



**THE OFFICE OF CONTRACTING & PROCUREMENT, on behalf of  
THE DETROIT DEMOLITION DEPARTMENT  
REQUEST FOR PROPOSALS  
ALTERATION AND ABATEMENT OF COMMERCIAL SITE(S)**

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**GENERAL INFORMATION**

The City of Detroit Demolition Department through the Office of Contracting and Procurement (hereafter: “[t]he City”) respectfully requests proposals from pre-qualified vendors for the abatement and demolition of (a) commercial site(s).

Please read this Request for Proposals (RFP) in its entirety. This document, including all attachments and exhibits, contains important information related to the services sought through this RFP and the terms and conditions of the RFP process.

The City of Detroit received funds from the United States Department of Treasury (hereafter: “Treasury”) pursuant to the Coronavirus State and Local Fiscal Recovery Fund under CFDA 21.027 (“ARPA Funds”), under Section 602 and 603 of Title VI of the Social Security Act, as amended by Section 9901 of the American Rescue Plan Act of 2021 (“ARPA”, Subtitle M of Title IX of Public Law 117-2).

The City of Detroit has allocated ARPA Funds for appropriate and qualifying expenditures as allowed under the Treasury Guidance Interim Final Rule “Coronavirus State and Local Fiscal Recovery Funds” (86 Fed. Reg. 267878).

Interested pre-qualified vendors assume all responsibility for reviewing and understanding the federal funding requirements prior to responding to this RFP.

The intent of this Request for Proposals (RFP) is to openly and responsibly procure the services of the pre-qualified vendor (RFQQ #1) with the highest-scoring responsive and responsible proposal.



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## **I. INTRODUCTION**

The City of Detroit Demolition Department through the Office of Contracting and Procurement (hereafter: “[t]he City”) respectfully requests proposals from pre-qualified vendors for the abatement and demolition of (a) commercial site(s). Please read this Request for Proposals (RFP) in its entirety. This document, including all attachments and exhibits, contains important information related to the services sought through this RFP and the terms and conditions of the RFP process.

The intent of this RFP is to openly and responsibly procure the services of the pre-qualified vendor (RFQQ) with the highest scoring responsive and responsible proposal.

## **II. BACKGROUND ON FUNDING FOR THIS RFP**

The City of Detroit received funds from the United States Department of Treasury (hereafter: “Treasury”) pursuant to the Coronavirus State and Local Fiscal Recovery Fund under CFDA 21.027 (“ARPA Funds”), under Section 602 and 603 of Title VI of the Social Security Act, as amended by Section 9901 of the American Rescue Plan Act of 2021 (“ARPA”, Subtitle M of Title IX of Public Law 117-2).

The City of Detroit has allocated ARPA Funds for appropriate and qualifying expenditures as allowed under the Treasury Guidance Interim Final Rule “Coronavirus State and Local Fiscal Recovery Funds” (86 Fed. Reg. 267878).

Interested pre-qualified vendors assume all responsibility for reviewing and understanding the federal funding requirements prior to responding to this RFP.

## **III. DESIGNATED POINT(S) OF CONTACT FOR THIS RFP**

The designated point(s) of contact for this RFP, along with any relevant contact information, is/are identified on the cover page.

## **IV. CLARIFICATIONS, MODIFICATIONS, OR AMENDMENTS TO THIS RFP**

The City reserves the right to clarify, modify, or amend this RFP at any time. This may include, but is not limited to, any attachment or exhibit to this RFP. The City will communicate any clarification, modification, or amendment in writing through Oracle.



**V. CANCELLATION OR WITHDRAWAL OF THIS RFP**

The City reserves the right to cancel or withdraw this RFP at any time. The City will communicate the cancellation or withdrawal of this RFP through Oracle.

**VI. DISCOVERY OF DISCREPANCIES, ERRORS, OR OMISSIONS IN ANY RFP DOCUMENT**

If an interested vendor discovers any discrepancy, error, or omission in any RFP form or document, the interested vendor must immediately notify the City in writing through Oracle. This includes, but is not limited to, any attachment or exhibit to this RFP.

**VII. QUESTIONS REGARDING THIS RFP**

Interested vendors must submit any questions regarding this RFP in writing through Oracle. The City will not respond to any questions submitted through any other means (e.g. e-mail).

