reflects an understanding of the area's cultural heritage and incorporates community and stakeholder input into the recommendations. These plans must provide sustainable landscape management strategies that stabilize property values, create a positive community identity and improve ecological performance.

2. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in this RFP. References that will verify project experience should be provided.

- If a contract is awarded as a result of this RFP, **it will be** a contract which is negotiated with the awardee based on the model city **services contract**, a copy of which is attached via BidSync¹. If any respondent requires modification(s) to the terms of the City's model services contract, a statement of such required modification shall be included as an exhibit with your sealed proposal. This Statement will be reviewed as part of the evaluation process and may have an effect on the scoring of the proposal.
- All respondents are required to submit clearance applications, affidavits and insurance documents with the response to the proposal. At the time Purchasing submits the supplier recommendation to City Council, approved clearances by the Income Tax and Revenue departments are required of the successful respondent.
- The City expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to the issuance of an award.

3. TEAM QUALIFICATIONS

Successful respondents to this RFP must present a team of individuals with a diversity of skill sets in order to provide and manage all required areas of scope work. Some respondent firms may be multi-disciplinary enough to offer all of the necessary skills "in-house." Well-developed proposals from either one single firm or a group of two or more firms are welcome and will be considered. The City strongly encourages respondents to consider inclusion of team members that are Detroit-based, minority led, and/ or otherwise have a substantive body of knowledge or experience with Detroit. The following is a detailed list of qualifications that the consultant team should provide, organized by area of expertise:

3.1 Project Management

- Demonstrates organizational excellence, assessment of range of planning issues, financial evaluation, and cross-sector leadership
- Ability to oversee and manage efficient inter-agency processes and recruit stakeholders to facilitate timely decision making and successful project execution

3.2 Community Engagement Partnership

- Extensive experience with integrating diverse communities in planning.
- Successful engagement in communities of color, low income and/or depressed markets.
- Skill in researching and analyzing prior community planning documents and meeting with community stakeholders to establish neighborhood goals.
- Ability to develop unique strategies based on local goals, building community assets, improving quality of life, and supporting viable residential neighborhoods.

¹ It shall be the responsibility of the Respondent to thoroughly review the provisions of this RFP and the Services Contract. After executing the contract, no consideration will be given to any claim of misunderstanding. Respondents must state in their submission any clauses to which they take exception in the RFP and in the attached Contract. This will be factored in to the evaluation decision. Respondents are encouraged to review the entire contract, including, but not limited to the Assignment, Compliance with Laws, Termination, Insurance, Subcontracting, Indemnity, Payment and Waivers provisions.

- Ability to translate complex planning and engineering ideas and designs into informative and understandable presentations for a variety of audiences, as well as providing public presentations and exhibits in a variety of forums.
- Willingness to work with local groups that have established neighborhood relationships to achieve community engagement goals.
- Commitment to incorporating citizen preferences with City directives

3.3 Architecture, Landscape Architecture, and Urban Design Teams

- Demonstrates design excellence, technical competence, and innovative green stormwater infrastructure (GSI) and engineering designs in multi-consultant collaborative settings within an urban context.
- The vendor must have experience with strategies that effectively manage stormwater and strengthen the quality of life for communities through innovative public space development and community asset building.
- Design teams must show qualifications and experience in developing Master Plans, design guidelines (incl. for affordable and market rate new or rehabilitated housing), and urban design visions for a comprehensive neighborhood framework for housing and the public realm.
- Design teams must also demonstrate experience with technical design components such as infrastructure, land-use, utilities, streetscape, and both transit-oriented and non-motorized design. They must also be able to identify physical assets worthy of preservation or adaptive reuse and have experience in deploying those strategies.
- Team must have experience working with local municipal departments, shifting codes and zoning overlay guidelines.
- Design team must also have a strong record of robust inclusive design practices that integrate community feedback into the design process.

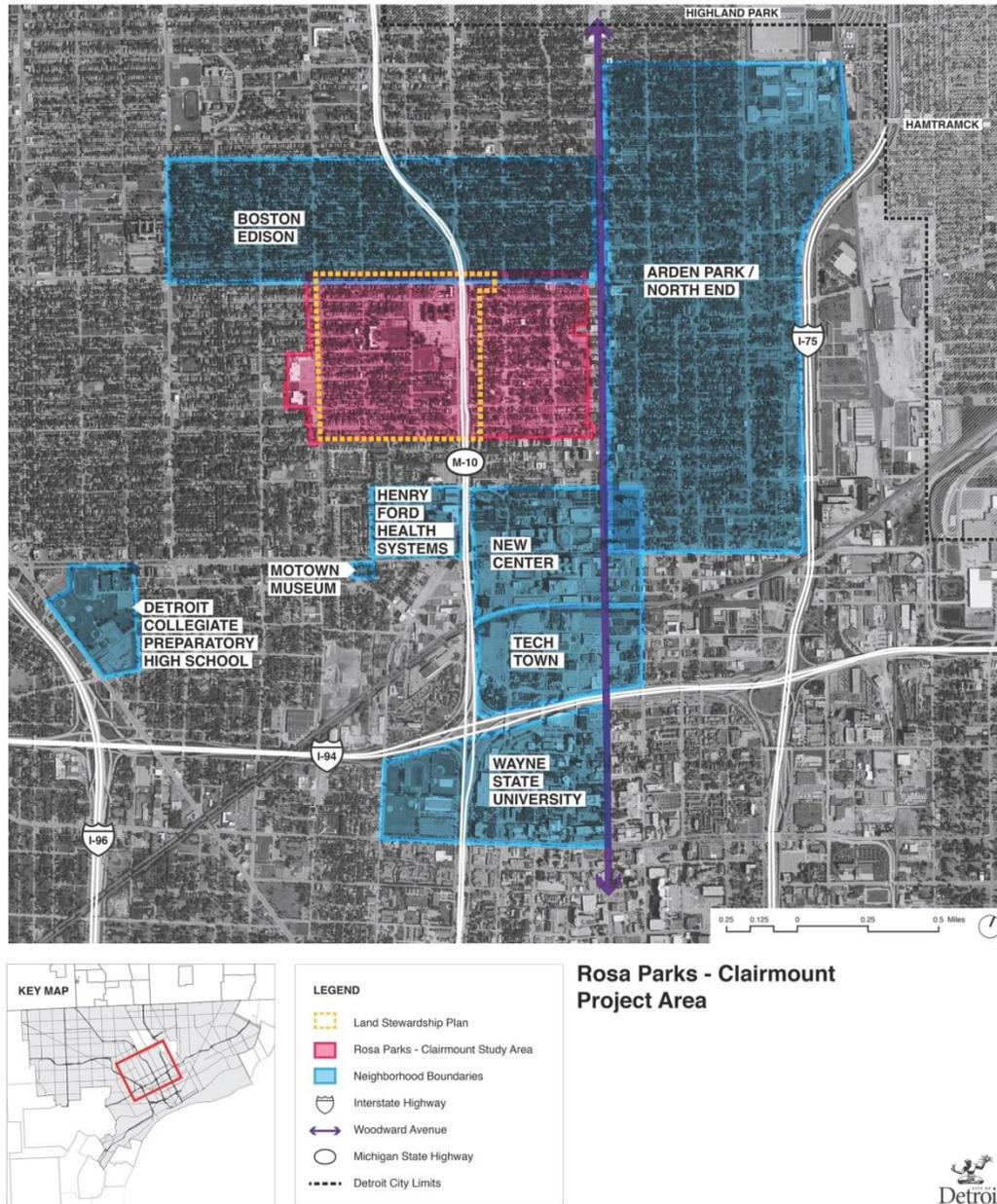
3.4 Professional with “Strong understanding of economic development, housing and vacant property reuse”

