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The City of Detroit Office of Contracting and Procurement (OCP) requests proposals from qualified firms to provide a historic context study for Middle Eastern history in Detroit.

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 Historic Designation Advisory Board (HDAB) is seeking an experienced contractor to complete a historic context study for Middle Eastern history in Detroit, which includes survey, research, and the collection of oral histories from across the city. The project will also identify and prepare a National Register of Historic Places nomination for a property associated with this historic context. The National Register nomination will be completed by HDAB staff and will not be within the scope of work for the selected contractor.

The final report and other deliverables are intended to serve as a basis for NRHP nominations, Section 106 reviews, Historic Preservation Tax Credits (state and federal), and preservation planning. It will help the City's Planning and Development Department make more informed decisions as it develops neighborhood plans and future developments. Another primary goal of this project is to strengthen partnerships between City government and community organizations/institutions, increasing public awareness of what historic preservation is and how it can both benefit and recognize historically under-served communities. This will be achieved through a series of public and stakeholder engagement meetings taking place in person and/or virtually. These meetings will aim to actively engage the community in the project in order to collect information about their collective histories. The goal of this effort is the development of a historic context that represents the entirety of Middle Eastern communities' history in Detroit. In recognition that traditional archival sources do not include an abundance of information about underrepresented communities, non-traditional research sources will be used and will include but not be limited to photographs, manuscripts, film, items of cultural significance, as well as the collection of oral histories.

To our knowledge, there are currently no historic districts or individual properties listed in the National Register of Historic Places related to the history of the Middle Eastern communities in Detroit. Since Middle Eastern communities are not officially recognized as a minority group by the U.S. Census Bureau, the total population of the community

can only be estimated. Based on information from the Michigan Health Department for the Metro Detroit area, the population includes approximately 300,000 Arab American people. Additionally, Michigan's Arab American population is currently listed as the second largest in the United States, after the state of California. Arab Americans are also believed to be the third largest ethnic population in the state of Michigan. With a substantial representation in population, but a severe lack of representation in the documented history of Detroit, we see the need to develop a historic context to help acknowledge the important role these communities have had in the development of the city, to elevate this history to the public, and the help local, state, and federal decision-making.

The earliest wave of Middle Eastern immigrants to Detroit dates from approximately 1890 to 1912. These immigrants were primarily men looking for employment and came from Syria and Lebanon. A majority were able to live and work on the east side near the Jefferson Avenue automobile plant. By 1908 the first Palestinians began to arrive in Detroit, with Chaldeans coming shortly after in 1910. The Yemenis population began to arrive in the Detroit as early as 1900, but it did not become an established population in the city until about 1920.

As part of the City of Detroit Historic Designation Advisory Board's multi-year initiative to document and highlight underrepresented communities in Detroit, this project will create an historic context to identify themes and sites in Detroit history related to Middle Eastern communities and will include preparing at least one National Register of Historic Places nomination. Working alongside community organizations like the Arab Community Center for Economic and Social Services, Bangladeshi American Public Affairs Committee, and Yemeni American Leadership Association, as well as the Arab American National Museum, the project will furthermore provide education and outreach opportunities about the history of the Middle Eastern community in Detroit to broad and diverse audiences.

In addition to providing guidance to field surveyors in identifying and evaluating potential historic resources relating to Detroit's Middle Eastern history, this information will be critical for the City of Detroit in its local designation, Section 106 review, and preservation planning activities coordinated amongst multiple city agencies. Another major goal of the project will be to strengthen partnerships between the City and community groups and institutions and increase public awareness of what historic preservation is and how it can both benefit and recognize historically under-served communities. This will be achieved through a series of public engagement meetings that will also collect oral histories from the Middle Eastern community, in recognition that traditional archival sources do not include an abundance of information about underrepresented communities.

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 two years 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 Contractor shall develop a historic context for Middle Eastern communities in Detroit as part of a Historic Resource Survey and develop a Multiple Property Documentation Form (MPDF) based on the National Park Service format. The Contractor will assist in the identification of a property to be put forth for nomination in the National Register of Historic Places, however the nomination portion of the project will be prepared by HDAB staff. The Contractor will work with a Community Advisory Group (CAG) that will be formed under HDAB guidance. The CAG will be a voice for Detroit's Middle Eastern communities and provide recommendations and feedback on the project's direction and deliverables.

