



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

**RFP NO. 184594
CITY WIDE HISTORIC PRESERVATION PLAN**

Buyer: Elizabeth C. Ayana Johnson

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	April 3, 2024
VIRTUAL PRE-PROPOSAL CONFERENCE	2:30 p.m.-4:00 p.m., Eastern, April 18, 2024 Location: Microsoft Teams Meeting
Microsoft Teams Need help? Join the meeting now Meeting ID: 243 633 523 805 Passcode: GeQCLW	
Dial-in by phone +1 469-998-6602,,167601647# United States, Dallas Find a local number Phone conference ID: 167 601 647#	
QUESTIONS DUE	“Rolling” questions will be received submitted via Oracle messages. Initial questions submitted on or before 10:00 a.m., April 12, 2024. Final questions will be received through 10:00 a.m., April 26, 2024. All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
ANSWERS DISTRIBUTED	Responses to initial questions posted via Oracle Messages by 4 p.m., April 19, 2024. Responses to “Rolling” questions will be posted within 24 hours of work day submissions. Any final responses to final questions submitted by 10:00 a.m., April 26, 2024 will be posted by 3:00 p.m., April 29, 2024.
PROPOSAL DUE DATE *	May 1, 2024 at 2:00 p.m. Eastern 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. 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 or call (313) 224-4600.



CITY OF DETROIT CITYWIDE HISTORIC PRESERVATION PLAN



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Section 1. Project Summary and Background

1.1. PROJECT REQUEST

The City of Detroit is seeking professional services to assist the Planning and Development Department (PDD) with developing a Citywide Historic Preservation Plan—the city’s first comprehensive historic preservation planning and policy document—as described throughout this Request for Proposals (RFP). The ideal candidate will have experience with the following: historic preservation planning, comprehensive planning, real estate and economic development, land use and zoning law, and stakeholder engagement. Entities familiar with Detroit’s unique history and built environment will be preferred. The selected team report directly to PDD, as well as support PDD in meetings with other City of Detroit departments. The ideal candidate will have experience with the following: historic preservation planning, comprehensive planning, real estate and economic development, land use and zoning law, and stakeholder engagement. Entities familiar with Detroit’s unique history and built environment will be preferred. Proposals will only be considered from those firms demonstrating prior experience providing the services requested in this RFP for projects of similar scope and size. The contract opportunity shall be for 18 months with no renewal option.

1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT

The people have a right to expect city government to provide for its residents: decent housing; job opportunities; reliable, convenient, and comfortable transportation; recreational facilities and activities; cultural enrichment, including libraries and art and historical museums; clean air and waterways, safe drinking water and a sanitary, environmentally sound city.

—*Detroit City Charter Declaration of Rights*

The preservation of historic areas and landmarks is declared to be a public purpose.

—*Detroit City Charter, Section 9-503*

In recognition of the critical role historic preservation plays in the provision of quality housing, economic opportunity, safe and walkable streetscapes, and the protection of cultural and environmental heritage, the City of Detroit has long championed the preservation of our historic built environment.

Largely, Detroit’s historic preservation program is carried out through the city’s historic preservation ordinance—Chapter 21 of the City Code—through the designation of historic

districts.¹ Beginning with the West Canfield Historic District, enacted in 1970, the City of Detroit has since established a total of 145 historic districts, ranging in size from a single object (the Bagley Fountain Historic District) to entire neighborhoods such as Rosedale Park.

Historic Preservation Planning in Detroit

Three City of Detroit entities play a lead role in developing and implementing historic preservation policy.

- The Planning and Development Department is responsible for comprehensive planning, including the Master Plan of Policies and areawide plans. The department also provides staff support to the Historic District Commission.
- The Historic Designation Advisory Board advises the Detroit City Council on matters pertaining to historic preservation, including the survey and designation of historic districts. The Board is an appointed body served by professional staff. HDAB also manages federal historic preservation grants through the Certified Local Government program.
- The Housing and Revitalization Department receives and manages federal funding, facilitating Section 106 compliance through the U.S. Department Housing and Urban Development via a Programmatic Agreement.

Further, historic preservation policies are also expressed in other areas of the City Code. This includes the Detroit Zoning Ordinance, substantially revised in 2005, which incorporates historic preservation objectives in its Traditional Main Street Overlay and Public Center/Public Center Adjacent design review districts and its Planned Development District approval criteria. Other City of Detroit policies and Mayoral initiatives may, if indirectly, facilitate the preservation of older and historic buildings and properties. Finally, the City of Detroit is a party to a Certified Local Government Agreement with the State Historic Preservation Office and the National Park Service, and a 2022 Programmatic Agreement with the State Historic Preservation Office and the Advisory Council on Historic Preservation—each of which provides its own mandates, guidance, and resources pertaining to the protection of historic properties in Detroit.