- Team members demonstrate experience identifying opportunities that support growth of existing businesses and attract new businesses and employment opportunities
- Team members demonstrate experience developing linkages between economic development, housing and green space/energy uses, and have working knowledge of metrics for measuring the benefits of the infrastructure on economic development, housing and revitalization.
- Team members demonstrate experience and strong thinking around workforce development and creating a vision for linking green infrastructure to job, housing and revitalization goals.

3.5 Technical Surveying and Mapping Specialization

- Ability to perform surveys and technical assessments including but not limited to topography, slope, stormwater flow, piezometric head, soil type and infiltration rates.
- Knowledge in performing preliminary assessment of historical use to indicate potential soil contamination.
- Demonstrate expertise and mapping proficiency with GIS and supporting graphic software to produce parcel level maps that show information such as but not limited to property ownership, zoning, site condition, vacancy, and use; create additional layers to show results of topography, flow, and soil surveys.
- As needed and as appropriate, the City will provide access to existing data sets on parcel information and any supportive digital models and maps as a springboard to scope work.

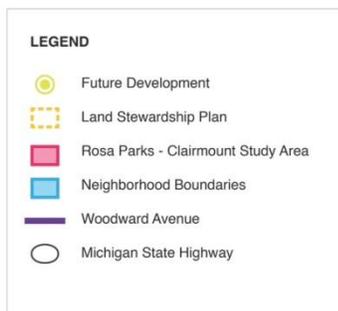
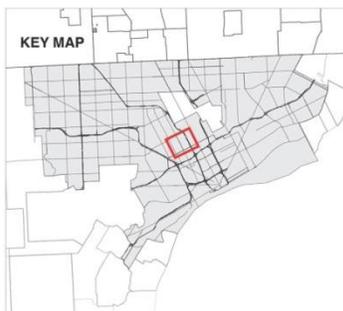
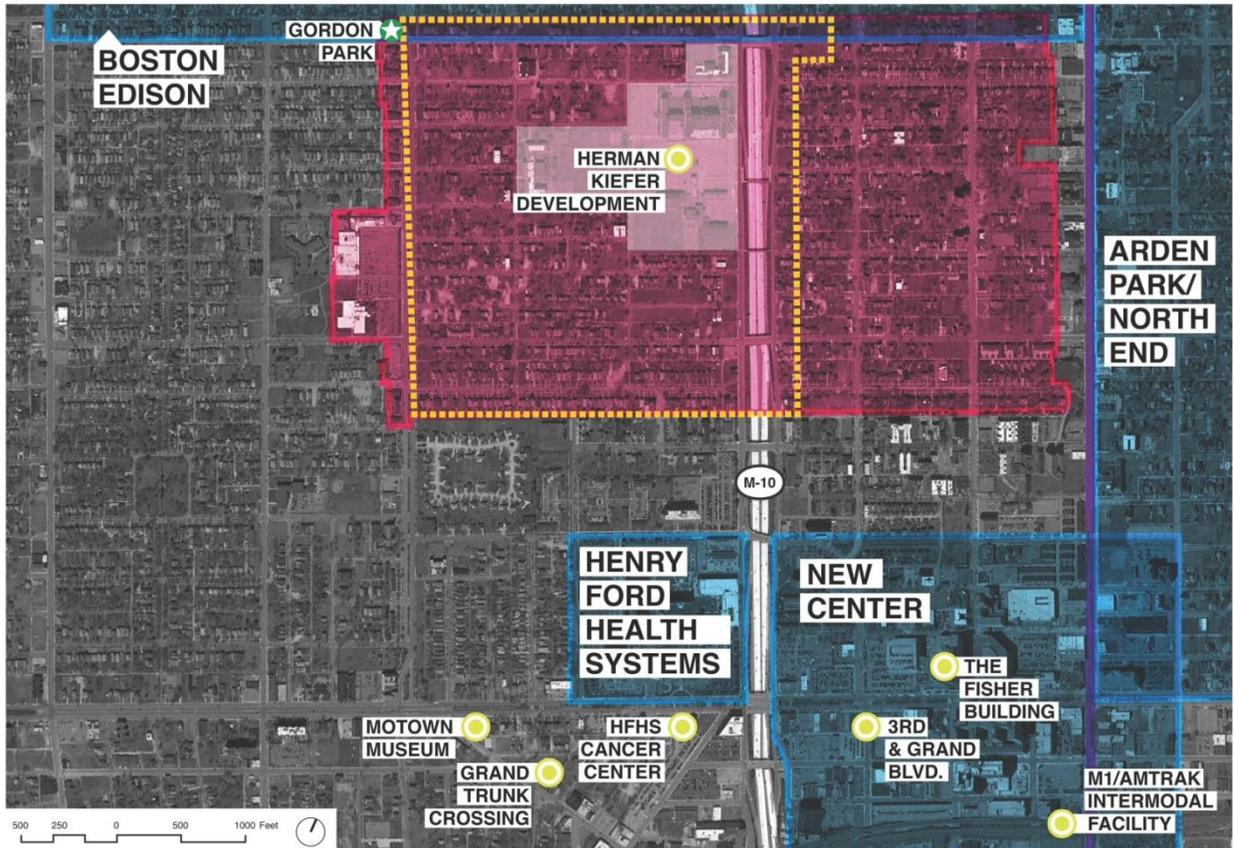
4. NEIGHBORHOOD BOUNDARIES AND CONTEXT



The Rosa Parks – Clairmont Study Area consists of late nineteenth century to early twentieth century residential homes many of which are the work of important turn-of-the-century architects.

