



**CITY OF DETROIT**

**OFFICE OF CONTRACTING & PROCUREMENT**

**REQUEST FOR PROPOSAL**

**Development and Project Management for Land Value Tax Assessment**

**RFP NO. 23CJ184186,2**

**QUESTION DEADLINE: 12/8/2023 by 12:00PM EST**

**PRE-PROPOSAL CONFERENCE: N/A**

**PROPOSAL DUE DATE: (12/20/23 4:00 PM)**

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

Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database [www.detroitmi.gov/supplier](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.

*The individual listed below is the bid contact.*

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

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

*When submitting your response, include the following information.*

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

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**Table of Contents**

1 Overview.....4  
    1.1 General Information.....4  
    1.2 Schedule.....4  
    1.3 Negotiation Controls.....4  
    1.4 Terms.....4  
    1.5 Attachments.....4  
2 Requirements.....5  
    2.1 Section 1. Proposer's Attachments and Affidavits.....5  
3 Lines.....7  
    3.1 Line Information.....7  
    3.2 Line Details.....7  
        3.2.1 Line 1.....7  
4 Appendix: Alternate Lines.....8  
    4.1 Instructions for Alternate Lines.....8  
    4.2 Alternate Lines Template.....8

## 1 Overview

### 1.1 General Information

Title **Development and Project Management for Land Value Tax Assessment**  
 Synopsis **The City of Detroit Office of Contracting and Procurement (OCP) on behalf of its Office of the Assessor requests proposals from qualified professional consulting firms to provide program management and the development of a land value tax (LVT) assessment and collection process.**

Amendment Date **11/28/23 2:28 PM**  
 Amendment Description **Update Title**  
 Buyer **Christopher Jones** Outcome **Contract Purchase Agreement**  
 E-Mail **cjones@detroitmi.gov**

### 1.2 Schedule

Preview Date **11/28/23 2:28 PM** Open Date **11/28/23 2:28 PM**  
 Close Date **12/20/23 4:00 PM** Award Date  
 Time Zone **Eastern Standard Time**

### 1.3 Negotiation Controls

Response Visibility **Sealed**

### Lines Settings

Rank Indicator **No indicator displayed**  
 Ranking Method **Price only**

### 1.4 Terms

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

### 1.5 Attachments

File Name or URL	Type	Description
RFP LVT Program.pdf	File	
PROFESSIONAL SERVICE CONTRACT	File	

## 2 Requirements

*\*Response is required*

Please see attached RFP.

### 2.1 Section 1. Proposer's Attachments and Affidavits

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

Attachments:

File Name or URL	Type	Description
Combined Certificates of Autho	File	

Select one of the following:

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

Comments:

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

Select one of the following:

- a. Yes  
 b. No

Comments:

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

Reference Form

Attachments:

File Name or URL	Type	Description
Reference Form.doc	File	

Select one of the following:

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

Comments:

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4. For information regarding the City of Detroit's Equalization Credit Statement, please download and review the attachment.

Attachments:

File Name or URL	Type	Description
Equalization Credit Statement_	File	

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Comments:

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\*5. Will you be utilizing any Sub-Contractors?

Select one of the following:

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

Comments:

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\*6. Please use the below URL to complete the Income Tax and Account Receivables Clearance process:

<http://bit.ly/detroitclearances>

Select one of the following:

- a. Completed
- b. Not Completed

Comments:

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**3 Lines**

Instructions
<b>Must Submit Price Schedule</b>

**3.1 Line Information**

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-land value tax (LVT) assessment and collection process				

**3.2 Line Details**

**3.2.1 Line 1 land value tax (LVT) assessment and collection process**

*To provide an alternate line, see appendix.*

Category Name	<b>Y.02 Consulting Services, Other</b>	Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	<b>Yes</b>	Estimated Total Amount (USD)	
Target Minimum Release Amount (USD)			
Start Price (USD)			

## 4 Appendix: Alternate Lines

### 4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

### 4.2 Alternate Lines Template

Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i>	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i>	
Alternate Line Description	
Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i>	
Response Minimum Release Amount	
Note to Buyer	