¹ A “historic district,” as defined in Michigan’s Public Act 169 and the Detroit City Code, is an area of any size designated as such by the local government; it can include districts with only one building or resource as well as larger areas. Building alterations or other work in historic districts is reviewed by the Historic District Commission for consistency with the Secretary of the Interior’s Standards for Rehabilitation (*MCL 399.201a*).

A wide diversity of resources is encompassed within Detroit’s historic districts. Above Left: The Fort Wayne Mound, a Late Woodland and Anishinaabe burial mound dating from circa 750–1150. Below Left: Baker’s Keyboard Lounge, the world’s oldest jazz club in continuous operation.



Right: The Guardian Building, a national Historic landmark

skyscraper completed in 1929. Photo credits: Anna West [used with permission] (Fort Wayne Mound), Kathy Drasky [Creative Commons 2.0] (Baker’s Keyboard Lounge). Photos not credited throughout this document are in the public domain.

Now, a little over fifty years after the creation of its first historic district, the City of Detroit seeks to conduct a review of its existing historic preservation program, addressing historic preservation goals in a more comprehensive manner through the development of a Citywide Historic Preservation Plan—the first such planning process undertaken in the city’s history. The resulting document will focus, in roughly equal parts, on supporting and enhancing Detroit’s existing preservation policy—largely, the identification and protection of historic resources through the designation of historic districts—and on broader topics involving new and innovative policy recommendations for the treatment of older and historic buildings and properties citywide. The plan will serve as a baseline, to be updated at regular intervals in the future.

Programmatic Agreement

A Programmatic Agreement (renewed in 2022) between the City of Detroit, the State Historic Preservation Office, and the Advisory Council on Historic Preservation provides for the implementation of a comprehensive, citywide historic plan. According to the agreement, the planning process will involve state, local, and Tribal stakeholders to explore:

- Current information (such as historic survey data) related to historic properties
- The role, goals, and priorities of historic preservation in Detroit
- Future guidance for City of Detroit officials relating to historic preservation objectives

1.2.1 Detroit’s Historic Districts

Survey and Identification

A Historic District, as defined in the Michigan Local Historic Districts act and Chapter 21 of the City Code, is an area of one or more historic resources, designated by the Detroit City Council, in which all exterior work is subject to design review by the Historic District Commission.

At its core, a comprehensive historic preservation plan will guide the survey and identification of historic areas, to ensure that significant places are not overlooked and to inform elected officials as they make decisions regarding the designation and treatment of historic districts.² Detroit has been extensively surveyed over the past few decades; however, a literature review will reveal that gaps exist. For one example, while recent surveys of areas such as the Eight Mile/Wyoming area and the Cass Corridor have highlighted significant residential and commercial areas, former industrial buildings are not well surveyed. For another, a 2010 thematic survey of public school buildings and ongoing studies of Latinx and Middle Eastern communities in Detroit could be used as models for further thematic survey.

Also, previously surveyed areas may warrant resurvey as conditions change and our understandings of significance, representation, and integrity evolve.



Detroit’s Old West Side—one of the earliest neighborhoods outside of downtown where African Americans settled in the late 1910s during the Great Migration—has not been fully surveyed. An evaluation of the area’s significance and integrity in comparison with other neighborhoods that exemplify similar themes would provide important guidance in the future designation of historic districts. Left: a vacant Old West Side residence under rehabilitation. Right: Occupied homes in the same neighborhood.

² American Planning Association, *Preparing a Historic Preservation Plan*, 1994, 7–9; American Planning Association, *Planning Advisory Service Quicknotes: Historic Preservation Planning*, 2019, 1–2; National Park Service, *Preservation Planning Standards*, www.nps.gov/articles/sec_stds_planning_standards.htm.

Preservation in Historic Districts

Detroit’s historic districts have protected thousands of buildings and other resources from incompatible alteration, infill, or demolition. However, the city’s historic preservation program warrants evaluation in the context of other areas of the City Code and other city policies which may, at best, fail to support, and at worst, conflict with historic preservation objectives.