The neighborhood was laid out in 1893 and conceived as an upper-middle class enclave. In the 1930s depression, residents subdivided their homes into rental property to make ends meet, a trend that continued into the 1970s. The During the 1950s and '60s the area became a lively pedestrian commercial corridor dominated by African American businesses along Linwood Avenue and 12th street, with stores, barber shops, and entertainment venues. A police raid sparked an uprising in the neighborhood in 1967, where Gordon Park today marks the location, a historic event whose 50th anniversary shall be observed in 2017. Since this period, many buildings were demolished; 12th Street was widened and renamed Rosa Parks Boulevard.

The neighborhood is also surrounded by a number of significant historic sites and buildings including the New Bethel Baptist Church where the Reverend C.L. Franklin, Aretha Franklin's father, was pastor. Along West Grand Boulevard and the New Center region are a number of new developments that include the development of the Motown Museum and expansion of the campus of Henry Ford Health Systems. New Center, to the southeast of the neighborhood, features the Fisher Building and Cadillac Place, former home of General Motors' headquarters, and the development of the M-1 rail along the Woodward Avenue corridor. (See attached exhibits.) The products of this Study are intended to complement redevelopment planning and activation that responds to the neighboring context of the area's history and current development activities.



Active Developments Within The Study Area



The Rosa Parks – Clairmount Study Area surrounds the former Herman Kiefer Hospital at the northern edge of Detroit's urban center between the Boston Edison and Virginia Park neighborhoods, along the Lodge Freeway. Currently, the neighborhood has a 29% vacancy rate², 49% vacant land, and 34% of the neighborhood parcels are publicly owned³.



Herman Kiefer Hospital

Herman Kiefer Hospital dates to 1893 and was established to treat contagious diseases and prevention, such as measles, tuberculosis and smallpox. The hospital grew from one to five pavilions, however Pavilions 3 and 5 were demolished in 1964 for construction of Sanders Elementary School. In more recent times, the building housed the city health department and was known as the Herman Kiefer Health Complex.

Herman Kiefer Site (Master Developer) (shaded area): In 2014, the City of Detroit issued an RFP to solicit development proposals for the renovation of Herman Kiefer Hospital. As a result, a Master Developer was selected by the City of Detroit as the designated development team (“the Master Developer”). The Master Developer plans to provide an innovative adaptive reuse, mixed-use neighborhood revitalization project that will establish the nearly 38 acre, former Herman Kiefer complex and the adjacent former school properties (together, “the Herman Kiefer Site”) as a catalyst for a destination district. See existing site plan in the attached exhibits.

The professional services secured through this RFP process shall be utilized to create the comprehensive neighborhood framework and landscape stewardship plan for the Rosa Parks - Clairmount Study Area. See location and project boundary map in the attached exhibits.

Neighborhood Revitalization Framework Area (red boundary): The Neighborhood Framework encompasses the Landscape Stewardship Area and is bounded by Clairmount Street to the north, the alley line just west of Woodward Avenue to the east, Rosa Parks Boulevard to the west, and Virginia Park Avenue to the south. This area will serve as the study area for the neighborhood framework. Nearby community anchors, such as Henry Ford Health Systems, and how their impact contributes to the area shall also be considered.



Landscape Stewardship Area (yellow boundary): The Landscape Stewardship Area is a sub-area within the Neighborhood Revitalization Framework Area, which the Master Developer of the Herman Kiefer Site will improve and maintain City-owned parcels. This Area is bounded by Clairmount Street, the Lodge Freeway, Rosa Parks Boulevard, and Virginia Park Avenue.

Exclusion: Professional services required for the planning and adaptive reuse of the Herman Kiefer Site will be secured separately by the Master Developer, and should not be considered when developing a bid for this scope of work. The Master Developer's development plan for the Herman Kiefer Site is located inside of the Study Area and should be considered only contextually as the Neighborhood Framework and Landscape Stewardship plans are developed.

² 2014 MCM data used to calculate unoccupied buildings to total buildings in the study area.

³ 2016 DPI data

5. SUMMARY OF TASKS

This comprehensive Neighborhood Revitalization Framework as outlined in this scope of work requires multi-disciplinary teams to cohesively integrate 5 categories of work. They are 1) Research and Community Engagement & Communications; 2) Landscape Design and Green Stormwater Infrastructure; 3) Streetscape and Mobility; 4) Development: Economic, Housing, and Historic Preservation; and 5) Zoning. Tasks for each work scope category are as follows:

5.1 Research and Community Engagement & Communications

5.1.1. Neighborhood Revitalization Framework

- Review and synthesize the study area's existing conditions, previous planning studies and current community initiatives to identify gaps and future opportunities
- Develop a rough order of magnitude, phasing and funding strategies for implementing the developed neighborhood framework plan. Articulate a comprehensive development vision with reasonable phases of investment and implementation

5.1.2. Community Engagement

- Design team will work closely with the City to 1) compile, analyze, and assess pre-existing and current community planning and/or development initiatives and 2) assist the City with community engagement efforts throughout the period of performance of the contract. Coordinate efforts with the City includes:
- Create and present renderings of critical views to communicate the vision for the community
- Document and collect community and stakeholder input to incorporate into design and planning concepts
- Refine phasing, budget and implementation strategies

5.2 Landscape Design & Green Stormwater Infrastructure (GSI)

5.2.1. Neighborhood Revitalization Framework

- Prepare planning and landscape design concepts at a schematic level of detail for the overall neighborhood, addressing urban design standards, tree canopy, streetscape, storm water management

5.2.2. Landscape Stewardship Plan

- Inventory, analyze and assess parcel ownership and existing land assets
- Develop lot treatment typologies and strategies for unbuilt and underutilized land that deploy sustainable maintenance strategies and contribute to neighborhood stabilization and revitalization, create positive identity, and improve ecological and stormwater management performance
- Identify a hierarchy of interim and long-term uses for unbuilt and underutilized land that supports the land use priorities established in the Neighborhood Revitalization Framework
- Prepare a detailed schematic landscape plan for underutilized land including cost estimates for its implementation