The Contractor shall coordinate directly with the HDAB regarding the scope of work for this project. As the Project Coordinator, HDAB will review drafts deliverables produced. In addition to project oversight, its HDAB staff will provide information from previous studies and development proposals, provide in-kind technical services, and act as a liaison with community organizations including the formation of a Community Advisory Group.

The following tasks and activities shall be performed by the Contractor in accordance with the performance schedule outlined below:

A. Meetings

The Contractor shall participate in the following meetings throughout the course of the project:

- Project Initiation Meeting – Meet with HDAB staff and other local representatives, as appropriate, to discuss the project scope and framework, research methodology, and deliverables.
- Community Engagement Meeting(s) – Includes a meeting in the community at the beginning of the project (to acquaint public officials and the general public with project goals, answer questions about the survey process, and solicit information) and end of the project (to present survey results and answer questions on the project). Additional regular meetings with the CAG will be coordinated by HDAB staff as necessary to complete the activities described in the general objectives. The format of all community engagement meetings shall be discussed with and approved by the HDAB prior to meeting coordination. This work will be coordinated with HDAB staff.
- Review Meetings - Meet with HDAB staff, as needed, before and after the submission of each deliverable to discuss comments and make needed

adjustments related to items such as writing style, additional research, and development of historic context(s).

- Contract Closeout Meeting – Meet with HDAB staff to review Project Completion Report and discuss lessons learned during the project.

B. Research Methods

The Contractor shall undertake primary and secondary research, identify and write associated historic contexts, establish areas and periods of significance, identify and describe associated property types, and develop registration requirements in compliance with the following National Register and Michigan State Historic Preservation Office bulletins and guidance documents:

- How to Complete the National Register Multiple Property Documentation Form (NRB 16B)
- How to Apply the National Register Criteria for Evaluation (NRB 15)
- Secretary of the Interior’s Standards for Identification and Evaluation
- [Michigan Above Ground Survey Manual](#)

Research must include a variety of source materials as listed in the Historical Research section of the [SHPO's Michigan Above Ground Survey Manual \(2018\)](#). Research shall include, but not be limited to, a review of previous survey reports, existing NRHP nominations, Detroit local designation study reports, and HDAB files. Specific sources of information include Detroit city directories, local newspapers, historic maps, historic photographs, and collected oral histories. Specific archival collections to be reviewed should include, at a minimum, the City of Detroit Archives; Burton Historical Collection, Detroit Public Library; Walter P. Reuther Library of Labor and Urban Affairs, Wayne State University; and the Bentley Historical Library at the University of Michigan. Additionally, Contractors must work to solicit non-traditional materials from stakeholders and community members. These materials may include photographs, manuscripts, film, items of cultural significance, as well as the collection of oral histories.

C. Historic Resource Survey

In conjunction with the historic context(s) developed as part of the MPDF and recommendations from the community, the contractor shall conduct a reconnaissance level historic resources survey of up to fifty (50) resources throughout the city. This list of resources will be agreed upon by the Community Advisory Group and HDAB prior to the start of survey work by the contractor. This work shall follow the guidelines established in the 2018 [Michigan Above Ground Survey Manual](#). From this list of up to fifty (50) resources, ten (10) will be selected, in consultation with the Community Advisory Group and HDAB, to be surveyed at the intensive level. From this smaller list, one will be selected by the Community Advisory Board and HDAB to put forward for a National Register of Historic Places nomination.

D. Historic Context and Multiple Property Documentation Form (MPDF)

A Multiple Resource Property Documentation Form submission shall be completed in accordance with [National Register Bulletin 16B How to Complete the Multiple Property Documentation Form](#). The form will include all identified associated historic contexts

and property types. HDAB staff will be responsible for the final submission to the Michigan State Historic Preservation Office.