Especially in historic districts with shallow setbacks or small lot sizes, dimensional variances are often required for new construction or adaptive use. Consultation with stakeholders will determine the extent to which this may create an obstacle to compatible infill. Left: The West Village Historic District. Right: The Corktown Historic District.

Just as inappropriate alterations and incompatible development in historic districts are generally prohibited through regulation, reuse and compatible rehabilitation or new infill construction can be encouraged and facilitated through a variety of incentives. Other cities around the United States have employed parking reductions, height, or density bonuses, expanded lists of allowable uses, or expedited approvals for development in historic districts. Similar incentives and initiatives may be evaluated for their applicability in Detroit.

1.2.2 Citywide Preservation



Detroit offers a wealth of historically significant properties beyond its designated historic districts. Top Left: The Orsel and Minnie McGhee House, subject of the 1949 *Shelley v. Kraemer* Supreme Court case that banned racially restrictive covenants nationwide. Right: The William Livingstone Memorial Lighthouse, an Art Deco masterpiece by Albert Kahn and the only marble lighthouse in the United States. Bottom Left: Formerly

part of Redford Township, the Old Redford neighborhood was annexed by the growing City of Detroit in 1926. Photo credit: Flickr user cmh2315fl [Creative Commons 2.0] (Livingstone Lighthouse)

Recognizing that not every significant place in the city will be—or should be—a historic district, additional strategies are needed to respect and enhance our older buildings and places citywide. These may range from legislative tools targeted at specific areas to discourage demolition and encourage the preservation of architectural elements or overall aesthetic or spatial character, to broader citywide policies that encourage the maintenance and rehabilitation of older buildings in general.



Regardless of whether they meet any established criteria for historic designation, many properties around the city nonetheless merit consideration due to the important contributions they make towards a sense of place and community pride. Left: Detail of a Tudor Revival apartment building in the Springwells neighborhood. Center: Commercial building in Wildemere Park. Right: Streetscape of 1940's builder-designed houses in East English Village.

Residential compatibility standards in the Zoning Ordinance, for example, guide infill development in existing neighborhoods. Potentially, they could be strengthened or expanded. Other tools to be contemplated are an expansion of Detroit's design review districts or the creation of other types of overlay districts to encourage compatible alterations and harmonious new construction in the city's older and historic areas. Finally, targeted incentives or policies could facilitate preservation of unique or distinctive buildings or places that would not be served by a compatibility standard. Such tools are especially important to the extent that they may further other policy objectives, such as the support of legacy business or the retention of quality affordable housing.

Finally, a review of internal City of Detroit policies, especially as they impact older and historic buildings around the city, is also warranted.



Gratiot Avenue in the McDougall-Hunt neighborhood, where older two- or three-story buildings with minimal front or side setbacks encourage density and walkability,

despite gaps created by vacant lots. Targeted policies could preserve and enhance older commercial districts around the city.

Archaeology

In addition to the historic built environment, archaeology has been historically understudied in Detroit. The city’s location on the Detroit River offers a diverse prehistoric archaeological record. Further, Detroit has many areas of high archaeological sensitivity related to historic themes, including a largely unexamined archaeological record related to underrepresented communities that were razed during the period of Urban Renewal.

1.3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP, it will be a City of Detroit **Professional Services Contract (Attachment E)**. **The term of the contract will be for 24 months with no renewal option.** The City anticipates one award as a result of the RFP.

Section 2. Statement of Work

2.1. SERVICES TO BE PERFORMED

Scope of Work

Goals

The goals of this planning process are to:

- Identify an inclusive and citywide vision for historic preservation that is supported by stakeholders.
- Provide direction for future historic resource survey and historic district designation.
- Identify and address areas of the City Code that discourage historic preservation and building reuse.
- Explore additional tools and strategies (other than the designation of historic districts) to encourage preservation, rehabilitation, and appropriate infill development in the city’s older and historic areas.
- Develop a comprehensive policy for city-owned historic properties and city-sponsored development projects affecting historic properties.
- Integrate historic preservation goals and policies in the City’s Master Plan of Policies.³

Selected Team’s Scope

The selected team will adhere to the following scope of work, providing associated deliverables with drafts shared with Planning and Development Department staff to allow sufficient time for review and revision. City staff will convene an Interdepartmental Working Group (the Planning and Development Department, the Historic Designation Advisory Board staff, and the Housing and Revitalization Department) to review draft deliverables and provide guidance as the process unfolds.

³ The Master Plan will be undergoing significant revision concurrently in a separate planning process, offering an opportunity for dialogue. The Historic Preservation Plan, like the Master Plan, will be designed to change in response to changing circumstances and evolving understandings of the role of historic preservation in relation to other policy priorities.