5.3 Streetscape and Mobility

5.3.1. Neighborhood Revitalization Framework

- Develop a comprehensive streetscape and public open space (public realm) framework plan with particular attention to the key gateways and critical nodes identified above.
- Prepare planning and landscape design concepts at a schematic level of detail for the overall neighborhood, addressing mobility and transportation, parking, public space, signage, lighting

5.4 Development: Economic, Housing, Historic Preservation

5.4.1. Neighborhood Revitalization Framework

- Identify key gateways, critical nodes, and “opportunity sites” for new commercial, residential or adaptive reuse.
- Develop commercial corridor revitalization strategies along Rosa Parks Boulevard, which include a community-owned shopping center and a community recreation center
- Prepare planning and landscape design concepts at a schematic level of detail for the overall neighborhood, addressing cultural landscapes and identity branding

5.5 Zoning

5.5.1. Neighborhood Revitalization Framework

- Analyze existing zoning and identify appropriate areas for rezoning and for re-introducing commercial uses into the neighborhood.

6. SUMMARY OF DELIVERABLES

At the conclusion of the design and planning process, selected design teams will be required to deliver a comprehensive set of documents and digital files that will allow Detroit to move forward with a transformative, yet practical and actionable design framework towards implementation. The deliverables are as follows:

6.1 Neighborhood Revitalization Framework Plan

6.1.1 Neighborhood Revitalization Framework Kickoff

- Kick-off meeting to define team roles, goals, major milestones and decision making structure (1 meeting)
- Identify stakeholders and conduct stakeholder interviews in coordination with the City (up to 3 meetings)
- Define Neighborhood Revitalization Advisory Committee and identify project manager to be point of contact for the City
- Data gathering of base information from the Detroit Land Bank, Planning and Development Department, DPW, and other sources
- Data gathering of other comparable, Detroit-based project activities such as those in Livernois-McNichols of the Fitzgerald neighborhood.

Deliverables: Meeting summary, interview notes, brief memo outlining Neighborhood Revitalization Framework Advisory Committee structure and membership, project timeline and schedule with key milestones and working group meetings, data collection list, summary project outline

6.1.2 Conduct existing conditions and resident needs assessment

- Collect, review, assess, analyze and synthesize previous planning studies
- Inventory and evaluate existing community and stakeholder initiatives
- Conduct comprehensive assessment of existing conditions including:
 - Demographic information on population, employment, land ownership
 - Streetscape and façade character and condition
 - Physical characteristics of street grid network, topography, and conditions to potentially introduce natural systems of water and vegetation.
 - Tree canopy and landscape features
 - Hardscape materiality and conditions, highlight impervious and pervious surfaces
 - Mobility and transportation, pedestrian and bicycle infrastructure, route connectivity to key localities such as Henry Ford Health Systems, Woodward Corridor and New Center – M1 rail stop
 - Lighting, signage, branding and cues to community identity
 - Public and private spaces, noting informal spaces utilized by residents for recreation
 - Parking locations and space count
 - Location of historic sites, cultural landscapes, retail activity, informal parks, gateways and critical nodes
 - Identity and corridor branding
 - Zoning
- Conduct a resident needs assessment survey to understand community values and neighborhood concerns related to housing, transportation, quality of life issues, and recreation. Design reach of the survey in coordination with the City.

Deliverables: Existing conditions base plan, sample surveys reviewed by the City before distribution,

diagrams and narrative summary of thematic analysis, identification of key gaps and opportunities, comprehensive framework plan to synthesize findings

6.1.3 Development Vision, Public Space and Streetscape Plans

- Articulate a development vision
- Develop a schematic plan for the project area which includes key gateways, critical nodes or corridors, and opportunity sites
- Develop a planning proposal for public realm for physical improvements and overall revitalization of space
- Identify and propose public spaces and hierarchy of streets
- Create illustrative plan of proposed public space and streetscape improvements
- Design bike lane profiles and routes
- Create thematic typologies including those that may be identified in the Landscape Stewardship Plan
- Develop urban design guidelines and typical sections or elevations to illustrate development principles
- Create illustrative renderings at key locations to describe planning vision

Deliverables: Overall schematic plan, street hierarchy and urban design plan, illustrative renderings, overall illustrative plan within the project boundary and immediate adjacencies, thematic plans and renderings of proposed development typologies (min of 3 each), design standards with typical sections and elevations

6.1.4 Phasing and Implementation

- Develop phasing plan for neighborhood improvements
- Develop schematic level project budgets by phase with a rough order of magnitude
- Identify funding strategies and sources for neighborhood improvements
- Identify the implementation capacity of multi-sector stakeholders
- Supply specific recommendations for rezoning, with emphasis on reintroducing commercial areas
- Identify applicable strategies found in the Landscape Stewardship Plan

Deliverables: Phasing plan that includes an implementation task list, cost estimate, and funding source summary

6.1.5. Documentation

- Synthesize planning findings into a consolidated document for fundraising and community engagement

Deliverables: Neighborhood Framework summary document in PDF format

6.1.6. Community Engagement

- Coordinate with City of Detroit and key stakeholders to ensure meaningful resident and neighborhood participation, including strategies to reach residents and stakeholders who are traditionally marginalized from the planning process
- Attend and present at a combination of public hearings, meetings, and charrettes, number to be determined in task B1, (minimum number of three (3))
- Integrate stakeholder input into design schemes
- Participate in meetings with City Departments, philanthropic and non-profit organizations, and private sector partners as needed to develop and implement the stewardship plan

- Presentation of design concepts, findings and recommendations to City Departments, City Council and other regulatory agencies as needed

Deliverables: Community meeting summary notes, copies of all presentations in PPT or PDF format

6.2 Landscape Stewardship Plan

6.2.1 Landscape Stewardship Plan Kickoff

- Kick-off meeting to define team roles, goals, major milestones and decision-making structure (1 meeting)
- Define stakeholders and public participation process
- Identify project manager to be point of contact for the City
- Data gathering from those listed in Neighborhood Revitalization Framework Plan

Deliverables: Meeting summary, interview notes, project timeline and schedule with key milestones and meetings, data collection list, summary project outline

