



**CITY OF DETROIT**

**OFFICE OF CONTRACTING & PROCUREMENT**

**REQUEST FOR PROPOSAL**

**Three Mile Munich Park - Renovation**

**RFP NO. 184712,1**

Proposal Due Date: (6/7/24 11:00 AM)

QUESTION DEADLINE (EST): May 27, 2024 by 3:00pm est.  
*Questions will NOT be entertained after the deadline date/time*

**Pre-Bid Walk-through: May 21, 2024 2:00pm**

**Three Mile Munich Park - 4400 Three Mile Dr., Detroit, MI 48224.**

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

Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database [www.detroitmi.gov/supplier](http://www.detroitmi.gov/supplier). Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to [procurementinthecloud@detroitmi.gov](mailto:procurementinthecloud@detroitmi.gov) or call (313) 224-4600.



*The individual listed below is the bid contact.*

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

Phone  
 Fax  
 E-mail **Aroya.Rush@detroitmi.gov**

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

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

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**Table of Contents**

1 Overview.....5  
    1.1 General Information.....5  
    1.2 Schedule.....5  
    1.3 Negotiation Controls.....5  
    1.4 Terms.....5  
    1.5 Attachments.....5  
2 Requirements.....7  
    2.1 Section 1. Proposer's Attachments and Affidavits.....7  
3 Lines.....9  
    3.1 Line Information.....9  
    3.2 Line Details.....9  
        3.2.1 Line 1.....9  
4 Appendix: Alternate Lines.....10  
    4.1 Instructions for Alternate Lines.....10  
    4.2 Alternate Lines Template.....10

## 1 Overview

### 1.1 General Information

Title **Three Mile Munich Park - Renovation**  
 Synopsis **The City of Detroit Office of Contracting and Procurement (OCP) on behalf of the General Services Department: Landscape Design Unit requests proposals from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFP to provide new walkways and site furnishings (i.e. grills, benches, picnic tables etc) at Three Mile-Munich Park.**  
 Amendment Date **5/21/24 3:05 PM**  
 Amendment Description **Addendum 1. Uploading Bid Walk sign in sheet.**  
 Buyer **Aroya Rush** Outcome **Contract Purchase Agreement**  
 E-Mail **Aroya.Rush@detroitmi.gov**

#### Introduction

This solicitation is for *Three Mile Munich Park renovations*. During the period between posting of this solicitation and final award notification, *a bidder must not communicate, directly or indirectly, with the City of Detroit Department(s) for whom the solicitation is posted for, or its employees, agents, contractors, or officials regarding any aspect of this procurement activity*, unless otherwise approved in writing by the Chief Procurement Officer. All communication concerning this solicitation shall be with the Bid Contact(s) listed for this solicitation and shall be through the **Oracle Cloud message portal** only. No phone calls shall be accepted. Failure to adhere to these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law. **Only electronic submissions via Oracle Cloud will be accepted.** The firm awarded this contract will be expected to provide all of the requested services outlined in the attachments.

### 1.2 Schedule

Preview Date Open Date **5/21/24 3:05 PM**  
 Close Date **6/7/24 11:00 AM** Award Date  
 Time Zone **Eastern Standard Time**

### 1.3 Negotiation Controls

Response Visibility **Sealed**

### Lines Settings

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

### 1.4 Terms

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

### 1.5 Attachments

File Name or URL	Type	Description
Bid Walk Sign in.pdf	File	
Attachment B - Respondent Intr	File	
Attachment D - Forms Affidavit	File	

REQUEST FOR PROPOSAL 184712,1

File Name or URL	Type	Description
Attachment E - Professional Se	File	
Attachment F - Bond Forms.pdf	File	
Attachment A - Respondent Ques	File	
Attachment C - Three Mile Muni	File	
Attachment G - TMM-WC-24-CDs-u	File	
Attachment H - Three Mile Muni	File	
RFP 184712.pdf	File	
Combined Corporate Accountabil	File	

## 2 Requirements

*\*Response is required*

**Please complete and upload all required documents to Oracle along with your proposal.**

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

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

Select one of the following:

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

Comments:

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\*2. Complete the attached Affidavit of Disclosure of Interests and upload to your response.

Select one of the following:

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

Comments:

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\*3. Complete the attached Non-Collusion Affidavit and upload to your response.

Select one of the following:

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

Comments:

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\*4. Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS. Please check Yes or No.

Select one of the following:

- a. Yes
- b. No

Comments:

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\*5. Below document is necessary for you to upload along with the proposal:  
Reference Form

Select one of the following:

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

Comments:

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

Comments:

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- \*7. Will you be utilizing any Sub-Contractors?

Select one of the following:

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

Comments:

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- \*8. Please use the below URL to complete the Income Tax and Account Receivables Clearance process:

<http://bit.ly/detroitclearances>

Select one of the following:

- a. Completed  
 b. Not Completed

Comments:

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9. Attention: Considering a Joint or Mentor Venture? Click the URL.

<https://app.smartsheet.com/b/form/2359d53ee4364f709cdda15913b530d6>

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Comments:

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### 3 Lines

Instructions
A full proposal in response to the RFP and a completed Bid Form are required to be evaluated. Documents can be found under attachments on the overview page.

#### 3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-Base Bid Proposal Total				

#### 3.2 Line Details

##### 3.2.1 Line 1 Base Bid Proposal Total

*To provide an alternate line, see appendix.*

Category Name	<b>C.12 Construction Site Work</b>	Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	<b>Yes</b>	Estimated Total Amount (USD)	
Target Minimum Release Amount (USD)			
Start Price (USD)			

**4 Appendix: Alternate Lines**

**4.1 Instructions for Alternate Lines**

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

**4.2 Alternate Lines Template**

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