Deliverable: Citywide Historic Preservation Plan: The primary and final deliverable will be the Citywide Historic Preservation Plan, a comprehensive planning and policy document incorporating the findings and policy recommendations described and developed during the course of the project. The consultant will be principal author, with support from city staff (Planning and Development Department, Historic Designation Advisory Board staff, and Housing and Revitalization Department). Supporting information may be integrated within the Citywide Historic Preservation Plan, attached as appendices, or submitted as a separate work product, as appropriate.

The Citywide Historic Preservation plan will be generally organized into two parts. The first part will examine the city’s existing historic preservation program for the identification and designation of historic districts (Chapter 21 of the City Code). The second part will discuss policies impacting older and historic buildings and resources comprehensively and citywide, including zoning, incentives, and other City of Detroit initiatives.

The Citywide Historic Preservation Plan will be delivered electronically in a mutually agreed-upon format.

The planning process will encompass the following steps and objectives; respondents are encouraged to propose additional components to enhance the overall project.

Deliverable: Pre-Project Initiation Meeting. Prior to commencing work, the consultant will meet with Planning and Development Department staff to discuss the overall project goals, scope of work, and schedule. City staff will assist the consultant in obtaining relevant planning reports and documents.

Phase One: Assessment, Outreach, and Visioning

Literature Review

The consultant will compile and review available information regarding eligible⁴ historic districts citywide. This will include local historic district study reports, National Register of Historic Places nominations, Determinations of Eligibility, Section 106 review documentation, and prior historic resource surveys. Much of this information is held in various formats by the Historic Designation Advisory Board or the State Historic Preservation Office; some surveys may have been conducted by third parties such as advocacy organizations.

The consultant will also briefly discuss the legal basis for historic preservation and summarize state and federal historic preservation requirements to ensure City of Detroit compliance.

Deliverable: Literature Review and Mapping. The consultant will exhaustively review all available prior historic resource surveys and other existing literature pertaining to historic resources throughout the City of Detroit.

⁴ “Eligible” refers to resources meeting the National Register of Historic Places eligibility criteria, which also serve as the evaluation criteria for local historic districts.

- At the conclusion of its literature review, the consultant shall provide shapefiles in a mutually agreed-upon format, showing areas of the city that have previously been surveyed or otherwise determined eligible or ineligible. Each listing should include the following information, if available:
 1. District or resource name
 2. Date surveyed
 3. By whom surveyed
 4. National Register eligibility criteria and Period of Significance, if stated
- Optionally, the resulting data may be published as a public-facing interface on the project website.

Deliverable: Policy Summary. The consultant will develop a thorough understanding of existing historic preservation policies in Detroit.

- Included as a section of the Citywide Historic Preservation Plan, a concise and user-friendly summary will describe the City of Detroit’s existing historic preservation program and its legal basis.
- The policy summary will also reference existing policies pertaining to the treatment of archaeological resources (further recommendations regarding archaeology are beyond the scope of this planning process).

Community and Stakeholder Outreach and Engagement

The consultant will conduct outreach to relevant parties to identify community concerns. Outreach will include residents and property owners in existing and proposed historic districts, as well as those representing geographic areas that are not likely to be so recognized. Outreach efforts may include a variety of methods including phone calls, e-mails, letters, public notices, and public meetings and should consider reducing barriers to accessibility in planning such outreach. Events and interviews will also target the business and nonprofit communities, real estate and development professionals, and City of Detroit staff with expertise in historic districts, zoning, housing, and economic development. Information gathered shall identify and document the diversity of values and aspirations pertaining to historic preservation in the city, as well as any perceived deficiencies or areas for improvement utilizing a strategic management analysis.

Outreach and engagement may be coordinated with the parallel Master Plan of Policies update process, with opportunities to integrate meetings or outreach as appropriate.

Deliverable: Community and Stakeholder Meetings and Interviews. The consultant will conduct sufficient community and stakeholder engagement to develop a shared vision as described above.

The consultant will compile all stakeholder comments and feedback received and summarize community concerns, shared values, and areas of disagreement, in one or more presentations to the Historic Designation Advisory Board and Historic District Commission, the advisory and administrative bodies charged by the City Code with carrying out the city’s historic preservation program.

- The consultant will budget for any needed supplies (including printing, food, and beverages) that may be needed for community meetings.