The City will post all answers to any questions in writing on Oracle. Any written interpretation, information, or instruction provided by an officer, employee, or contractor of the City through any other means (e.g. e-mail) is non-binding. Additionally, any oral interpretation, information, or instruction provided by an officer, employee, or contractor of the City is similarly non-binding.

**VIII. PRE-BID MEETING**

The City will hold a virtual pre-bid meeting for this RFP. All pertinent information related to this virtual pre-bid meeting is listed on the cover page.

**IX. COMPLIANCE WITH THE SCOPE OF SERVICES**

The successful vendor must complete all services sought through this RFP in accordance with the associated Scope of Services. The Scope of Services is included with this RFP as Exhibit C. Interested vendors assume all responsibility for reviewing and understanding the Scope of Services for this RFP prior to submitting a proposal.

**X. TERM OF PERFORMANCE & PERFORMANCE BENCHMARKS**

The successful vendor must complete all services sought through this RFP within the term of performance identified in the Notice to Proceed. Furthermore, the successful



vendor must make satisfactory progress throughout the term of performance by meeting the benchmarks identified in the Notice to Proceed.

Interested vendors assume all responsibility for reviewing and understanding the maximum term of performance specified in this RFP.

#### **XI. SITE INFORMATION & DOCUMENTATION**

The site(s) associated with this RFP are listed on both the Price Sheet (Attachment D) and the Property Information Sheet (Exhibit A).

Interested vendors are strongly encouraged to visit the site(s) associated with this RFP to understand the current conditions that may affect the bid price.

Interested vendors assume all responsibility for reviewing and understanding any available information or documentation associated with the site(s) prior to submitting a proposal.

#### **XII. DISCIPLINE POLICY**

The successful vendor is subject to the City of Detroit Contractor Discipline Policy.

The current Discipline Policy is provided as a separate electronic file (See Exhibit D). However, the City reserves the right to clarify, modify, or amend the Discipline Policy at any time prior to execution of the professional services contract.

#### **XIII. PROPOSAL FORM AND CONTENT**

a. **Proposal Form.** Respondents must prepare and submit one separate electronic file of each of the required form(s) or document(s) in the electronic file format stipulated in the instructions for each attachment.

b. **Proposal Content.** Respondents must submit the following forms and documents:

- A. Project plan
- B. Project schedule
- C. Relevant experience
- D. Price sheet
- E. Rate schedule
- F. Committed work





The City respectfully requests an explanation as to why any pre-qualified vendor does not respond to this RFP. Pre-qualified vendors should submit the explanation in writing through Oracle at the earliest opportunity.

## **XVII. CONDITIONS ON PROPOSALS**

All proposals submitted in response to this RFP are subject to the following conditions:

- a. **Voluntary Proposal.** Proposals are strictly voluntary on the part of the respondent(s), and the respondent(s) assume(s) all responsibility for the preparation and submittal of the proposals in accordance with the terms and conditions of this RFP. The City accepts no responsibility for and shall not reimburse the respondent(s) for any costs incurred in the preparation and submittal of any proposals.
- b. **One Proposal per Respondent.** A respondent may only submit one proposal in response to this RFP. The submittal of more than one proposal by any respondent may result in the denial of any or all proposals. This includes any proposals submitted by a subsidiary, affiliated company, or franchise.
- c. **Withdrawal of Proposal.** A respondent may withdraw a proposal prior to the deadline by submitting a written request through Oracle. The City respectfully requests an explanation for the withdrawal.
- d. **Binding Proposal.** Once submitted, a proposal shall remain binding upon the respondent(s) for a period of one hundred and eighty (180) calendar days from the deadline.
- e. **Public Disclosure.** All proposals are subject to public disclosure in accordance with all applicable laws, regulations, policies, and protocols.
- f. **Property of the City.** Unless withdrawn (see above), all forms and documents submitted in accordance with the terms and conditions of this RFP will become the property of the City.
- g. **Ongoing, Affirmative Duties and Obligations.** A respondent has an ongoing, affirmative duty and obligation to provide true, complete, and correct information and documentation to the City throughout the RFP process. The respondent must provide all requested information or documentation in the form, manner, and time frame stipulated by the City.





