



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

**RFP NO. 183842  
GATEWAY SIGNAGE (LED/LIGHTING)**

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Buyer: Kelly Trammel  
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<b>EVENT / ACTIVITY</b>	<b>DUE DATE / TIME</b>
<b>ADVERTISEMENT DATE</b>	August 15, 2023
Microsoft Teams meeting <b>Join on your computer, mobile app or room device</b> <a href="#">Click here to join the meeting</a> Meeting ID: 235 790 770 336 Passcode: ETPhhS <a href="#">Download Teams</a>   <a href="#">Join on the web</a> <b>Or call in (audio only)</b> <a href="tel:+14699986602">+1 469-998-6602</a> , <a href="tel:+14699986602">528471051#</a> United States, Dallas Phone Conference ID: 528 471 051#	August 24, 2023, at 2:00 pm est Location: Teams (virtually)
<b>QUESTIONS DUE</b>	On or before August 29, 2023, at 3:00pm est  All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
<b>ANSWERS DISTRIBUTED</b>	August 31, 2023
<b>PROPOSAL DUE DATE *</b>	September 15, 2023, @ 3:00pm EST In the Supplier Portal as specified in Section 4.5 of this RFP.

\* Proposals must be uploaded into the Supplier Portal on, or prior to the exact date and time indicated above. Late or emailed proposals 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](http://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](mailto:procurementinthecloud@detroitmi.gov) or call (313) 224-4600.



## TABLE OF CONTENTS

<b>Section 1. Project Summary and Background.....</b>	<b>3</b>
1.1. PROJECT REQUEST .....	3
1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT.....	3
1.3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS .....	3
<b>Section 2. Statement of Work.....</b>	<b>3</b>
2.1. SERVICES TO BE PERFORMED.....	3
2.2. OPERATIONAL INFORMATION .....	5
2.3. TECHNICAL SPECIFICATIONS - NA.....	5
<b>Section 3. Proposal Evaluation and Selection Process .....</b>	<b>5</b>
3.1. MINIMUM QUALIFICATIONS.....	5
3.2. ADHERENCE TO TERMS OF PROPOSALS.....	5
3.3. QUESTION DEADLINE.....	5
3.4. EVALUATION CRITERIA.....	6
3.5. EVALUATION PROCEDURE .....	6
3.6. ORAL PRESENTATION/DEMONSTRATION .....	7
3.7. REJECTIONS, MODIFICATIONS, CANCELLATIONS .....	7
3.8. PROTESTS .....	7
<b>Section 4. Required Proposal Content and Submission Process .....</b>	<b>8</b>
4.1. ACCURACY AND COMPLETENESS OF INFORMATION .....	8
4.2. REQUIRED PROPOSAL CONTENT AND FORMAT.....	8
4.3. REQUIRED COST PROPOSAL .....	8
4.4. ECONOMY OF PREPARATION .....	9
4.5. SUBMITTAL INSTRUCTIONS .....	9
<b>Section 5. General Conditions and Requirements for RFP .....</b>	<b>9</b>
5.1. CONTRACT APPROVAL .....	9
5.2. PAYMENT.....	9
5.3. INVOICES .....	9
5.4. ASSIGNMENT .....	10
5.5. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL.....	11
5.6. NEWS RELEASE .....	11
5.7. MISCELLANEOUS.....	11
5.8. OFFICE OF INSPECTOR GENERAL.....	13



## **Section 1. Project Summary and Background**

### **1.1. PROJECT REQUEST**

The City of Detroit Office of Contracting and Procurement on behalf of the General Services Department (GSD) and the Planning and Development (PDD) invites qualified Vendors to provide design-build proposals demonstrating including planning, design, fabrication, and installation of gateway signage within the community. The successful Vendor will provide an aesthetically pleasing, and welcoming signage and lighting where applicable.

### **1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT**

Qualified Vendors are encouraged to provide proposals based on basic specifications located within this RFP (see Design 1.1 through 1.10). These signs include entry signs to various points throughout the city, downtown, downtown kiosks, and neighborhood entry signs.

