



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

**RFP NO. 184073**

**Detroit Police Department Sherwood Station Construction Renovation**

Buyer: Danielle Sadler

<b>EVENT / ACTIVITY</b>	<b>DUE DATE / TIME</b>
<b>ADVERTISEMENT DATE</b>	Thursday, 11/2/2023
<b>BID WALK</b>	Tuesday, 11/14/23 at 11 AM <b>Location:</b> Detroit Police Department (DPD) Metro Division located on 17825 Sherwood Street.
<b>QUESTIONS DUE</b>	Tuesday, 11/21/23 at 3:00 PM or before  All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
<b>ANSWERS DISTRIBUTED</b>	Friday, 11/24/2023
<b>PROPOSAL DUE DATE *</b>	Monday, 12/4/23 at (3:00 pm) 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**

**Section 1. Project Summary and Background.....3**

1.1. PROJECT REQUEST ..... 3

1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT..... 3

1.3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS ..... 3

**Section 2. Statement of Work.....4**

2.1. SERVICES TO BE PERFORMED ..... 4

• **Statement of Work.....4**

• **Schedule and Completion.....4**

2.2. OPERATIONAL INFORMATION ..... 10

2.3. TECHNICAL INFORMATION ..... 10

2.4. PAYMENT & PERFORMANCE BOND (Construction)..... 10

**Section 3. Proposal Evaluation and Selection Process .....11**

3.1. MINIMUM QUALIFICATIONS..... 11

3.2. ADHERENCE TO TERMS OF PROPOSALS..... 11

3.3. QUESTION DEADLINE ..... 11

3.4. EVALUATION CRITERIA..... 11

3.5. Work Plan / Schedule..... 12

3.6. Capacity ..... 12

3.7. EVALUATION PROCEDURE ..... 13

3.8. ORAL PRESENTATION/DEMONSTRATION ..... 14

3.9. REJECTIONS, MODIFICATIONS, CANCELLATIONS ..... 14

3.10. PROTESTS..... 14

**Section 4. Required Proposal Content and Submission Process .....15**

4.1. ACCURACY AND COMPLETENESS OF INFORMATION ..... 15

4.2. REQUIRED PROPOSAL CONTENT AND FORMAT..... 15

4.3. REQUIRED COST PROPOSAL ..... 16

4.4. ECONOMY OF PREPARATION ..... 16

4.5. SUBMITTAL INSTRUCTIONS ..... 16

**Section 5. General Conditions and Requirements for RFP .....17**

5.1. CONTRACT APPROVAL ..... 17

5.2. PAYMENT..... 17

5.3. INVOICES ..... 17

5.4. ASSIGNMENT ..... 18

5.5. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL..... 18

5.6. NEWS RELEASE ..... 18

5.7. MISCELLANEOUS..... 18

5.8. OFFICE OF INSPECTOR GENERAL..... 20

**RFP Attachments List .....22**



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

### **1.1. PROJECT REQUEST**

The City of Detroit Office of Contracting and Procurement (OCP) on behalf of the Construction and Demolition Department (CDD) requests proposals from qualified Respondents to render certain technical or professional services as set forth in this RFP to provide construction services for Detroit Police Department (DPD) Metro Division located on 17825 Sherwood Street.

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

The City of Detroit has received funds from the United States Department of the Treasury (the “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 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); and the City has allocated ARPA Funds to provide funding 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).

The City of Detroit manages and operates Detroit Police Departments facilities across the City of Detroit and as part of the continuing effort to bring facilities to a state of good repair. DPD Metro Division located on 17825 Sherwood Street is a two-story facility that was built in 1961 and is approximately 46,000 square feet. The building was originally constructed as a training center for the United States Air Force Reserve, and donated to the City of Detroit in the early 2000’s. The building’s components and finishes are mostly original with a brick façade and membrane flat roof construction.

### **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 (Attachment E)**. **The term of the contract will be for two-years** 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**

- Statement of Work

The scope of work will require the selected awardee (Contractor) to be responsible for all aspects of this project as defined in this Scope of Work. The Contractor shall provide and carry out in a satisfactory and proper manner, as determined by the City the herewith described construction services for the City. The conduct of the design and build services set forth herein and preparation of the work as described shall be at the discretion of the City and is subject to the approval of the City Representative.

- Schedule and Completion

As part of this bid submission, please provide a description of the construction timeline. Assume a Notice to Proceed is given on January 8, 2024. This submission should include a schedule with proposed timeframes, milestones, as well as descriptions of staffing capacity and other factors which may benefit the project, broken down by phase.

We are looking to fast track this project to reopen the center. Bidders to include a proposed schedule to complete the scope of work described based on a reasonable schedule duration.