Deliverable: Phase One Report. The consultant will provide the Planning and Development Department with a written report concisely summarizing the findings of Phase One.

Website

The consultant will maintain an informational website, meeting best practices in accessibility, for the duration of this project. The website may also assist with community engagement objectives mentioned above, such as by soliciting feedback through forms, email, or other mechanisms.

Deliverable: Website. The consultant will develop and host a website generating public awareness, and:

- Providing an overview of the project, including a calendar of meeting dates, public notices, etc.
- Providing a mechanism for public input.

Phase Two: Analysis and Planning

Policy Review

The consultant will review existing City of Detroit policies with the potential to impact (either by discouraging or incentivizing) historic preservation and building reuse. This review will include the Zoning Ordinance,⁵ but will also include other areas of the City Code, the *Master Plan of Policies*, and Neighborhood Framework Plans (including the *Joe Louis Greenway Framework Plan*), as well as Mayoral initiatives such as the city’s demolition program, the Renew Detroit home repair program, Bridging Neighborhoods, *Affordable Housing for Detroiters*, the *Detroit Sustainability Action Agenda*, and others. The consultant will also review management plans, such as the *Parks and Recreation Strategic Plan*, the *Department of Public Works Street Design Guide*, and others, to identify opportunities for the stewardship of city-owned historic properties. Finally, recent Planning and Development Department studies on vacant school buildings, commercial corridors, industrial guidelines, and tree canopy issues will also inform the consultant’s work.

The policy review will examine the relationship between historic preservation and other City of Detroit priorities to identify both conflicts and opportunities for coordination.

Identify Barriers to Preservation in Detroit

The consultant will review any external obstacles to rehabilitation or compatible new development, as well as factors prompting demolition. These may include market conditions, financing or insurance issues, building codes, state and federal requirements, and other conditions. The review will focus on issues specific to Detroit.

This item will also include a brief discussion of the consequences and implications (with respect to housing, commercial and economic development, etc.) when the historic built environment is lost.

⁵ Note that the City of Detroit is presently undergoing a separate planning process, ZoneDetroit, to reorganize and amend the Zoning Ordinance; the consultant should be mindful of both the current Zoning Ordinance and potential amendments that are being proposed as part of the ZoneDetroit effort. Preliminary recommendations from ZoneDetroit, for example, propose the adoption of form-based codes in some areas and discourage the creation of additional overlay or design review districts. (More information may be found at <http://zonedetroit.com>.)

Review of Best Practices

Once the consultant has thoroughly explored the conditions and issues unique to historic preservation in Detroit, the consultant will examine nationwide best practices and seek inspiration from how other cities of comparable size, demographics, or market conditions have addressed similar challenges. In some cases, solutions from other cities may also apply to Detroit; in other cases, unique, Detroit-specific approaches will be required.

Deliverable: Phase Two Report. The consultant will provide the Planning and Development Department with a written report concisely summarizing the findings of Phase Two.

Phase Third: Recommendations

Survey Recommendations

Grounded in community values and an understanding of best practices from cities around the country, the consultant will recommend priorities for future historic resource surveys. These recommendations must be based in an understanding of Detroit’s unique historic context.

Deliverable: Survey Recommendations. The consultant will examine the literature review and mapping data described in section 7.2.1 with a professional understanding of Detroit’s unique history and built environment.

- The consultant will provide guidance for future historic resource survey. (This deliverable need not delineate specific survey areas, but will identify gaps in existing surveys, areas not surveyed, areas in need of resurvey, and may suggest themes, contexts, and resource types not adequately explored.)
- What other tools and resources would assist in the identification and survey of historic resources?

Historic District Recommendations

Recommendations will provide guidance to elected officials as they continue to consider proposed historic districts in the future:

- The consultant will study other peer cities for trends and best practices regarding the continued designation of historic districts.
- Do existing historic district studies merit revisions (to National Register criteria, periods of significance, lists of contributing resources, etc.) due to changing conditions or understandings of historic significance?
- Are boundary adjustments warranted in cases where existing historic districts have lost resources? (Note that state law generally precludes eliminating historic districts or reducing their size except in limited circumstances.)

Deliverable: Historic District Designation Recommendations. The consultant will make general recommendations regarding existing and eligible historic districts (Again, the consultant need not list specific proposed historic districts for study.)

- The consultant will provide general guidance for City of Detroit elected officials regarding the continued designation of historic districts.
 - The consultant will discuss existing historic districts, if any, that warrant revision or renewed study.