#### **GOALS**

- Create a consistent signage and welcome signage system across a range of signage mediums and must be scalable based on road speed and mode of travel.
- Create a signage system that reinforces the City of Detroit's identity as a premier business, residential, entertainment, dining and recreational destination while improving the sense of place within each specific location.
- The signs should be consistent with existing branding used in all City of Detroit correspondence while maintaining a sophisticated look that will have longevity and hold up to the test of time.
- Depending on the site location, upgrades may be necessary to add to the overall "curb appeal" of the new signage and lighting.
- Once installation is completed, successful Vendor will coordinate with the City for landscaping. All landscaping will be coordinated with the City of Detroit and their representatives.

### **1.3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS**

If a contract is awarded as a result of this RFP, it will be a City of **Professional Services Contract** (sample attached). **The term of the contracts will end December 31, 2026.** Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council and signed by the Chief Procurement Officer. **The City anticipates one or multiple awards as a result of the RFP.**

## **Section 2. Statement of Work**

### **2.1. SERVICES TO BE PERFORMED**

The scope for this project includes and consists of furnishing all labor, operations, materials, accessories, incidentals, services, and equipment (exclusive of pre-purchased or Owner provided materials, accessories, and/or equipment) indicated, specified, mentioned, scheduled, or implied per the RFP documents for work on the specified aforementioned project. The specific scope of



services includes: Planning, Design, Fabrication, and Installation of full-scale signs as defined in the RFP Documents.

The number and type of sign is subject to change based on the recommendation of the awarded Vendor and based on fluctuations in the final pricing for the overall Scope of Work. As part of the scope, the Vendor will recommend layout and placement of signage as needed. In addition, the signage must incorporate the City of Detroit brand. Prototypes are to be reviewed and approved by the City before full fabrication of the signage shall commence. After approval of prototypes, the Vendor shall fabricate and install all signage components or other related items of work as shown on the RFP documents. Work includes the removal and disposal of existing signage and or on-site materials and waste. All materials, services and/or work not specifically mentioned which are necessary to provide a complete project shall be included in the proposal and shall conform to all Local, State, and Federal requirements in accordance with the requirements, terms, specifications, conditions, and provisions hereinafter contained.

The Vendor is responsible for all permit requirements including scheduling inspections and meeting code requirements. Neither code inspections nor the observations of the Owner or their representatives will be considered a guarantee of work or be considered supervision of the Work.

The design of these signs must be durable and meet the Michigan Department of Transportation (MDOT) minimum requirements for signs located along highway/freeway right-of-ways (where applicable).

The Vendor shall visit the sites and familiarize themselves with the project layout, existing conditions, site access, etc., and all other obstacles within the Work area. The Vendor is responsible for all means of setting up and relocating their equipment to perform the requirements of the Work.

#### ADDITIONS AND DELETIONS

The City reserves the right to add similar items/service or delete items/service specified in the subsequent contract as requirements change during the period of the contract. The City of Detroit and the Vendor will mutually agree to prices for items/services to be added/deleted from the Contract. A Contract Amendment will be issued for each addition or deletion.

#### SIGNAGE

Based on location and dimensions provided, Vendors shall demonstrate within the proposal signage materials, lighting, installation, and design prints for each location. The proposed specifications should match the design concept within this RFP.

- Signs shall be designed and installed to withstand local snow, ice and wind loads. All materials and paint shall be resistant to weathering, fading, cracking, peeling and graffiti resistant where applicable.
- Signs, including all parts, paint, and materials, shall be warrantied for a period of no less than two (2) years against any and all defects. During the warranty period the sign contractor shall be fully responsible for the repair of any and all defects



and any and all costs resulting from said repair including all costs for materials, labor, shipping, and travel. Parts, paint, and materials used for said repair shall meet or exceed the specifications for all parts, paint, and materials originally installed. The warranty period for each sign shall begin following the installation of the sign and acceptance by the City.