- Assessment and Preconstruction Phase

During the Assessment and Preconstruction phase, the selected contractor will be responsible for providing designs and/or suggestions to meet or exceed code compliance. They will also provide a complete assessment of the existing systems and report to the Construction and Demolition Department (CDD) the findings and recommendations. The contractor will be asked to find ways to minimize energy consumption, expenses, and maintenance where it's best fit and within budget.

- Permit Services

Trade permits and all City requirements are the responsibility of the contractor/subcontractors, and the cost should be included in the pricing.

- Construction Service:

During the Construction Phase, the selected contractor will be responsible for constructing the improvements to meet or exceed code and contract compliance. The contractor will implement the approved designs, providing all labor, equipment, materials, supervision, and other services that are necessary to complete the scope of work. Repairs are to be consistent with modernization for sustainability purposes.

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Tasks for this project will include but not be limited to demolition, carpentry, flooring, electrical, plumbing, and millwork. The major improvement task for this project consists of but is not limited to:

**1. Demolition**

- a. Demolish and remove existing flooring, finishes, ceiling tiles, HVAC equipment, electrical outlets, lighting, etc.

**2. Interior Finishes**

- a. Provide and install new LVT flooring throughout the facility as needed.
- b. Provide and install new acoustic ceiling grid system (tiles and grid) throughout the facility as needed.
- c. Repair, patch, and paint all vertical walls and hard ceiling throughout the facility as needed.
- d. Prime and paint all wall and vertical surface. Paint shall be SW Pre-Catalyzed Water-based Epoxy Semi-Gloss or equivalent.
- e. Repair, patch, prime and paint existing ceiling grid.

**3. Bathrooms and locker renovation**

- a. Demo flooring, partition walls, vanities, toilets, sinks, and fixtures as needed in both men and women bathrooms.
- b. Provide and install new ceramic flooring with base trim for both bathrooms. Verify measurement in the field.
- c. Provide and replace existing partition with new ASI Global Solid Plastic (HDPE) or similar partition wall. (1) stall in both women and men's bathroom must be ADA compliant and meets all ADA standards and specifications.
- d. Supply and install new toilets Kohler K-4368 Bowl with Sloan Regal 110 flushometer or similar as needed.
- e. Provide and install urinal Kohler K-4368 Bowl and Kohler k-5452-ET Urinal with Sloan Regal 110 flushometer or similar as needed.
- f. Provide and install Georgia-Pacific Marathon Toilet Tissue Dispensers or similar as needed.
- g. Provide and install Stainless Steel Sanitary Napkin Receptacle as needed.
- h. Provide and install toilet seat dispensers as needed.

- i. Provide and install Georgia-Pacific Pacific Blue Ultra Napkin Dispensers or similar as needed.
- j. Provide and install Commercial Hand Dryers comparable to ThinAir brand as needed.
- k. Provide and install Mirrors as needed.
- l. Provide and install surface Mounted hand sinks and faucets. Kohler Kingston K-2007-0 or similar for the sink and DELTA Single Handle Center set Lavatory Faucet 501LF-HD or similar as needed.
- m. Repair, patch and prep all walls, ceiling, and vertical surfaces for a smooth finish specified to be painted. Verify measurement in the field.
- n. Prime and paint all walls, ceilings, and vertical surfaces. Paint shall be SW Pre-Catalyzed Water-based Epoxy Semi-Gloss or equivalent. Verify measurement in the field.
- o. Renovate existing locker rooms and install new ASI Global Solid Plastic (HDPE) lockers or similar. Based on Design and Build basis.

#### **4. Electrical Upgrades**

- a. Electrical Upgrades are based on a Design and Build basis.
- b. Provide a complete assessment of the existing electrical system and report to GSD the findings and recommendations.
- c. Replace all lighting with new LED Fixtures throughout based on Design and Build basis.

#### **5. HVAC Upgrades**

- a. HVAC upgrades are based on a Design and Build basis.
- b. Provide a complete assessment of the existing electrical system and report to CDD the findings and recommendations.
- c. Provide new controls and tie into the city's Niagara Tridium control system.
- d. Provide air balancing and duct cleaning.

#### **6. Laundry Room**

- a. Provide any necessary electrical and plumbing to support (2) laundry equipment (washer and dryer). Based on Design and Build basis.

## **7. Kennel Room Renovation**

- a. Provide any necessary plumbing and drainage to support housing K-9 Kennels. Based on Design and Build basis.
- b. Provide any necessary additional HVAC to support housing K-9 kennels. Based on Design and Build basis.
- c. Provide and install new epoxy flooring and base throughout the room.
- d. Provide and install new LED lighting.
- e. Prep and paint entire room and walls
- f. Construct a new wall to enclose the designated kennel room.