Policy Recommendations: City Code (including the Zoning Ordinance)

The consultant will propose solutions to eliminate conflicts and disincentives and evaluate potential tools to encourage building rehabilitation within the city’s older and historic areas. These may include limited use of design standards and will include broader use of zoning incentives, whether applied to particular zoning districts or citywide.

For this component, the consultant will focus on planning tools that would advance historic preservation values and encourage stewardship without the required Application for Work Approval process and discretionary (Historic District Commission) review associated with historic districts. The consultant should be mindful that City of Detroit policy, in general, is contemplating the reduced use of discretionary design review districts and a greater reliance on objective, form-based standards.

Base Zoning Districts. Existing tools for encouraging compatible new development in older neighborhoods (such as Residential Compatibility Standards) may serve as a model for new zoning-based requirements.

Other strategies for consideration include allowing an expanded list of uses, whether in historic districts, in certain types of buildings, or in the rehabilitation of older buildings in general. This is particularly applicable when it supports other City of Detroit priorities, such as the increased provision of missing middle housing typologies.



Market Street. The MKT zoning district was crafted specifically to preserve the character of Detroit’s historic Eastern Market. It combines dimensional standards with use-based incentives to encourage the reuse of existing buildings. MKT is a primary zoning classification and not an overlay.



Now-vacant Higginbotham School in the Pembroke/Garden Homes neighborhood. The school building adaptive reuse provision in the Zoning Ordinance allows for nineteen additional uses, on a conditional basis, in former school buildings—regardless of historic significance—to encourage their continued use and preservation. Similar provisions could be devised and targeted to other building types or based on other factors.

Overlays. Though varying somewhat in name and function from one city to the next, overlay districts (sometimes called “neighborhood conservation districts” or “architectural conservation districts”) are employed in many communities to use administrative design standards to ensure compatible development and discourage demolition in older areas that may not be appropriate for a historic district designation. Such districts typically employ objective and predictable standards that use less city administrative staff time than discretionary review.

Detroit’s Traditional Main Street Overlay (TMSO) is arguably such a district; the consultant may use TMSO as a starting point to recommend similar tools for use in other contexts in Detroit. Prior studies have contemplated more detail-oriented overlay districts in other settings, such as the Jefferson-Chalmers neighborhood.



Bagley/Vernor, one of Detroit’s Traditional Main Street Overlay (TMSO) districts. The district is similar to historic conservation overlays in other cities and states in that it employs objective design standards and a five-day demolition deferral to preserve the character of the district. It also includes non-binding design guidelines for National Register buildings.

Policy Recommendations: Incentives

Many older sections of the city are noteworthy not for their uniformity, but instead are characterized by buildings of different types, scales, ages, and historic uses, often on the same block. Often, a sense of place is created, not by consistent architectural character, but by the presence of unique or interesting buildings that may not meet established criteria for historic significance. Consequently, neither zoning-based architectural compatibility standards nor traditional historic district designation will be an effective tool in encouraging their preservation. Innovative, Detroit-specific strategies will be required.

In some cases, direct incentives may facilitate the reuse of old and historic buildings. Although incentives with budgetary impacts (tax abatements, grants, or loans) are worthy of consideration, the primary focus should be on incentives that do not incur a financial cost to the City of Detroit. Tools such as parking reductions may facilitate new uses in older buildings; transfer of development rights or density bonuses, successful in other cities, may have limited use in Detroit.

Deliverable: City Code Revisions. The consultant will examine the City Code (focusing largely, but not exclusively, on the Zoning Ordinance) and its implications for building reuse and preservation.

- The consultant will reference *specific* areas of the City Code that discourage or conflict with historic preservation or the rehabilitation and reuse of older buildings.
- Recommended city code revisions will be provided as a component of this deliverable. This will include potential text amendments to existing primary zoning classifications to encourage building rehabilitation and reuse.
- The consultant will also discuss a range of tools to encourage and incentivize the maintenance, preservation, or rehabilitation of older and historic buildings citywide.

Deliverable: Evaluation of Overlay Districts. The consultant will combine an assessment of Detroit conditions and stakeholder values with a strong understanding of case studies and lessons learned from other cities around the country to evaluate the suitability of architectural-or conservation-related overlay districts in Detroit. As noted above, Zone Detroit has recommended against extensive use of design review or overlay districts; nonetheless, these districts may be a viable tool in some areas.