- Costs of the fabrication and installation of displays (signs/lighting) shall be a not to exceed price. Contractors will be responsible for coordinating with electricians & DTE to establish the necessary electrical connections. A proof must be submitted and approved prior to fabrication.
- Contractor shall be responsible for the disposing of debris, construction materials and restoration of the area of installation if applicable.

## **2.2. OPERATIONAL INFORMATION**

Awarded Contractor(s) will work closely with City agency staff.

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.

## **2.3. TECHNICAL SPECIFICATIONS – NA**

### **Section 3. Proposal Evaluation and Selection Process**

#### **3.1. 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.

#### **3.2. 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. Respondents are not permitted to take advantage of any errors or omissions in specifications since full instructions will be given should they be discovered before bid submission date.

#### **3.3. QUESTION DEADLINE**

**All questions regarding the RFP shall be submitted through the Supplier Portal no later than the time and date specified on the Cover Page.** In the interest of transparency, only written questions will be accepted. Answers to questions will be posted within the Supplier Portal. The City of Detroit does not guarantee a response to questions submitted after the question deadline.



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.

Respondents requesting changes to the RFPs terms and conditions, specifications, quantities, etc.; or if clarifications are needed, must make the request in writing by the stated bid submission deadline.

### 3.4. EVALUATION CRITERIA

Technical Proposals will be evaluated before Cost Proposals are reviewed.

<b>Proposal Evaluation Criteria</b>	<b>Possible Points</b>
1. Qualifications and Experience	25
2. Approach to the Project	30
3. Pricing	35
4. References	10
<b>Total:</b>	100
<b>Total Points Possible</b>	<b>100</b>

### 3.5. EVALUATION PROCEDURE

#### *Qualifications and Experience*

- Strength and stability of the Vendor
- Qualifications of the Vendor and Personnel
- Technical and relevant experience in performing the work of a closely similar nature.
- Record of completing previous similar projects on schedule and within budget.
- Quality of design and final product completed with other agencies.

#### *Approach to the Project*

- Quality of Design Plan
- Quality of Fabrication Plan
- Consistent and appropriate use of the City's Brand
- Feasibility of Design Plan
- Suitability of the Project timeline

#### *Pricing*

#### *References*

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.

Any of the additional data specs and standards described in Section 2.3, that are met will be factored positively into the overall score.

### **3.6. 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. Respondents will be notified by the Office of Contracting and Procurement of the date, time and location for oral presentations.

### **3.7. 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.

### **3.8. PROTESTS**

Protests can be filed with the Office of Procurement. Interested parties aggrieved by a solicitation or the award of any resulting contract, may file written notice of protest to the following:

**City of Detroit Chief Procurement Officer  
2 Woodward Avenue, Suite 1008  
Detroit, MI 48226  
“Procurement Protest”**

At a minimum, such protests shall include:

- 1) name of protestor.
- 2) solicitation/contract number and description; and
- 3) statement of grounds for protest (reference specific text in the solicitation, bid or contract document that is at issue). The decision of the Chief Procurement Officer and/or the Department Director are final and is not subject to appeal.



## **Section 4. Required Proposal Content and Submission Process**

### **4.1. 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.

### **4.2. REQUIRED PROPOSAL CONTENT AND FORMAT**

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety, and responses must be uploaded in the Supplier Portal:

<b>Required Response Item</b>	
<b>1.</b>	<b>Letter of Transmittal</b> 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.
<b>2.</b>	<b>Attachment A – Respondent Questionnaire</b> Respondent shall provide their Proposal Introduction and Solution / Approach, per the requirements provided in Attachment A.
<b>3.</b>	<b>Attachment B – Proposal Introduction and Solution / Approach</b> Respondent shall provide their Proposal Introduction and Solution / Approach, per the requirements provided in Attachment B.
<b>4.</b>	<b>Attachment C – Pricing</b> Respondent shall provide their Pricing proposal, per the requirements provided in Attachment C.
<b>5.</b>	<b>Attachment D – Forms, Affidavits and Documents</b> Respondent shall provide their completed Forms, Affidavits and Documents, per the requirements and checklist provided in Attachment D.