## **8. Door Replacement**

- a. Provide and install new hollow metal exterior and interior door with hardware and push-bars as needed.

## **9. Window Replacement**

- a. Repair and/or replace existing windows as needed.

## **10. Fire Alarm Upgrades**

- a. The overall scope of work is to bring all Life Safety Systems up to current code requirements. This includes Fire Detection, Fire Protection and Egress Lighting systems.
- b. Repair and test the existing Fire Protection System. This work includes the City Inspection.
- c. Engineer and submit fire alarm drawings for approval by the City of Detroit.
- d. Upon receiving approved fire alarm plans we will install a complete fire alarm system that will be monitored and communicate with the City of Detroit central monitoring station.
- e. Provide a fire alarm permit with inspections for the fire alarm system.
- f. Decommission and remove the existing fire alarm system once the new system is operational and approved by the City of Detroit.

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- g. Engineer and submit for approval by the City of Detroit an egress lighting system. The new system will consist of 90-minute, LED, battery backup Exit/Emergency Signs and Emergency Lights.
  - h. Egress lights will be connected on the line side of the existing lighting branch circuit in the path of egress.
  - i. All of the above work will require several ceiling tiles to be removed. The existing ceiling system is an integral part of the mechanical air movement system and must be replaced. Proper replacement of the ceiling tiles is included in this estimate.
  - j. Provide an electrical permit and inspection for the Life Safety systems.

### **11. Genetec System**

- a. CCTV Upgrades are based on a Design and Build basis.
- b. Provide a complete assessment of Sherwood security and provide a recommendation.
- c. Once assessed, provide security update designs for approval by the City of Detroit CDD and Department of Innovation and Technology.
- d. Install new card swipe and intercom for Sherwood's facility entrance.
- e. All security equipment must be Genetec certified.
- f. The security installer must be Genetec certified.

### **General Conditions**

The contractor will be responsible and accountable for the following throughout the duration of the contract.

- Provide designs that meet Michigan code and contract compliance.
- All materials must be of commercial grade.
- Maintain the staffing levels needed to support the workload and flow of CDD. The need for multiple tasks/projects to run concurrently is a high possibility.
- Participate as a team member with the City of Detroit.
- Provide support and guidance to the City of Detroit throughout the entire project.
- Provide onsite project site supervision for the purposes of daily construction observation, project review, and general project oversight.



- Provide all shop drawings and specifications for the scope task. Submittals and all work shall be approved before construction. CDD will review work plans and develop an adequate approach with the Contractor.
- Notify CDD in writing of any conflicts identified or questions as related to scope or drawing.
- Monitor the project budget throughout the life of the contract.
- Provide a schedule of construction and monitoring the progress through project completion. The Contractor will be accountable for the project's target completion date. Weekly schedule updates will be required showing start/finish dates and percentage of completion per activity.
- Hire subcontractors as needed to complete required trades/services described in the scope of work.
- Provide the necessary project management and supervisory services as defined by the Contract Documents and in accordance with the final construction schedule.
- Closely supervise all work, ensuring adherence to specifications, quality, standards, schedule, and cost.
- Provide all documentation of guarantees, warranties and operating manuals, and system training to the City.
- Review all requests for information (RFI), shop drawings, project data, and samples for compliance with contract documents. Consult with the CDD as needed.
- Provide construction safety/security.
- Invite and conduct site visits at major milestones, including but not limited to pre assessment walk, rough-in of new equipment, above ceiling rough-ins, during finishes installation, punch list walk.
- Take weekly progress photos, dated, and labeled. These will be sent by email to the CDD project manager and filed in a shared drive and/or saved in construction management software. All photos must be labeled by area/room and description of photo.
- Certify that all self-performed and subcontractor work is performed and completed per the project's construction documents.
- At the completion of construction, perform all final project walk-throughs with the CDD project manager, facilities maintenance staff, and building occupant representative for final Owner acceptance of the project.
- Provide a full (1) year warranty on all materials/workmanship upon final acceptance by the City. All extended manufacturer warranty's to be extended to the City of Detroit.
- Provide close out operation and maintenance manuals.

- Prepare a punch list and submit for a certificate of substantial completion.

## **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 INFORMATION**

Specifications, Change of Specification, and Errors or Omission. Specifications which refer to brand names are given for reference. Respondents may quote on equivalent articles, provided that brand name and catalog number(s) and any deviations are noted on the bid form and complete descriptive literature is furnished. Exceptions will state “Do Not Substitute.” The decision of the City shall be final.