For each resource, the Contractor will provide, at a minimum, the following:

- Survey Photographs – For each resource, photograph at least two views that show the front and one side and the front and other side. For resources on a corner site or freestanding, also include one or more three-quarter views showing both the front and each side of the resource and a general view of each side of the resource. For garages and small outbuildings, provide one view each. For larger outbuildings provide two views from different directions whenever possible. All photos must be taken without snow covering and/or obscuring buildings, landscaping, and other features. Images submitted shall be high-resolution digital images and follow requirements set forth in the [Photograph Requirements for National Register Nominations in Michigan](#) (MI SHPO).
- Reconnaissance Level Survey Inventory Forms and Data – Provide a complete survey inventory form for each resource identified in Section C. All survey data will be collected in a Microsoft Excel table in .xls or .xlsx format, or in another format that is negotiated between HDAB and the Contractor. The inventory forms and data for the reconnaissance level surveyed resources will include, at a minimum, all fields found in the Michigan SHPO [Architectural Properties Identification Form](#) with the following section-specific conditions:
 - Narrative Architectural Description – A brief but thorough description of the property must be included.
 - History of the Resource – Any commonly known and easily accessible history of the resource should be provided. No primary source research is required at the reconnaissance level.
 - References – include all sources consulted.
 - Eligibility – Eligibility recommendations are required for every resource. When available, the period of significance and area of significance must be included but this is not required at the reconnaissance-level. The integrity of the resource must be assessed and any known information on the architect, builder/contractor, or designer must be included. Eligibility assessments must include individual and district eligibility assessments where appropriate as well as a statement indicating that the recommendations are being made based on the information available at the time of this survey.
- Intensive Level Survey Forms and Data - For the ten (10) resources surveyed at the intensive level, in addition to all the fields discussed in the reconnaissance level survey requirements, include the following:
 - Narrative Architectural Description – a lengthy description of the property and its setting must be included.

- History of the Resource – primary source research into the individual history of the property must be undertaken and recorded here.
- References – include all sources consulted.
- Statement of Significance – this is required for all properties. Provide a detailed explanation of the property’s eligibility for the National Register, including which criteria are met and how. All four criteria should be considered when assessing the potential eligibility of a property. This section must also indicate whether the property is part of an eligible historic district or individually eligible. Each statement should also indicate that the recommendation is being made based on the information available during the survey.

The Contractor shall provide a Survey Report, which will include the following components:

- Report Components – Provide the Survey Report components as outlined in the [Michigan Above Ground Survey Manual](#) on pages 26-35. Survey report components may be customized in consultation with HDAB and the Michigan SHPO to best suit the project needs and goals
- Locational Maps – Provide a selection of locational maps that conform to the requirements stated in *Map Requirements for National Register Nominations in Michigan (2023)* All map data must also be submitted in digital Shapefile format using Michigan SHPO’s [Geospatial Data Requirements](#). At a minimum these maps shall include: 1) a city-wide map showing the location of each resource surveyed; 2) a map of each City Council district showing the location of each resource surveyed.
- Survey Photographs – Provide a selection of photographs that fully illustrate the range of property styles and types identified that conform to the guidance provided by the Michigan SHPO [Photograph Requirements for National Register Nominations in Michigan](#).
- Survey Inventory Forms – Provide a complete survey inventory form for all resources surveyed. Each form must include at a minimum a description of the buildings, a recommendation of eligibility, history for the resource, locational information, and photographs. The Narrative Description and Statement of Significance should conform to guidelines established in [National Register Bulletin 16A](#). Recommendations for eligibility should conform to guidelines established in [National Register Bulletin 15](#).
- Bibliography – A bibliography shall be submitted with the Survey Report at each review stage and shall be formatted using the Chicago Manual of Style.

The contractor must include individuals or a team of individuals who meet the following qualifications:

- A. Contractor meets the [36 CFR 61](#) professional qualifications established by the National Park Service for history and architectural history.
- B. Contractor shall demonstrate experience in conducting successful public outreach and using guidance obtained through stakeholder involvement to shape final deliverables.
- C. Contractor shall demonstrate experience conducting Reconnaissance and Intensive Level survey as well as the use of inventory forms following the SHPO's [Manual for Historic and Architectural Surveys in Michigan](#).
- D. Contractor shall demonstrate experience with National Register of Historic Places nominations and/or Multiple Property Documentation Forms.
- E. Contractor shall be proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, have familiarity with photographing historical and architectural resources, and the collection and management of GIS information.
- F. Contractor shall have staff or partner with a Detroit-based community organization(s) that have ties to Detroit's Middle Eastern and Arab communities.