Deliverable: Legal Review. The consultant will endeavor, to the extent possible, to ensure that any recommendations are fully implementable with respect to federal and state constitutional and legal requirements, including relevant enabling legislation and case law. In particular, approaches taken from cities elsewhere in the country, such as overlay districts, should be examined for their appropriateness within Michigan’s legislative framework. This need not be a separate analysis or work product, but may be integrated with other aspects of the planning process described above.

Policy Recommendations: City-Owned Resources, City-Sponsored Developments, and Demolitions

The consultant will make recommendations, based in best practices from other cities or state and federal agencies, regarding the stewardship and disposition of city-owned historic places, especially in situations where funds for mothballing and stabilization may be limited. (Note that

this will encompass a variety of building types, from civic buildings and public facilities, to resources intended for sale or transfer to private entities, to deteriorated buildings under consideration for demolition.) Any policy proposed will likely involve an identification component, to determine which city-owned or city-impacted properties are historically significant or otherwise valued by the community.

The consultant may also briefly discuss potential public-private partnerships for the preservation of city-owned properties.

Deliverable: Recommendations for City-Owned Historic Resources and City-Sponsored Projects. The consultant will examine City of Detroit policies with respect to city-owned properties and city-sponsored projects.

- The consultant will provide policy recommendations, based on best practices and community values, for the stewardship and disposition of the diverse range of city-owned historic properties.
- The consultant will provide recommendations for considering the impacts of city-sponsored development projects on historic properties.
- **Features located in the public-right-of way**, such as lighting, street furniture, and street trees, will also be contemplated in this section to the extent that they may be historically significant.

Master Plan of Policies

As mentioned above, the city’s Master Plan is undergoing revision. Pertinent Elements of the current (2008) Master Plan include History and Preservation, Design and Development, Zoning, and others. Similar components are likely to persist as elements of the revised Master Plan.

Deliverable: Master Plan Recommendations. The consultant will draft policy recommendations, for relevant elements, for potential integration into the Master Plan of Policies.

2.2. OPERATIONAL INFORMATION

The awarded contractor will work closely with Planning and Development Department, the Historic Designation Advisory Board, and the Housing Revitalization Department. Respondents should provide any specific contractor requirements in technical proposal.

The Respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

2.3. TECHNICAL INFORMATION

The City of Detroit is committed to centralizing and warehousing data for the purpose of improving service delivery and enabling cross departmental analytics. For this reason, we expect Contractors, contractual relationships, and resulting software platforms to enable data access, data interoperability, warehousing of resulting data, and adherence to City data standards.

Specifically, the City minimally requires:

- Access to any data via APIs in a machine-readable format.
- Full documentation of APIs (including field names and objects) and the database schema used by the application.
- Ability for City to push data as needed to these software systems to update base datasets.
- Any location-based data or platform utilizes the City’s Base Units geocoder, Base Units Database, and/or address data standards as applicable. For more information see: <https://base-units-detroitmi.hub.arcgis.com/pages/about-base-units>
- The ability for the City to use and govern this data as it deems necessary-
- centralizing it, porting it into other systems, and using it for additional and future organizational needs.

The City prefers:

- System or platform has the capacity to store field-level metadata and display it in the user interface when appropriate
- API is able to provide data in a JSON format.
- Data system or data exports integrate easily with ESRI products including feature services.
- Systems or platforms that support data exchanges (pushes and pulls) that can happen dynamically.

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.

Section 3. Proposal Evaluation and Selection Process

3.1. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of three (3) 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.

Proposal Evaluation Criteria	Possible Points
<p><u>Overall, Strength of Concept/Proposal (25 Points)</u></p> <ul style="list-style-type: none"> • Demonstrates a clear vision for achieving all objectives, tasks, and deliverables • Proposed approach, including specialized expertise within project team • Demonstrates capacity to deliver material according to contract or as requested 	25 points
<p><u>Previous Project Experience (20 Points)</u></p> <ul style="list-style-type: none"> • Demonstrated expertise in historic preservation planning, public policy, zoning, incentives, and law • Successful track record of delivering implementable policy recommendations • Successful examples of administering all elements of complex planning processes • Strong record of performance on projects completed within urban municipalities with similar economic challenges and demographic conditions as Detroit • Experience of proposed project leaders/team members on similar projects • Experience with stakeholder engagement 	20 points
<p><u>Proposed Timeline/Work Plan (20 Points)</u></p> <ul style="list-style-type: none"> • Demonstrates practical ability to meet project deadlines within budget and on time • Lays out clear work plan to achieve deliverables • Identification of how soon firm could begin work after notification of award • Includes key dates for completion of analysis, preliminary recommendations, and conceptual designs 	20 points



Total Points Possible	65

PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT

Proposal Evaluation Criteria	Possible Points
1. Detroit headquartered business	15 points
2. Detroit based business	5 points
Total Points Possible	15

Maximum points for phase two not to exceed fifteen (15) points.