Additionally, a respondent has an ongoing, affirmative duty and obligation to immediately inform the City of any change(s) in fact or information contained in any required form or document, and a respondent has an ongoing duty and obligation to immediately inform the City of any information that the respondent discovers to be incorrect or inaccurate. The respondent must inform the City of any change(s) in information or fact in writing through Oracle.

## XVIII. EVALUATION

- a. **Evaluation of Vendor Eligibility.** Prior to the evaluation and tabulation of the proposals, the City will determine the vendor’s eligibility for award. All respondents who meet the following criteria shall constitute the total pool of eligible respondents:
  - i. **Pre-qualified Vendors.** The City will only evaluate and score proposals from vendors who are pre-qualified through RFQQ and whose pre-qualification is current and valid. The City reserves the right to disqualify a vendor from award at any time if the City discovers that a vendor’s pre-qualification is expired or invalid.
  - ii. **Disciplinary Action.** Pursuant to the Demolition Program Discipline Policy, the City will only evaluate and/or tabulate proposals from pre-qualified vendors who are not currently subject to any disciplinary action.
  
- b. **Evaluation of Proposal Forms/Documents.** Following a determination of vendor eligibility, the City will review and evaluate the required forms and documents from each eligible respondent. If a proposal exhibits any of the following deficiencies or irregularities, the City reserves the right to determine that the proposal is non-responsive and, therefore, ineligible for award. All proposals that do not exhibit any of the following deficiencies or irregularities shall constitute the total pool of eligible proposals:
  - i. **Missing form(s)/document(s).** If a respondent fails to submit any required form or document, the City will consider the submittal as non-responsive and determine that the vendor is ineligible for award.
  - ii. **Alternate, modified, or incorrect form(s)/document(s).** At its sole discretion, the City shall determine whether a respondent used the proper form or document. If a respondent uses an alternate, modified, or



incorrect form or document, the City will consider the form or document non-responsive and determine that the vendor is ineligible for award.

- iii. **Incomplete form(s)/document(s)**. At its sole discretion, the City shall determine the completeness of any required form or document. If a respondent submits (an) incomplete form(s) or document(s), the City may consider the form(s) or document(s) non-responsive and determine that the vendor is ineligible for award.
  - iv. **City's right to request clarification**. The City reserves the right to request clarification on any required form or document at any time. This includes, but is not limited to, clarification of any cost for any site included in this RFP. The respondent must respond to any request for clarification within the time frame stipulated by the City. At its sole discretion, the City reserves the right to determine that a form or document is non-responsive if the respondent fails to respond or fails to respond adequately or appropriately to the request.
  - v. **City's right to waive deficiencies or irregularities**. At its sole discretion, the City reserves the right to waive any reasonable, immaterial irregularity or deficiency in any form or document at any time.
- c. **Evaluation of Proposals**. Following a determination of the completeness, a City-designated committee will evaluate and score each eligible proposal.
- i. **Interviews**. The City reserves the right to conduct interviews with key personnel of any respondent. The City will conduct those interviews in a form and manner most convenient to the City. Failure to participate in an interview may result in a determination of ineligibility for award.
  - ii. **Site Visit(s)**. The City reserves the right to conduct one or more site visit(s) to any respondent's place(s) of business or job site(s). The City will schedule the site visit(s) on a day and time most convenient to the City. Failure to accommodate the site visit(s) may result in a determination of ineligibility for award.
  - iii. **Additional Information or Documentation**. The City reserves the right to request or utilize any other available information and/or documentation (e.g. performance information or documentation) beyond that submitted in response to this RFP to make its determination.



iv. **Scoring.** The City-designated evaluation committee will score each eligible proposal by consensus on the following criteria:

1. **Project Plan.** 30 points.
2. **Project Schedule.** 25 points.
3. **Experience.** 20 points.
4. **Price.** 15 points.
5. **Capacity.** 10 points

The City will use the scoring system outlined above to determine the presumptive awardee for this RFP.

d. **Cost Reasonableness.** The City reserves the right to evaluate the reasonableness of any cost. Furthermore, the City reserves the right to negotiate costs with any respondent, and the City reserves the right to remove any site from the RFP for cost reasonableness concerns.

