



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR PROPOSAL

NEIGHBORHOOD SIGNAGE PILOT PROJECT

RFP NO. 23PC183604

Proposal Due Date: (7/7/23 4:00 PM)

QUESTION DEADLINE (EST): 6/28/23 12:00 PM

Questions will NOT be entertained after the deadline date/time

*Bids must be uploaded into the Supplier Portal on or prior to the exact date and time indicated above. Late or emailed bids will not be accepted.

Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database www.detroitmi.gov/supplier. Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to procurementinthecloud@detroitmi.gov or call (313) 224-4600.

Conference Type: Pre-Proposal

Participation Type: Optional

Conference Date: 6/26/23 2:00 PM (EST)

Conference Details: Microsoft Teams

Meeting ID: 269 674 025 725

Passcode: fuoCtq

Phone: +1 469-998-6602

Phone Conference ID: 973 762 876#

Additional Information:

Pre-Bid Walk Through Address: N/A

The individual listed below is the bid contact.

Company **City of Detroit**
 Buyer **PAMELA CRUMP**
 Location **2 WOODWARD AVENUE**
STE 1100
DETROIT, MI 48226
UNITED STATES

Phone
 Fax
 E-mail **pamcru@detroitmi.gov**

When submitting your response, include the following information.

Your Company Name	
Company Site <i>(Optional)</i>	
Address	
Contact Details	
Response Valid Until <i>(Optional)</i>	

This document has important legal consequences. The information contained in this document is proprietary of City of Detroit. It shall not be used, reproduced, or disclosed to others without the express and written consent of City of Detroit.

Table of Contents

1 Overview.....5
 1.1 General Information.....5
 1.2 Schedule.....5
 1.3 Negotiation Controls.....5
 1.4 Response Rules.....5
 1.5 Terms.....5
 1.6 Attachments.....6
2 Requirements.....7
 2.1 Section 1. Proposer's Attachments and Affidavits.....7
3 Lines.....9

1 Overview

1.1 General Information

Title	NEIGHBORHOOD SIGNAGE PILOT PROJECT		
Synopsis	Design and fabricate 13 interpretative signs to be installed along a one-mile stretch of the Joe Louis Greenway (JLG)		
Buyer	PAMELA CRUMP	Outcome	Contract Purchase Agreement
E-Mail	pamcru@detroitmi.gov		
Introduction			

The City of Detroit Office of Contracting and Procurement (OCP) requests proposals from qualified firms to design and fabricate 13 interpretative signs to be installed along a one-mile stretch of the Joe Louis Greenway (JLG) stretching from Warren Avenue to Joy Rd. This contract work includes: 1) design development and the incorporation stakeholder feedback to produce the design of the signs and 2) fabrication and construction coordination services of the signs.

A Pre-Proposal meeting, via Microsoft Teams, is scheduled for Monday, June 26, 2023 at 2:00 PM (EST) to give an overview of the project. Meeting details are below.

Microsoft Teams Meeting

Meeting ID: 269 674 025 725
 Passcode: fuoCtq

Phone Conference Number [+1 469-998-6602](tel:+14699986602)

Phone Conference ID: 973 762 876#

1.2 Schedule

Preview Date		Open Date	6/16/23 3:40 PM
Close Date	7/7/23 4:00 PM	Award Date	
Time Zone	Eastern Standard Time		

1.3 Negotiation Controls

Response Visibility **Sealed**

1.4 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.5 Terms

Agreement Start Date

Agreement End Date

Proprietary and Confidential

6/16/23 3:41 PM

Agreement Amount (USD)		Freight Terms	Account of Seller
Payment Terms	Net 30	FOB	Delivered
Shipping Method	Lowest Cost Carrier	Price Precision	2
Negotiation Currency	USD (US Dollar)		

1.6 Attachments

File Name or URL	Type	Description
Warren to Joy - Construction D	File	INFO
2023_0616 - RFP 183604 for Nei	File	RFP
Non-Collusion Affidavit 4.4.20	File	AFFIDAVIT
Affidavit of Disclosure of Int	File	DISCLOSURE
PROFESSIONAL SERVICE CONTRACT	File	SAMPLE CONTRACT

2 Requirements

**Response is required*

2.1 Section 1. Proposer's Attachments and Affidavits

- *1. Complete the attached form for Combined Certificates of Authority and upload to your response

Attachments:

File Name or URL	Type	Description
Combined Certificates of Autho	File	

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

- *2. Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS. Please check Yes or No.

Select one of the following:

- a. Yes
 b. No

Comments:

- *3. Below document is necessary for you to upload along with the proposal:

Reference Form

Attachments:

File Name or URL	Type	Description
Reference Form.doc	File	

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

- *4. Will you be utilizing any Sub-Contractors?

Select one of the following:

- a. Yes (upload all required documents) (*Response attachments are optional*)
 b. No (*Response attachments are optional*)

Comments:

*5. Please use the below URL to complete the Income Tax and Account Receivables Clearance process:

<http://bit.ly/detroitclearances>

Select one of the following:

- a. Completed
- b. Not Completed

Comments:

6. Attention: Considering a Joint or Mentor Venture? Click the URL.

<https://app.smartsheet.com/b/form/2359d53ee4364f709cdda15913b530d6>

Comments:

3 Lines

Instructions

Please submit pricing on the Form of Proposal document in the RFP. The Technical Proposal shall be submitted in a separate file from the Form of Proposal document.

