

**(CORRECTION)** TO RFP# 184982 (revised dates  
highlighted)

**CITY OF DETROIT REQUEST FOR PROPOSALS  
RFP# 184982  
OFFICE OF CONTRACTING AND PROCUREMENT  
ON BEHALF OF THE  
HOUSING AND REVITALIZATION DEPARTMENT  
JULIE SCHNEIDER, DIRECTOR  
MICHAEL E. DUGGAN, MAYOR**

**NOTICE OF REQUEST FOR PROPOSALS FOR CITY OF DETROIT  
CONSOLIDATED PLAN AND NRSA APPLICATION - CONSULTANT**

The City of Detroit, through its Housing and Revitalization Department, invites firms to submit proposals from qualified professional consulting services to develop its 2025-2029 Consolidated Plan (“Con Plan”) and update its Neighborhood Revitalization Strategy Area (“NRSA”) Plan for the U.S. Department of Housing and Urban Development (“HUD”), and design and deliver outreach materials that help Detroiters actively participate in the planning process. Competitive applicants will demonstrate a minimum of 5 years of experience with projects of similar size and scope. One award with a recommendation for a twenty-four-month professional services contract opportunity will result.

**RFP QUESTION DEADLINE:** Submit RFP Questions due via Oracle Messenger before or by 3:00 p.m., (Eastern Time), Wednesday, August 28, 2024.

**Virtual RFP Pre-Proposal Conference takes place at 1:30 p.m.-2:30 p.m. (Eastern Time),  
Thursday, September 5, 2024:**

**[Join the meeting now](#)**

**Microsoft Teams Meeting**

**Meeting ID: 258 789 490 660**

**Passcode: rXaSLv**

**Dial in by phone**

**+1 469-998-6602,,912142007# United States, Dallas**

**PROPOSAL SUBMISSION:** All proposals must be prepared and submitted online using the City’s “Oracle” system. Proposal applicants must register on Oracle before a proposal can be submitted. Proposals must be submitted via Oracle before or by **September 13, 2024, at 1:00 p.m.** Paper copies of Proposals will not be accepted.

**Virtual Public Recording of Proposal Submissions takes place at 2:00 p.m. (Eastern  
Time), **September 13, 2024:****

**Microsoft Teams Meeting**

**[Join the meeting now](#)**

**Meeting ID: 286 941 228 492**

Passcode: 5f87zG

Dial-in by phone: +1 469-998-6602, 438088294# United States, Dallas

Phone conference ID: 438 088 294#

To obtain information regarding Oracle, please visit the City of Detroit Office of Contracting and Procurement webpage at <https://detroitmi.gov/supplier>.

**PROPOSAL SELECTION & EVALUATION CRITERIA:** Proposals submitted by the deadline will be reviewed, ranked, and scored by the Consensus Evaluation Committee. All proposals will go through a selection and ranking process. One award will be recommended based on the respondent's ability to demonstrate their capacity to demonstrate elements of the Consolidated Plan and NRSA process including all required deliverables on behalf of the City of Detroit, Housing and Revitalization Department. The Consensus Evaluation Committee will review and rank proposals for Short List Interviews. Proposals will be ranked, evaluated, and scored on a 100-point scale. One award will be recommended for a professional services contract. The Evaluation Criteria is as follows:

| <b>PROPOSAL EVALUATION &amp; SCORING CRITERIA</b>   | <b>MAXIMUM POINTS</b> |
|---|-----------------------|
| <b>1. Soundness of Approach:</b> Demonstrates a clear vision for achieving all objectives, tasks, and deliverables. Proposed approach, including specialized expertise in Consolidated Plan and NRSA with the understanding of the Consolidated Plan requirements at <a href="#">HUD CPD Notice-12-009</a> and detailed information on development of the NRSA in <a href="#">CPD Notice-16-16</a> . Demonstrates capacity to deliver material according to contract or as requested. | 25                    |
| <b>2. Consolidated Plan – Workplan/Schedule Management:</b> A detailed project schedule workplan including timelines of deliverables according to the Consolidated Plan and NRSA timelines.   | 20                    |
| <b>3. Approach to developing resident-facing materials:</b> Demonstrates practical ability of developing resident-facing materials including design meeting materials, surveys and other pertinent outreach information   | 15                    |
| <b>4. Experience developing user-experience for stakeholders:</b> Past project experience in the City of Detroit. Experience of proposed project leaders/team members working with Detroit residents, community organizations, and/or stakeholder groups. Demonstrated knowledge of City of Detroit neighborhoods.  | 15                    |
| <b>5. Consolidated Plan and NRSA – Experience and Qualifications:</b> Successful examples of administering all elements of the Consolidated Plan and NRSA process. Demonstrated expertise in data collection, analysis, and mapping. Successful examples of effective and innovative public engagement techniques and meeting facilitation. Strong record of performance on projects completed within urban municipalities. Experience of proposed project leaders/team members       | 15                    |

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| on similar projects.   |            |
| <b>6. Consolidated Plan – Cost Analysis &amp; Detailed Project Budget (Itemize Pricing):</b> Clear and concise detailed budget, itemizing pricing for project deliverables | 10         |
| <b>TOTAL POSSIBLE POINTS</b>   | <b>100</b> |

Late proposals will not be accepted.

**The CDBG funded RFP will be available via Oracle before or by 5:00pm on Friday, August 16, 2024.**

Office of Contracting and Procurement RFP Contact:  
Elizabeth C. Ayana Johnson, Contracting and Procurement Specialist  
Email: johnonea@detroitmi.gov

**Notice of Non-Discrimination:** The City of Detroit does not discriminate on the basis of race, color, creed, national origin, age, handicap, sex, or sexual orientation. Complaints may be filed with the City of Detroit, Civil Rights, Inclusion, Opportunity, Coleman A. Young Municipal Center, Detroit, Michigan 48226.