#### **XIX. NOTICE OF AWARD AND THE RESPONSIBILITIES OF THE AWARDED VENDOR**

- a. **Notice of Award.** Following the evaluation and scoring of proposals, the City may issue a Notice of Award to the successful vendor. At its sole discretion, the City reserves the right to withhold or rescind an award at any time and for any reason. The City will convey the Notice of Award and any rescission of a Notice of Award via e-mail to the designated point(s)-of-contact for the successful vendor.
- b. **Required Documents.** Upon issuance of the Notice of Award, the successful vendor will have seven (7) calendar days to submit the following documents:
  - i. **Bid, Payment and Performance Bonds.** The successful vendor must secure and submit a bid bond (5% of bid total), payment and performance bond in the amount of one hundred percent (100%) of the total contract value from a surety that is licensed to do business in the State of Michigan. The successful vendor must also submit a Power of Attorney Affidavit that identifies the authorized agent's authority to execute, seal, and acknowledge the bond.



The City will only accept bonds from a surety with an AM Best financial rating of “A”, “Excellent”, or better and an AM Best financial size category of “XIII”, \$1.25B - \$1.5B, or better. The surety must also have a current and valid Certificate of Authority as listed on the U.S. Treasury Department Circular 570.

ii. **Certificate(s) of Insurance.** The successful vendor must submit (a) certificate(s) of insurance that includes the following:

1. **Endorsements and Statements.** The certificate(s) of insurance must include(s) an endorsement naming the City of Detroit and the Detroit Land Bank Authority as additional insureds. The endorsement must provide coverage to the additional insureds with respect to liability arising out of the named insured’s ongoing work or operations performed for the additional insureds under the terms and conditions of the applicable professional services contract and/or purchase order. The commercial general liability policy must state that the successful vendor’s insurance is primary and not excess coverage over any insurance carried by the additional insureds, and the commercial general liability policy must provide blanket contractual liability for all written professional services contracts.

Each such policy must contain the following cross-liability wording: “In the event of a claim being made hereunder by one insured for which another insured is or may be liable, then this policy shall cover such insured against whom a claim is or may be made in the same manner as if separate policies had been issued to each insured hereunder.”

2. **Additional Coverage Requirements.** The respondent must provide evidence of the following additional insurance coverages:

- a. Commercial General Liability (Broad Form & Comprehensive)
  - i. Coverage limits:
    1. \$2,000,000 per occurrence combined single limit;
    2. \$2,000,000 minimum aggregate;





**XX. AUTHORIZATION TO PROCEED**

The successful vendor shall have no authority to proceed with any of the services sought through this RFP until the City of Detroit Demolition Department issues the Notice to Proceed.

The City shall not incur any liability to reimburse the successful vendor for any services associated with this RFP that were performed prior to issuance of the Notice to Proceed.

**XXI. PROTESTS**

Interested vendors may file written protests with the Office of Contracting and Procurement. Interested vendors must send written protests to:

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

Any such protest must include the following:

- a. Name of the protestor;
- b. Solicitation/Contract number and description;
- c. Statement of grounds for protest (reference specific text in the solicitation, bid, or contract document at issue)

The decision of the Chief Procurement Officer and/or the Chief Financial Officer is/are final and is/are not subject to appeal.

**XXII. INVOICING AND PAYMENT**

- a. **Vendor Registration**. The successful vendor must register with the City of Detroit Vendor Portal to submit invoices and receive payment. The successful vendor can access the Vendor Portal through the following link:

<http://www.detroitmi.gov/Supplier>

- b. **Approval to Invoice**. The successful vendor may not submit invoices into the Vendor Portal until the City has reviewed and approved all the necessary



information and documentation that evidences satisfactory completion of the work for which the successful vendor intends to invoice. The City will communicate this approval in a form and manner convenient to the City.

- c. **Invoice Submittal.** Following receipt of approval to invoice, the successful vendor must submit their invoice(s) through the Vendor Portal in accordance with the City's policies and protocols.

If any vendor needs assistance with invoicing, the vendor should contact the Office of Department Financial Services (ODFS) at (313) 410-7804.