6.2.2. Conduct neighborhood inventory, existing conditions addressing, but not limited to:

- Information gathered from the Neighborhood Revitalization Framework
- Existing conditions of built and unbuilt land
- Physical features, including street grid pattern, lot size, topography, existing tree cover, parks and open space, as needed and existing site conditions to inform land stewardship approach
- Pedestrian, bicycle and other circulation patterns for the neighborhood
- Identify opportunities and potentials for unbuilt parcels
- Identify opportunities for public art, historic identity, or place-making
- Current zoning and future rezoning recommendations
- Recommend areas for aggregation of parcels, or potential demolition and infill locations

Deliverables: Existing conditions plan, analysis diagrams and summary narrative

6.2.3 Develop Lot Treatment Typologies and Strategy

- Create a set of treatment approaches for unbuilt properties in the Landscape Stewardship Area, considering the long term potential for lots to remain unbuilt, or to accommodate future infill
- Develop strategy or criteria for how lot treatments would be applied within the neighborhood
- Create a vision for cohesive neighborhood identity
- Incorporate forward-thinking practices that improve social, economic and ecology 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 could include greenways, gathering places and routes for non-motorized mobility and provide an amenity to the neighborhood; developing productive uses such as forestry, agriculture, energy production or horticulture; consideration of maintenance strategies; a strategy for the edge conditions of parcels that address public visibility, image and create a cohesive identity for the neighborhood

- Consider strategies for landscape installation and management that leverage Detroit-based workforce development
- Develop a strategy for edge management and identity of treatment approaches that address adjacent uses

Deliverables: Two- or three-dimensional diagrams to describe lot typologies, summary narrative, treatment typology criteria

6.2.4 Landscape Stewardship Strategy

- Create a detailed landscape plan for underutilized land within the Landscape Stewardship Area
- Develop schematic level cost estimate
- Coordinate with the City and stakeholders to refine plan and landscape project budget
- Create final illustrative landscape stewardship plan
- Create cost estimates for landscape stewardship installation and maintenance
- Identify how this Plan can be implemented in the Neighborhood Revitalization Framework Plan

Deliverables: Schematic level landscape plan, Schematic cost estimate, Illustrative Plan, Landscape Cost Estimates, Coordination meetings with stakeholders (Q1 2017)

6.2.5 Provide community and stakeholder engagement

- Convene meetings with stakeholders to gather community input, number of meetings, at least three, to be determined in task A1
- Coordinate with City of Detroit and key stakeholders to ensure meaningful resident and neighborhood participation, including strategies to reach residents and stakeholders who are traditionally marginalized from the planning process
- Integrate stakeholder input into design schemes
- Meetings with City Departments, philanthropic and non-profit organizations, and private sector partners needed to develop and implement the stewardship plan
- Presentations to City Departments, City Council and other regulatory agencies as needed

Deliverables: Community meeting summary notes, copies of all presentations in PPT or PDF format

7. ANTICIPATED PROJECT TIMELINE

Contract Period – 1 Year

Sept 2016	RFP Announced
Oct 2016	Proposals Due
Late Oct / Early Nov	Design Team Selected
Nov 2016	Procurement
Dec 2016	Onboarding Orientation / Preliminary Engagement
Jan – May 2017	Engagement / Scope Development / Report Outs
Mid-May 2017	Planning and Design Phase Ends
Jun – Sept 2017	Design and Construction Administration Advisement and Project Support

8. GUIDING PRINCIPLES

Support market recovery and stimulate private reinvestment

- Increase rate of housing development and re-occupancy to allow area to reach full potential
- Spur economic development and job creation along neighborhood and industrial corridors

Improve the quality of life and strengthen neighborhood amenities, housing, and produce inviting spaces for existing residents and spur population growth and/or attract visitors to the area

- Creatively connect jobs and housing to ensure mutually beneficial residential-industrial mix
- Encourage range of practical and innovative open space and GSI development strategies that simultaneously address water challenges and livability and commuter needs
- Encourage reinvestment in vacant corner lot conditions to stabilize nearby streets and blocks
- Elevate aesthetics and safety through streetscape and public realm improvements
- Augment existing urban forestry and permaculture initiatives through infrastructure designs

Create productive environment for business and industrial uses adjacent to proposed infrastructure

- Support efforts to attract commercial investments to neighborhood interior and corridors
- Explore renewable energy sources to attract new and sustain existing businesses

Energize a healthy active living environment through multi-modal connectivity

- Connect to existing and potential intermodal transportation options accessible to residents.

Encourage access for all

- Create a landscape that is a true public open space and accessible to all incomes, abilities, and a wide-variety of users inclusive of youth, the elderly, and people living with disabilities
- Elevate neighborhoods as regional assets and family-friendly gathering places
- Promote workforce development along identified corridors and neighborhood interior

Engage the community

- Integrate insights from the City and resolve concerns held by community stakeholders during the entire planning and design

Promote environmental stewardship and community health

- Include environmental justice, health, and sustainability in both the natural environment (e.g., wetlands, native plant species) and built environment (e.g., stormwater mitigation, LED lighting, renewable energies)

9. EVALUATION CRITERIA

The selection committee will be composed of City staff and other invited parties. A list of shortlisted respondents will be chosen 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.

Overall Strength of Concept/Proposal **20pts**

- Demonstrates clear vision for achieving all objectives, tasks and deliverables
- Proposed design approach, including specialized expertise within design team
- Strategies and approach to community engagement
- The response to this criterion should identify the key roles of each team member and the deliverables for which they will be responsible

Previous Project Experience **25pts**

- Successful examples of land stewardship projects with client reference and description of professional services offered
- Produces evidence of understanding form-based code
- Successful examples of urban streetscape, landscape, and neighborhood revitalization projects with client reference and description of professional services offered
- Experience with establishing and maintaining functional landscapes across a variety of scales, including but not limited to cultural landscapes, public art, stormwater management, urban agriculture, urban forestry and habitat restoration
- Past performance on projects completed within urban municipalities
- Experience of proposed project leads on similar projects

Design Excellence **25pts**

- Description of vision, leadership and commitment to high quality and exceptional design in the public realm
- Recognition and awards from professional associations of project leads, design team and firms (ASLA, AIA, AILA, others)
- Incorporation of sustainable, innovative and resilient practices
- Identification of differentiators from peers
- Experience with Detroit-based projects

Price Proposal **20pts**

- Itemized fee and team approach to complete the work

Proposed Timeline/Workplan **10pts**

- Demonstrates ability to meet project deadlines
- Lays out clear work plan to achieve deliverables
- Identification of how soon firm could begin work after notification of award

10. EVALUATION PROCEDURE

Following the receipt of the qualified firm, 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 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. **All decisions reached by the Evaluation Committee will be by consensus.**

11. PROPOSAL CONTENT REQUIREMENTS

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, requested in 11.6 below)

11.1 Table of Contents

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

11.2 Signature Page (Form attached)

11.3 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.

