



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR PROPOSAL

Stoudamire Park Improvements

RFP NO. 184723,2

Proposal Due Date: (6/18/24 11:00 AM)

QUESTION DEADLINE (EST): June 5, 2024 by 3:00pm est.
Questions will NOT be entertained after the deadline date/time

Pre-Bid Walk-through: May 28, 2024 2:00pm

Stoudamire Park - 15045 Troester St, Detroit, MI 48205.

*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. 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.

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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1 Overview

1.1 General Information

Title **Stoudamire Park Improvements**
 Synopsis **The City of Detroit Office of Contracting and Procurement (OCP) on behalf of the General Services Department requests proposals from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFP to provide improvements, site furnishings, and landscaping at Stoudamire Park.**
 Amendment Date **5/30/24 4:12 PM**
 Amendment Description **Amendment created to include revised RFP, which included revisions to the evaluation criteria. There have also been revisions to the projects Bid Form and Site Plans (attachments C & G).**
 Buyer **Aroya Rush** Outcome **Contract Purchase Agreement**
 E-Mail **Aroya.Rush@detroitmi.gov**

Introduction

This solicitation is for *Stoudamire Park improvements*. 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 **5/30/24 4:12 PM**
 Close Date **6/18/24 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
REVISED Attachmet C - Stoudami	File	
REVISED Attachment G - Stoudam	File	

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File Name or URL	Type	Description
REVISED RFP 184723.pdf	File	
Attachment I - Combined Corpor	File	
Attachment B - Respondent Intr	File	
Attachment H - Stoudamire SOW.	File	
Attachment F - Bond Forms.pdf	File	
Attachment E - Professional Se	File	
Attachment D - Forms Affidavit	File	
Attachment A - Respondent Ques	File	
Bid Walk Sign In Sheet.pdf	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:

*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:

*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:

*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:

*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:

*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:

*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:

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

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

Comments:

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	C.12 Construction Site Work	Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes	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	