PHASE THREE CRITERIA ECONOMIC DEVELOPMENT & CONTRACT PERFORMANCE OF PRIME AND SUBCONTRACTOR(S)

Proposal Evaluation Criteria	Possible Points
1. Detroit headquartered business	20 points
2. Detroit based business	5 points
Total Points Possible	20

Maximum points for phase three not to exceed twenty (20) points.

3.5. 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.

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, responses must be uploaded in the Supplier Portal along with the Affidavit of Disclosure Interests Form and Non- Collusion Affidavit found under requirements section of the of RFP#184594:

Required Response Item	
1.	<p>Letter of Transmittal</p> <p>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.</p>
2.	<p>Attachment A – Respondent Questionnaire</p> <p>Respondent shall provide their Proposal Introduction and Experience / Capacity & Staffing, per the requirements provided in Attachment A.</p>
3.	<p>Attachment B – Proposal Introduction and Solution / Approach</p> <ul style="list-style-type: none"> • Respondent shall provide their Proposal Introduction and Solution / Approach, per the requirements provided in Attachment B. • <u>Scope of Work Schedule</u>: Provide a detailed timetable with action steps required to complete entire planning scope described in this RFP, including start and completion deadlines and major activity milestones. • <u>Proposal Content</u>. To be considered responsive, each proposal must present and respond to the following sections in their entirety. All pages of the submission must be numbered, excluding exhibits and other supplemental information which may be added as attachments. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential. Submissions must not exceed 15 pages (excluding resumes requested below for core team members). <ul style="list-style-type: none"> ○ <u>Table of Contents</u>: A table of contents must be provided with all RFP submissions. ○ <u>Statement of Submission</u> (up to 2 pages) ○ In your Statement of Submission, please include, at a minimum, the following information and documentation: <ul style="list-style-type: none"> □ A design statement describing relevance of work samples as an indicator of team’s capacity to perform the work requested in this scope of work; □ A brief description of your firm, including the Federal Employer Identification Number, the age of the firm’s business, and the average number of employees during each of the last three years. □ The location of the firm’s principal place of business, and, if different, the location of the place of performance of the contract. □ A commitment to perform the requested work in accordance with the requirements outlined in this RFP; and □ The name and contact information of the overall project manager and firm that will be in charge of all teams on this project.
4.	<p>Attachment C – Pricing</p> <ul style="list-style-type: none"> • Respondent shall provide their Pricing proposal, per the requirements provided in Attachment C.



Required Response Item	
	<ul style="list-style-type: none"> • Cost Proposal Including Professional Services Personnel Fee Schedule: Submissions must provide a Cost Proposal and cost of all activities based on a maximum contract length of 24 months. Proposals must provide a project budget line-item cost estimate to complete the scope of services described in RFP by task.
5.	Attachment D – Forms, Affidavits and Documents- Award Winners Only Respondent will be required to provide their completed Forms, Affidavits, Insurance and Documents, if they are selected as the award winner provided in Attachment D.
6.	Attachment E – Model Professional Services Contract Respondent shall provide their agreement to the Model Professional Services Contract or note any exceptions provided in Attachment E.

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.



E-Procurement Open Assistance Sessions Learning How to Navigate Oracle

To join E-Procurement experts for Oracle demonstrations and Q&A pick one of the time slots

Virtual Learning Session (30 min. each)	Day & Time Option 1	Day & Time Option 2
Supplier Registration	<u>Mondays, 10:30 AM</u>	<u>Thursdays, 1:00 PM</u>
Supplier Profile Updates	<u>Mondays, 11:30 AM</u>	<u>Thursdays, 1:30 PM</u>
Responding to Bids	<u>Mondays, 9:30 AM</u>	<u>Fridays, 9:30 AM</u>
Invoicing	<u>Tuesdays, 1:30 PM</u>	<u>Fridays, 11:30 AM</u>
Online Office Hours (General)	<u>Tuesdays, 3:00 PM</u>	<u>Wednesdays, 9:30 AM</u>

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 “ 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 payment 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.

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 for specific contact information regarding these opportunities.

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-(Award winner only)

Attachment E - **Model Professional Services Contract**