11.4 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.

11.5 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) Landscape Design/GSI; (3) Streetscape and Mobility; (4) Development: Economic, Housing, Historic Preservation; and (5) Zoning

Additionally, the City would like design teams to provide an additional budget line for retainer services to produce construction documents for identified “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.

11.6 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/GSI; (3) Streetscape and Mobility; (4) Development: Economic, Housing, Historic Preservation; and (5) Zoning. Additionally, please provide a 1-page resume accompaniment for each core team member

12. SUBMITTAL INSTRUCTIONS AND OTHER KEY INFORMATION

ALL PROPOSALS MUST BE SUBMITTED VIA THE BIDSYNC WEB PORTAL

- A. RFP Issue Date
Monday, October 3, 2016
- B. Question Deadline
Wednesday, October 12, 2016 by 2 pm EST
All questions must be submitted via the BidSync web portal to www.Bidsync.com.
- C. Response to Questions
Wednesday, October 19, 2016 by 5 pm EST
Response to all questions received to all parties attending the Pre-Proposal Meeting
- D. Pre-Bid Meeting
Tuesday, October 25, 2016 at 10 am EST
Coleman A. Young Center, Room 1008, Detroit, MI 48226
- E. Proposals Due
Sunday, October 30, 2016 by 5 pm EST
ALL PROPOSALS MUST BE SUBMITTED VIA THE BIDSYNC WEB PORTAL ONLY

13. PROPOSAL DISCLAIMERS AND CONDITIONS

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.

News Releases and Other Communications

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.

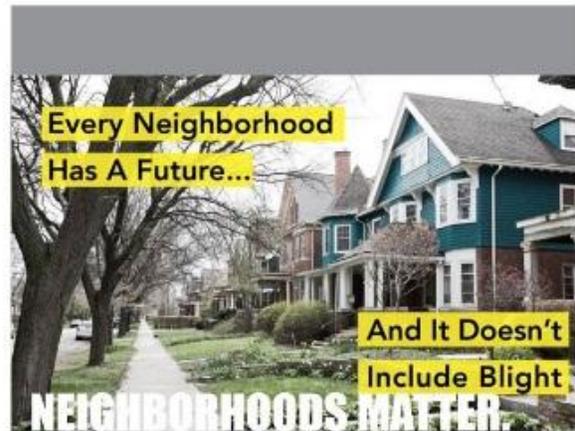
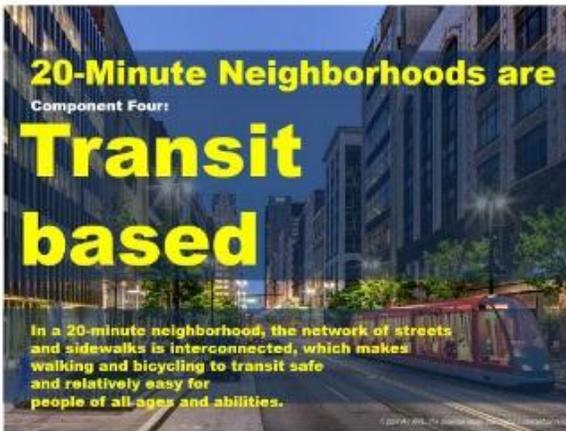
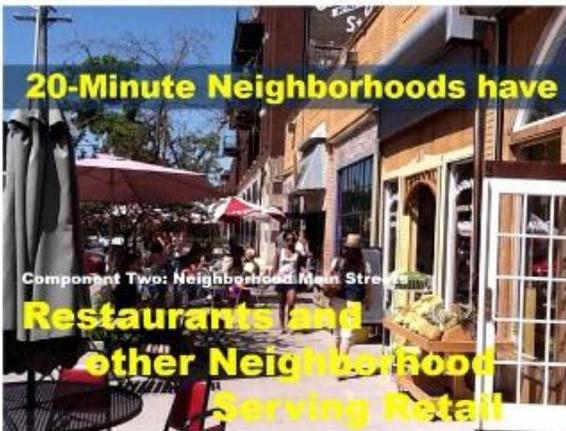
14. APPENDIX

14.1 “20-Minute Neighborhood” Performance Objectives

Mayor Duggan has set a city-wide goal to design and develop walkable neighborhoods in areas wherein residents can access quality retail, enjoy open space amenities, travel to transit and/or multi-modal alternatives within a 20-minute walk. The initiative seeks to ensure residents have a 20-minute walk radius through land that is productive, safe and beautiful. Design recommendations from design team must support Detroit meet 20-Minute Neighborhood objectives within this context for these efforts will set the foundation for the future success of Detroit’s lower east side.

METRICS:

- **20 minutes to Retail**
(Includes shopping, restaurants, grocery stores, services, coffee shops, etc.)
- **20 minutes to Transit**
(Includes bus stops, BRT, light rail, carpools, etc.)
- **20 minutes to a Park**
(Includes greenways, waterfronts, public plazas, public recreation facilities, natural areas, etc.)
- **20 minutes from Blight**
(One should not encounter blighted buildings, derelict streetscapes, nor crumbling infrastructure within a 20 minute walking radius)



14.2 “Pink Zoning” Efforts

A bold new initiative in municipal regulatory reform.



More information can be found at: <http://www.pinkzoningdetroit.org/>

The City of Detroit “Pink” Zoning refers to a lessening of the “red tape” that can quickly thwart revitalization initiatives. *Pink Zoning Detroit* is currently an initiative being piloted along select corridors around Detroit. “Pink Zones” would enable the City of Detroit to redesign its regulatory approach to development along particular corridors. This might include: allowing small-scale development to bypass certain review processes, preemptive approval of certain building types, or expedited permitting. The idea is to smooth the path for small business owners, developers, and entrepreneurs seeking to bring commercial vitality back to Detroit’s neighborhoods.

While selected design team will not be engaging in the City’s Pink Zoning efforts directly, the scope of work in this RFP will be asking teams to be mindful of short and long-term zoning modifications that may be required to achieve the final design recommendations and provide insight into a “lean” ordinance, as applicable, across Detroit’s neighborhood and commercial corridors.