Deliverables

The deadline for completing all activities and producing all deliverables will be fifteen (15) months from the start of the contract date. All deliverables shall be sent to the HDAB for review. Check-ins with HDAB grant staff is highly recommend between deliverables to address the drafts' direction, questions that arise, and to ensure alignment with HDAB's goals and priorities.

A. Deliverable #1 – Outline of Historic Context(s) Nov 1, 2023*
Prepare and submit an outline of the information intended for inclusion in the historic context(s) of the MPDF and survey report. The outline should be detailed, though it does not need to be written in narrative form (e.g., standard Word outline template). The outline should establish themes and topics while providing enough information for HDAB staff to understand the basic methodology and plan for laying out the MPDF and survey report.

B. Deliverable #2 – First Draft (50%) Survey Report and MPDF (25%) Mar 15, 2024*
Prepare and submit to the HDAB a first draft of the Survey Report and MPDF. This deliverable should concentrate on the Survey Report. These drafts should include primary source research and a preliminary list of the proposed sites to be surveyed (incorporating community feedback).

C. Deliverable #3 – Second Draft Survey Report (95%) and MPDF (50%) June 15, 2024*
Prepare and submit to the HDAB a second draft of the Survey Report and MPDF. The Survey Report should be substantially complete and the MPDF should be significantly underway. These drafts should include primary source research, inventory form drafts for all properties including recommendations of eligibility, and a complete draft of the historic context. Drafts should consider feedback from the Community Advisory Group.

D. Deliverable #4 – Third Draft Survey Report (95%) and MPDF (95%) Aug 15, 2024*
Prepare and submit to the HDAB a third draft of the Survey Report and MPDF. These drafts should be substantially complete and must include all additional research and comments received from HDAB and the Community Advisory Group. All components of the MPDF and Survey Report must be included with this submission as well as complete inventory forms for all surveyed properties.

E. Deliverable #5 – Final MPDF, Survey Report, and Research Notes Oct 15, 2024*

The final submission should occur electronically first for HDAB's final review and comments. The final submission package, including hard copies for the Survey Report, will be provided immediately following approval by the HDAB. All parts of the Survey Report, in both electronic and bound paper format, must be submitted, along with all additional products, including final locational maps, photographs, GIS shape files, etc. Additional specifics of the format of Deliverable #5 are as follows:

- **Research Notes** - Deliverable #5 must also include Research Notes that shall consist of copies of all source materials used in preparation of the Survey Report and MPDF, including but not limited to, books, newspapers, historical maps, historical photographs, journals, letters, interviews, etc. Research Notes shall be submitted as digital files and grouped by source type (i.e., photographs, newspapers, maps, photographs, etc.). For each source type, a naming convention should be developed in consultation with the HDAB at the project initiation meeting.
- **Digital File Format** - All deliverables must be submitted in Microsoft Word .doc or .docx, Microsoft Excel .xls or .xlsx, and Microsoft PowerPoint file in .ppt or .pptx format, as applicable. All ESRI shapefiles created to produce final maps shall be submitted as a shapefile including metadata. The final electronic report will be required to be submitted in a complete PDF document with all components and individual Word documents.
- **Hard Copy Format** - Bindings for the hard copy of the report must be either comb or spiral bound; the report should have a cardstock front and back cover and look professional in appearance

* Dates are based off October 1st contract start date. The dates are estimated and not guaranteed.

Goals and Objectives

A major goal of this project is to align with the 2016 Programmatic Agreement between the City of Detroit, through its Housing & Revitalization Department (HRD), and the U.S. Department of Housing and Urban Development (HUD). This agreement specifies a citywide survey to identify districts, sites, buildings, structures, and objects that meet the criteria for listing in the National Register of Historic Places. The development of an historic context for Middle Eastern American history in Detroit will assist in this future effort as well as the development of a comprehensive citywide Historic Preservation Plan that will prioritize underrepresented resources. HDAB staff, in coordination with HRD and the Planning & Development Department (PDD), intend the results of this project to inform the analysis of current information related to historic properties, goals and priorities regarding the role of historic preservation in Detroit, and specific policy guidance for city officials relating to historic preservation and planning.

