



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

RFP NO. 185161

Consultants for Fischer and Meldrum Stormwater Study

Buyer: Kelly Trammel

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	September 27, 2024
PRE-PROPOSAL CONFERENCE	October 17, 2024 at 2pm est Location: Microsoft Teams
<p>Microsoft Teams Need help? Join the meeting now Meeting ID: 262 376 945 690 Passcode: gfxSGK</p> <hr/> <p>Dial in by phone +1 469-998-6602,,316566210# United States, Dallas Find a local number Phone conference ID: 316 566 210# For organizers: Meeting options Reset dial-in PIN</p>	
QUESTIONS DUE	October 21, 2024, on or before 3pm est All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
PROPOSAL DUE DATE *	October 28, 2024, by 3pm EST

* Respondents must [register](#) in Oracle to download bid documents and submit bids. **The City cannot guarantee the accuracy of any bid documents obtained from outside of Oracle, and bids submitted outside of Oracle will not be accepted.** Detailed resources about registering and bidding, including video tutorials and live, virtual office hours, are available at www.detroitmi.gov/suppliersupport.

Questions about the specifics of this RFP must be asked within the [Oracle](#) Messages interface for the bid on or before the date and time indicated above. Questions asked via phone, email, and/or other means will not be answered.

Proposals must be uploaded in



Section 1. Project Summary and Background

1.1. PROJECT REQUEST

The City of Detroit Office of Contracting and Procurement (OCP) on behalf of the Housing and Revitalization Department (HRD) requests proposals from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFP to provide preliminary engineering analysis of hydraulic impacts to the Detroit sewer system from the removal of stormwater drainage for areas upstream of the Fischer Sanitary Pumping station (Fischer) and the Meldrum sewer drainage area downstream of the GLWA Lieb Screening facility on Mt. Elliott Street (Meldrum).

1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT

The City of Detroit Housing and Revitalization Department in conjunction the Detroit Water and Sewage Department (DWSD) and Great Lakes Water Authority (GLWA) is seeking qualified Consultants to provide the preliminary engineering analysis that will evaluate the impact of converting portions of the Fischer Relief Sewer system to a stormwater sewer within the portions of the Fischer Relief Sewer system to a stormwater sewer within the district to reduce the stormwater from entering the combined system. The majority of the stormwater runoff will be redirected into the new storm sewer pipe network, improving the capacity of the local DWSD and GLWA combined system downstream of the project area.

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 two-years with two one-year renewal options.** 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

Project Management

The Consultant shall provide management of the project to help ensure timely delivery of services in accordance with the Contract. This includes maintaining a project schedule, scheduling and convening project meetings, meeting summaries and timely transmittal of project deliverables. Project management scope and fee shall be distributed across project work tasks based on the anticipated level of effort necessary to ensure timely delivery of the project. DWSD expects that appropriate quality assurance and quality control measures are included as part of project delivery.

Information Gathering

Prior to detailed study work, the consultant shall amass a digital library of project files to help ensure that work can advance in a linear and efficient manner.

File Collection

The consultant shall request relevant information from DWSD and GLWA for the sewer system within and around (as necessary) the project area. Requested information should generally include sewer section maps, as-built sewer profiles, studies and models (DWSD and GLWA).

The consultant shall also request telemetry data (pump run time, wet well depths, flow, etc) for the Fischer pump station as well as CSO discharge data for B003 through B006 and area rain gage data.

For the Meldrum drainage area, the consultant shall also request CSO discharge data and area rain gage data.

Base Mapping

The consultant shall prepare a document library comprised of all readily available GIS information. This generally should include sewer lines, manholes, pump stations, CSOs, property information and aerial imagery. Additionally, the Consultant shall submit a MISSDIG design ticket to obtain existing utility information within the project areas.

GLWA Coordination

GLWA is currently designing screening improvements near the existing Fischer outfall. The project is funded through an agreement with MDOT related to the I-94 reconstruction projects. Given the project's overlapping drainage areas, the consultant shall arrange for coordination meetings at several points (assume four) throughout the project.

H/H Model set-up

As part of the project, the consultant will receive a copy of DWSD’s “All-Pipes Model” which is a continuously updated city-wide model of the DWSD and GLWA sewer system. The model has been developed within the Autodesk InfoWorks ICM platform. The Consultant will maintain a version of this model during the project which will be used to establish existing conditions and model proposed solutions.

Task Deliverables

Technical Memorandum categorizing obtained data and identifying potential gaps for future research and evaluation during the project.

Preliminary Hydraulic Modeling

Pre-calibration Model Analysis

Under this task, the GLWA Regional SWMM Model and DWSD All Pipes Infracworks Models will be evaluated. The evaluation will document the hydraulic conditions in the existing combined sewer collection system for key hydrologic events to establish baseline conditions to which proposed improvements can be compared.