### **4.3. REQUIRED COST PROPOSAL**

Respondents are requested to make a firm cost proposal to the City of Detroit, through the completion of **Attachment C**. 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.





**4.4. ECONOMY OF PREPARATION**

Proposals should be prepared simply and economically providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

**4.5. SUBMITTAL INSTRUCTIONS**

All proposals **must** be submitted through the Supplier Portal. 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 Supplier Portal. Responses received **will not** be available for review. Proposals received will be subject to disclosure under the state of Michigan's 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 Supplier Portal. The successful respondent will receive an award letter. Respondents who are not awarded will receive a notification that the award decision has been made.

**Section 5. General Conditions and Requirements for RFP**

**5.1. CONTRACT APPROVAL**

Upon contract award, the City and the successful 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 successful Respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the successful Respondent prior to such approvals; nor shall the City incur any liability to reimburse the successful Respondent regarding any expenditure for the purchase of materials or the payment of services.

**5.2. PAYMENT**

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

**5.3. INVOICES**

Vendors must be registered in City of Detroit Vendor Portal and be a registered vendor with the City of Detroit to submit invoices and receive payments. Go to <http://www.detroitmi.gov/Supplier> to register.

**AUTHORIZATION TO COMMENCE WORK OR SHIP GOODS – READ CAREFULLY!!!**

Contractors may begin work or ship goods upon receipt of the required authorization, which is the CPA (Contract Purchase Agreement), in addition to *SPO (Standard Purchase Order)*, from Procurement.



*The CPA (City Council Approved and Awarded Contract Purchase Agreement) alone is NOT authorization to begin work! NO letter of Intent, or Letter to Commence Work will be issued.*  
**\*\*Work commencing without issuance of the SPO is subject to Payment Delays and/or Non-Payment! \*\***

**Required vendor steps to invoice:**

- 1) Invoices should NOT be uploaded until the Contractor receives confirmation of review and approval from the City of Detroit.
- 2) Vendors should submit their invoices via City of Detroit Vendor Portal. Portal invoice amount and creation date must match the date on attached invoice. Please follow the below invoice requirements:

**Invoice MUST contain or have as attachment:**

- Vendor Name and address on Invoice
- Contact Info on Invoice (Accounts Receivable contact with phone and email)
- Remittance information (MUST be included, or the invoice is subject to rejection)
- City of Detroit contact (person who authorized work to commence)
- Invoice Date
- Date of service/delivery
- Contract number
- Purchase order number
- Total Invoice amount
- The wording “ARPA Goods/Services” (must be noted on every invoice)

**Other invoice requirements:**

- Invoice must be billed based on Purchase Order rates
- Total invoice amount must tie to the total supporting documents
- Supporting documentation must be attached to the invoice in the portal

Terms are standard NET 30 Days, unless otherwise negotiated, and start from the invoice receipt date, provided that the invoice is submitted timely to our AP department with the necessary supporting documentation.

If you need assistance, please contact the Office of Departmental Financial Services (ODFS) 313-410-7804.

**5.4. ASSIGNMENT**

The services to be performed by the successful Respondent shall not be assigned, sublet, or transferred, nor shall the successful 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.



**5.5. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL**

The City reserves the right to modify the services provided by the successful Respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the successful Respondent and the City.

**5.6. 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.

**5.7. 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.

**In accordance with 2 C.F.R. § 200.321, Contractors are encouraged to contract with small and minority businesses, women's business enterprises, labor surplus area firms and Detroit businesses. 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](http://www.detroitatwork.com) for specific contact information regarding these opportunities.**

**CHANGES TO FEDERAL REQUIREMENTS (if applicable)**

The Contractor shall at all times comply with all applicable ARPA Federal regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between the City and ARPA, as they may be amended or promulgated from time to time during the term of this contract. The Contractor's failure to so comply shall constitute a material breach of this Contract.