Furthermore, increasing the number of underrepresented resources included in survey activities and historic district nominations directly aligns with the City's Certified Local Grant (CLG) planning goals and priorities. It also aligns with the Michigan 2021-25 Statewide Historic

Preservation Plan, published by SHPO, which includes three goals related to increasing diversity in historic preservation, building stronger partnerships, and maximizing communication with underrepresented communities. The Statewide plan also identifies underrepresented community resources as the number one most threatened resource in Michigan that are "endangered of being lost due to lack of knowledge about their locations and significance." This project aims to directly address this urgent need.

Milestones

List the major project milestones and their estimated delivery dates.

Milestone	Estimated Delivery Date
Notice to Proceed	Oct. 1, 2023
Kickoff meeting	Oct. 4, 2023
Community engagement meeting in Detroit	Oct/Nov 2023
Deliverable #1	Nov 1, 2023
HDAB returns comments on Deliverable #1	Nov 11, 2023
Deliverable #2	Mar 15, 2024
HDAB returns comments on Deliverable #2	Mar 25, 2024
Deliverable #3	June 15, 2024
HDAB returns comments on Deliverable #3	June 24, 2024
Deliverable #4	Aug 15, 2024
HDAB returns comments on Deliverable #4	Aug 26, 2024
Community engagement meeting in Detroit	Sept 2024
Deliverable #5	Oct 15, 2024
Contract closeout meeting	Nov 2024

City Department Responsibilities

The City of Detroit Historic Designation Advisory Board (HDAB) is the City department responsible for this project and will provide or be responsible for the following:

- Coordination and submission of all reports, forms, and all other relevant materials to the Michigan State Historic Preservation Office for evaluation, feedback, and final submission
- Reporting required by the National Park Service
- Establishing and coordinating the grant’s Community Advisory Group

Funding

The *Historic Context of Middle Eastern Communities in Detroit* is funded by an Underrepresented Communities grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior. The current grant agreement with National Park Service ends on November 1, 2025.

TOTAL COST \$ _____

8. RESPONDENT PERFORMANCE HISTORY

The respondent shall provide the following information:

- Identify in detail at least three (3) similar projects by name, subject matter, location, respondent’s services provided and the length of time respondent’s

service were provided on each (use attached reference form). Included in this informal shall be the description of services provided and the time period during which the services were provided;

- b. Identify the respondent’s key personnel working on the projects identified in “section a” above;
- c. Identify any projects in which the respondent’s contract was terminated for any reason;
- d. Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last ten (10) years;
- e. Attach your organization’s financial statements (CPA Certified) for the previous three years; and
- f. Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel.

9. EVALUATION CRITERIA

Technical Proposals will be evaluated before Cost Proposals are reviewed.

PHASE ONE CRITERIA – NON-ECONOMIC DEVELOPMENT

Qualifications (20 points)

The project will be carried out by a consultant who meets or exceeds the professional standards ([36 CFR 61](#)) for Architectural History and/or History.

Capability (20 points)

The proposal should describe experience with similar projects. The bidder must demonstrate an understanding of the work required, and the quality and relevance of similar projects completed by the consultant. Emphasis will also be placed on the applicant’s familiarity with Middle Eastern history in Detroit. Bidder should provide sample(s) survey work, MPDF, and/or historic/thematic contexts.

Capacity (15 points)

The bidder must have the ability to meet the project schedule timeframe. Bidder must provide a detailed schedule for completion of the project within the anticipated timeline.

Price (10 points)

This item favors the least expensive proposal providing an acceptable work product. The proposal determined to be the best value based on pricing and technical response will be given first consideration of award.

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

10. 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.

11. 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.

12. REQUIRED SUBMITTAL INFORMATION

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

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.)

18. 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.

19. 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.

20. 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.

21. PAYMENT

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

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

28. CONFIDENTIALITY OF PROPOSALS

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

29. 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.

30. 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.

31. OFFICE OF INSPECTOR GENERAL

31.01 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.

- 31.02 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.
- 31.03 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.
- 31.04 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.
- 31.05 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.
- 31.06 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.
- 31.07 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.