14.3 City Agencies and Partners

Detroit Mayor's Office, Jobs and Economy Team (JET)

The Jobs and Economy Team within the Mayor's Office coordinates with city agencies, public partners, and the non-profit and business communities in order to design and execute programs that create jobs and attract residents to Detroit. Areas of focus include land use and real estate development, business attraction and retention programs, small business and entrepreneurial promotion, and transportation and logistics.

Department of Neighborhoods (DON)

The City of Detroit Department of Neighborhoods works closely with individual neighborhoods and other community organizations, CDCs, faith-based organizations and local businesses in teams across all seven districts to identify and prioritize concerns, and then coordinate with the appropriate City department to deliver results. The DON helps neighborhoods to address all blight-related issues, including dangerous building demolition, repurposing vacant lots and structurally sound vacant buildings, as well as non-structural blight.

Planning and Development Department (PDD)

The City of Detroit Planning and Development Department provides professional and technical expertise in planning, design, and development that helps to inform and seed sustainable environments, and neighborhoods for citizens and businesses. PDD works to create an infrastructure that supports citizens, investors, and other partners in their expressed efforts to advance initiatives that create walkable urban places that serve the largest and broadest needs of the Detroit Community.

Housing and Revitalization Department (HRD)

The City of Detroit Housing and Revitalization manages the nearly \$37 million that City receives from the US Department of Housing and Urban Development (HUD) annually to support housing programs and community development activities, such as Community Development Block Grants. HRD invests the City's entitlement funding in appropriate housing, economic development and related infrastructure projects. HRD works with PDD, DBA and DLBA to provide the public sector project management required to produce housing and economic development projects.

Detroit Water and Sewer Department (DWSD)

The Detroit Water and Sewerage Department (DWSD) is one of the largest water and sewer utilities in the United States serving more than 200,000 Detroit residential and commercial customers. DWSD's water network consists of more than 2,700 miles of transmission and distribution mains and nearly 3,000 miles of sewer collection piping.

Department of Public Works (DPW)

The City of Detroit Department of Public Works (DPW) manages garbage collection services, provides construction, maintenance, demolition and engineering of streets, alleys and public buildings, and plans, establishes and maintains traffic control systems. DPW also enforces any environmental ordinances not covered by the Buildings, Safety Engineering and Environment Department.

Detroit Building Authority (DBA)

The Detroit Building Authority supervise and manage all construction activities on behalf the City as well as demolition, including the blight demolition program in coordination with Detroit Land Bank Authority (DLBA) and commercial property disposition.

14.3 City Agencies and Partners *continued...*

General Services Department (GSD)

The mission of the General Services Department is to improve City services and achieve operational efficiencies by consolidating support functions from various agencies. They provide repair, maintenance, lawn-mowing, and trash collection services to all city-owned properties, facilities and vehicular fleets. They also design, construct, and maintain the City's public parks.

Detroit Department of Transportation (DDOT)

The Detroit Department of Transportation is the public transportation operator of city bus service in Detroit, Michigan. DDOT has a fare and ride agreement with the Suburban Mobility Authority for Regional Transportation (SMART) as it supplements the city with bus service linking the city to the rest of Metro Detroit and Detroit Metropolitan Wayne County Airport. Along with operating fixed-route bus service, DDOT also operates MetroLift, an on-demand paratransit service with wheelchair accessible vehicles.

Detroit Land Bank Authority (DLBA)

The Detroit Land Bank Authority is a public authority dedicated to returning Detroit's vacant, abandoned, and foreclosed property to productive use. Their current programs include Hardest Hit Fund/Demolition, Nuisance Abatement, Home Auction Program, Side Lot Sales, Own It Now, and the Community Partnership Program.

Detroit Economic Growth Corporation (DEGC)

Detroit Economic Growth Corporation is a non-profit organization that works closely with the City of Detroit and other partners to support existing businesses and to bring new companies and investments to the city. DEGC offers a broad range of financial, technical and development assistance to commercial, industrial and service firms, as well as developers and investors wanting to do business in Detroit.

Invest Detroit

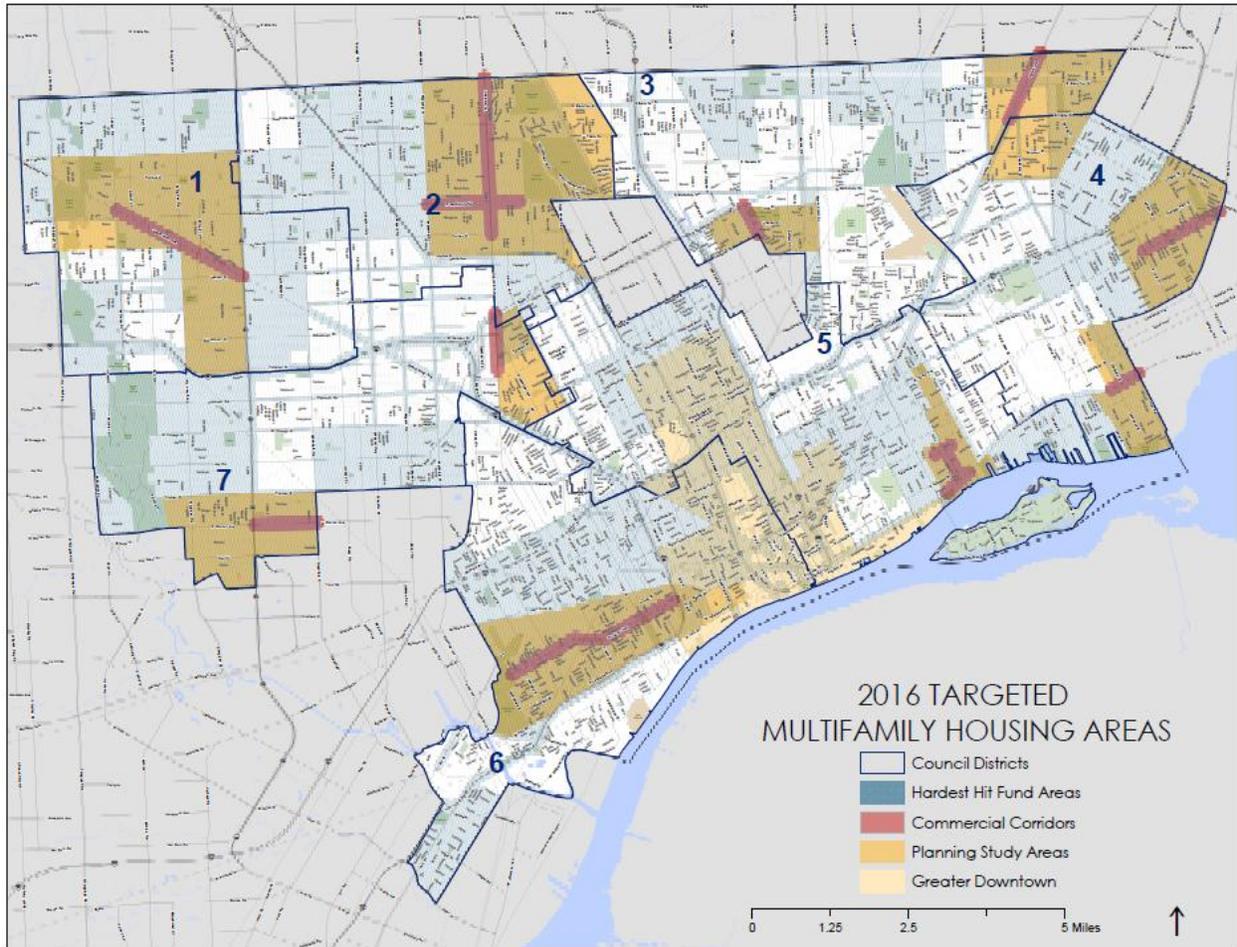
Invest Detroit is a certified Community Development Financial Institution and a source of private sector financing which utilizes a variety of funding tools through managed for-profit and non-profit targeted funds to support economic and community development in underserved communities primarily in the City of Detroit.