**ACCESS TO RECORDS AND REPORTS (All contracts)**

Contractor shall maintain full and complete Records reflecting all operations related to this Contract. The Records shall be subject to inspection, review, and audit by the City and the Government-Grantor Agency. Such Records shall be maintained in accordance with generally accepted accounting and internal controls, and all federal, state, and local accounting principles and governmental accounting and financial reporting standards, as required under 2 C.F.R. 200, Subpart D, and 31 C.F.R. Part 35(Pandemic Relief Programs). All Records must be maintained for a duration no less than the later of (a) five (5) years after all ARPA Funds have been expended or returned to the City and/or the Government-Grantor Agency, as the same may be extended by the Treasury, and (b) December 31, 2031.

The City and any Government-Grantor Agency providing funding under this Contract shall have the right at any time without notice to examine and audit all Records and other supporting data of the Contractor as the City or any Government-Grantor Agency deems necessary.

The Contractor shall make all Records available for examination during normal business hours at its Detroit offices, if any, or alternatively at its facility nearest Detroit. The Contractor shall provide copies of all Records to the City or to any such Government-Grantor Agency upon request.



If in the course of such inspection the representative of the City or of another Government-Grantor Agency should note any deficiencies in the performance of the Contractor's agreed upon performance or record-keeping practices, such deficiencies will be reported to the Contractor in writing. The Contractor agrees to promptly remedy and correct any such reported deficiencies within ten (10) days of notification.

Any costs disallowed as a result of an audit of the Records shall be repaid to the City by the Contractor within thirty (30) days of notification or may be set off by the City against any funds due and owing the Contractor, provided, however, that the Contractor shall remain liable for any disallowed costs exceeding the amount of the setoff.

Each party shall pay its own audit costs. However, if the dollar amount of the total disallowed costs, if any, exceeds three percent (3%) of the dollar amount expended by the City pursuant to this Contract through the date of such audit, the Contractor shall pay the City's audit costs.

Nothing contained in this Contract shall be construed or permitted to operate as any restriction upon the powers granted to the Auditor General by the City Charter, including but not limited to the powers to audit all accounts chargeable against the City and to settle disputed claims.

In accordance with 2 C.F.R. § 200.337 (a) "Records of non-Federal entities", the Government-Grantor Agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity (including, but not limited to the City), or any of their authorized representatives, shall have the right of access to any documents, papers, or other records of the Contractor which are pertinent to the ARPA Funds, in order to make audits, examinations, excerpts, and transcripts. The foregoing right also includes timely and reasonable access to the Contractor's personnel for the purpose of interview and discussion related to such documents.

The rights of access in this Section 36 are not limited to the required retention period set forth in Section 36 but shall continue for such longer period as the Records are retained.

The Contractor shall, upon request by the City, provide to the City all data and information as necessary to allow the City to meet the City's reporting obligations to the Government-Grantor Agency, including but not limited to data and information needed by the City for closeout submissions, if any, to the Government-Grantor Agency.

#### **GEOGRAPHIC RESTRICTIONS**

The Contractor agrees to refrain from using state or local geographic preferences, except those expressly mandated or encouraged by Federal statute, and as permitted by FTA [Acquisition of Management, Architectural and Engineering Services 49 U.S.C. Section 5325 (d)].



## **5.8. OFFICE OF INSPECTOR GENERAL**

- 5.8.1. 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.
- 5.8.2. 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.
- 5.8.3. 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.
- 5.8.4. 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.
- 5.8.5. 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.
- 5.8.6. 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.
- 5.8.7. 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 Article: "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.*



## **RFP Attachments List**

The following Attachments are available to download on the Supplier Portal.

**Attachment A - Respondent Questionnaire**

**Attachment B - Proposal Introduction and Solution / Approach**

**Attachment C - Pricing**

**Attachment D - Forms, Affidavits and Documents**

**Attachment E – Map**

**Attachment F – Model of Professional Services Contract**

**Attachment G – Design Groups 1-4**