## **2.4. PAYMENT & PERFORMANCE BOND (Construction)**

The successful respondent(s) must furnish bid, payment, and performance bonds in the amount of 100% of the contract value specified in the contract guaranteeing the contract will be accepted if tendered an award. See **Attachment F- Bond Form(s)** for requirements.



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

#### **3.1. MINIMUM QUALIFICATIONS**

- Respondents must demonstrate a minimum of five-years (5) of experience providing the services requested in the RFP for projects of similar scope and size by providing references.
- A 5% percent Bid bond.
- Must provide a current general and builder license for the State of Michigan.

#### **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**

Criteria 1 – Work Plan / Schedule

Criteria 2 – Capacity (Attachment A – Part 2)

Criteria 3 – Experience with Similar Projects / Approach

Criteria 4 – Cost Proposal (Attachment C)

Technical Proposals will be evaluated before Cost Proposals are reviewed.

<b>Proposal Evaluation Criteria</b>	<b>Possible Points</b>
1. Work Plan / Schedule	20
2. Capacity	25
3. Experience with Similar Projects	25
4. Cost Proposal	30
<b>Total Points Possible</b>	<b>100</b>

**3.5. Work Plan / Schedule**

The selection committee will evaluate the Contractor’s understanding of the purpose and goals as presented in the work items of this RFP. Evaluation will be based on the information presented in the Contractor’s proposal and schedule. The Project can benefit from a clear project approach that addresses these challenges.

- Based on your recommendation provide specifications on how to approach the scope of work.
- Discuss any major challenges the Project Team may encounter in completing the work for the Project. Describe how those challenges would be addressed? In addition, provide within the work plan how all contractual responsibilities will be handled.
- Describe Safety and Site Management including the services to be rendered and plans to be developed in connection with worker and tenant safety, hazardous material control, and site security.
- Schedule monitoring and management; provide a construction schedule with sufficient detail to illustrate your firm’s approach to renovating the project. Provide recommendations of your approach to and timing of this process and highlight critical path items and any areas of concern.
- This submission should include a schedule with proposed timeframes, milestones, and other factors which may benefit the project, broken down by phase that would follow a fast-track design build to commission new system to turn over as soon as possible.

**3.6. Capacity**

The Selection Committee will also evaluate the ability of the prospective Contractor to meet the terms of this RFP relative to capacity to support schedule. The selection committee will evaluate the Vendor’s ability to complete relevant work commitments successfully and within time and budgetary constraints.

- The Contractor shall clearly identify the project staffing they intend to utilize for the project; including all key project staff, their roles, and responsibilities and at what phases of the project they will be utilized.
- Identify the day-to-day contacts for each phase of the project.
- Provide resumes of key personnel that will be working on the project.
- During the construction phase, the Contractor shall provide full supervision to coordinate the job in the field and provide for sufficient

and appropriately skilled staff to implement a quality control program, such as an assigned superintendent and project manager for this project.

- Awarded vendor must agree to provide, for the duration of the project, the full complement of staff, including the specific persons identified in this RFP, unless otherwise approved by the City’s risk/constructability analyses developed and utilized on prior projects and the results obtained.
- List all awarded or current projects your selected superintendent and project manager are assigned to. Note project’s description, status, start date and anticipated end date.

### **Experience with Similar Projects**

Describe your firm’s experience with construction services related to the requirements of the project. Provide a minimum of 3 projects.

- Detail your experience in working on similar projects. Include information on how you worked with on-site management personnel, patrons, and ownership to ensure that the construction work and patron safety/satisfaction were seamless.
- Identify the project scope of work, cost, and timeline.
- Identify any other unique challenges/approaches that you have experienced that will assist the Owner with a successful project.

### **Cost Proposal**

Breakdown on costs must be submitted in the attachment titled “DPD Sherwood\_Price Proposal.”

## **3.7. EVALUATION PROCEDURE**

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.

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



**3.8. 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.

**3.9. 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.

**3.10. 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.
<b>6.</b>	<b>Attachment E – Professional Services Contract</b> Respondent shall provide their agreement to the Model Professional Services Contract or note any exceptions provided in Attachment E.
<b>7.</b>	<b>Attachment F – Bid Bond</b> <b>Attachment G – Payment Bond Form</b> <b>Attachment H – Performance Bond Form</b>



<b>Required Response Item</b>	
	Respondent must agree to furnish a payment and performance bond in the amount of 100% of the contract value specified in the contract guaranteeing the contract will be accepted if tendered an award (see Section 2.4 Payment & Performance Bond and Attachment F – Performance Bond Form for requirements).

**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**

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 - Professional Services Contract**

**Attachment F - Bid Bond Form**

**Attachment G - Payment Bond Form**

**Attachment H – Performance Bond Form**