Department of Natural Resources (DNR)

The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations. The DNR strives to protect natural and cultural resources, ensure sustainable recreation use and enjoyment, enable strong natural resource-based economies, and improve and build strong relationships and partnerships.

14.4 Targeted 2016 Multifamily Housing Map

The City believes that attractive, well-designed, GSI projects will support new housing opportunities and population growth in areas targeted as near-term Targeted 2016 Multifamily Housing Areas. The current targeted areas for multi-family housing development are indicated in the map below.



14.5 For Reference Only: HUD Documents

**These summaries are not officially recognized by HUD and are not a substitute for the actual terms and language. Please visit official HUD website for official language of sections and parts that may be relevant to this RFP scope*

24 CFR (4–1–03 Edition)

Code of Federal Regulations (annual edition) - Title 24 - Housing and Urban Development

Subtitle A - Office of the Secretary, Department of Housing and Urban Development (Parts 0 - 92)

Part 42—Displacement, Relocation Assistance, and Real Property Acquisition for HUD and HUD-Assisted Programs

Defines rules for the relocation or displacement of residents as well as property acquisition, appeals, applicability, and relocation assistance

Part 50—Protection and Enhancement of Environmental Quality

Explains basic environmental policy and responsibilities under HUD program coverage as well as decision points for projects and policy actions

Part 51—Environmental Criteria and Standards

Continues explanations of Part 50 pertaining to basic environmental policy and responsibilities under HUD program coverage; specifically noise abatement and control, siting of projects near hazardous chemical operations, civil airports, and military airfields

Part 55—Floodplain Management

Defines responsibilities, environmental review policies and procedures for making determinations on floodplain management

Part 58—Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities

Explains environmental review processes (documentation, range of activities, project aggregation and classification), as well as the processes for Environmental Assessments and Environmental Impact Statement Determinations

Part 70—Use of Volunteers on projects

Defines ‘volunteers’ (an individual who performs service for a public or private entity for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, on a HUD-assisted or insured project which is subject to a requirement to pay prevailing wage rates) and the procedure for implementing prevailing wage exemptions for volunteers

Part 85—Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments

Defines pre-award requirements (standards for financial management systems, etc.), post-award requirements (payment, allowable costs, period of availability of funds, matching or cost sharing, program income, non-federal audit, monitoring and reporting program performance, financial reporting, etc.), and after-the-grant requirements (closeout, later disallowances and adjustments, etc.)

Part 91—Consolidated Submissions for Community Planning

Explains citizen participation and consultation plans at the local and state levels as well as monitoring, housing market analysis, and housing and homeless needs assessments

Subtitle B - Regulations Relating To Housing and Urban Development (Continued) (Parts 100 - 4100)

Part 570—Community Development Block Grants

Defines Community Development Block Grant (CDBG) funding and how it may be allocated, as well as eligibility requirements, restrictions, administrative review, and special purposes

CITY OF DETROIT FINANCE DEPARTMENT PURCHASING DIVISION

*****UNSIGNED BIDS CANNOT BE CONSIDERED*****

ASSIGNMENT: A Contractor shall not assign any Purchase Order or Contract or any monies due therefrom without prior approval of the Purchasing Director, the Finance Director and in some cases the City Council. Contact the Purchasing Agent for proper procedure: Wesley Norris, NorrisW@detroitmi.gov

IN THE FURTHER DESCRIPTION OF THIS PROPOSAL, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:
BIDDING UNDER THE NAME OF:

(PRINT FULL LEGAL NAME)

(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)

MAILING ADDRESS:

(ZIP CODE)

PAYMENT MAILING ADDRESS:

(ZIP CODE)

(IF DIFFERENT FROM ABOVE)

BUSINESS ADDRESS:

(ZIP CODE)

(CHECK ONE):

LEASE _____ RENT _____ OWN _____

(ZIP CODE)

FEDERAL EMPLOYER ID #:

CHECK ONE:

CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? _____ YES _____ NO

PARTNERSHIP, Consisting of (List Partners)

ASSUMED NAME (Register No.)

INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM CONTRACTUALLY TO THIS BID. The authorized signature affirms that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until withdrawn, in writing, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first. ***THIS FORM MUST BE FILLED IN ITS ENTIRETY. FAILURE TO COMPLETE FORM WILL BE CAUSE FOR REJECTION.***

E-MAIL _____

AUTHORIZED SIGNATURE:

DATE _____

SIGNED: _____

TELEPHONE NO. _____

PRINTED _____

FAX NO. _____

TITLE _____

CELL PHONE NUMBER _____

TITLE/POSITION _____

ALTERNATE COMPANY CONTACT