Metering Plan and Implementation

A metering plan will be developed for the Fischer project area for use in calibrating the DWSD All-Pipes model. DWSD will then contract with a metering contractor to deploy meters within the Fischer project area. Metering data will be collected throughout the growing season to capture storm events. A rain gage may also be located within the project area to accurately capture precipitation data.

Hydraulic Model Calibration

For the intents of this analysis, the consultant shall utilize DWSD All-Pipes model. As part of this, the Fischer metering will be used to calibrate the model for the Fischer project area. After calibration, the model will be run for the 10-, 25-year, and 100-year, 24-hour design events and the 10-year, 1-hour design event. The extent of basement and street flooding will be analyzed for each.

Capacity and Surge Evaluation

Using the calibrated model, both the Fischer and Meldrum project areas will be evaluated to identify issues within the collection system. This will include a review of the conveyance system and identifying sewers that constrain capacity. The evaluation will also review areas of surcharge and whether they affect basements within the project area. Concentrated areas with elevated surcharge will be identified.

Task Deliverables

Technical memorandum summarizing the existing conditions model. The technical memorandum shall include a detailed evaluation of hydraulic grade lines (HGL) within the project area and include critical design locations where the HGL denotes potential harmful surcharge.

Field Data Collection

For the Fischer project area, based on the review of existing data and preliminary modeling work, the consultant shall collect data to enhance the existing model and increase framework confidence in areas that lack sufficient as-built records. An allowance will be included for pipeline inspection, field data collection and metering.

CCTV Allowance

During the course of the project, it may become necessary to gain CCTV data of sewers within the project area. As part of this task, the consultant shall coordinate a CCTV inspection of existing sewer lines within the project area. This survey is intended as a means to identify connectivity, conditions and sizes of existing sewer service within the project area. Prior to starting work, the Consultant shall provide a list of sewers to be televised to DWSD for review and approval. The Consultant shall then coordinate with a qualified local sewer inspection company to complete PACP/MACP inspections of the sewer system. Upon completion of the work, the Consultant shall review all information and develop a database and map of all sewer connections (storm and sanitary) within the project area.

Field Data Collection Allowance

As-needed topographic survey with structure inventories shall be completed for the project area as defined by the project requirements. The survey shall conform to DWSD requirements. The topographic survey shall include existing utilities based on requested records from Public and Franchise utilities within project area. The Consultant shall retain a contractor resource to perform physical verification of utilities through hydraulic excavation as necessary.

Wet-weather metering

As part of the study, the Consultant shall install flow meters at strategic locations within the existing Fischer. The flow meters will be utilized to calibrate the existing DWSD All-Pipes model. As part of this task, the Consultant will develop a flow metering plan which will be submitted for review by DWSD.

Concept Development

For the Fischer project area, the consultant shall develop at least 3 concepts for engineering analysis which identify potential improvements which result in either the elimination of CSOs or reclassification to extreme discharge only. At this time, DWSD envisions that concepts could include but are not limited to:

Development of stormwater districts within the existing Fischer relief system. This would include the introduction of bulkheading the upstream interconnections between the Fischer system at Seneca/Harper and along the Vernor, Sylvester, Gothe, Mofatt, and Palmer arms. As part of this, the study would also review the feasibility of diverting combined areas to the Northeast Interceptor East Arm (NIEA) sewer.

This study should identify all system interconnects between the stormwater relief sewers and combined sewers and evaluate impacts of the isolated stormwater system on the local and regional systems for the various design events. It is envisioned that this alternative would also include repurposing the Fischer sanitary pumping station as a stormwater dewatering station with a direct discharge to the Detroit River. This should also consider as-needed modifications to the regulator at the Fischer (B005) outfall.

Construction of new storm sewers within the Fischer drainage area. This alternative will evaluate areas for stormwater sewers within the Fischer drainage area, however, a new stormwater outfall will be constructed as part of the improvements. It is envisioned that the exiting Fischer relief

system would largely remain in place; however, right of way drainage would be intercepted into the new storm system.

Diversion of areas and optimization of in-system storage. This alternative diverting surrounding areas to adjacent sewers and the NIEA. The existing Fischer system would be evaluated to determine what level of additional storage could be gained through optimization through weirs and other in-system controls.

For the Meldrum project area, the consultant shall develop at least 2 concepts for engineering analysis which identify potential improvements which result in either the elimination of CSOs or reclassification to extreme discharge only. Each alternative should include construction of new storm sewers within the Meldrum outfall drainage area. The alternatives should include a layout for a stormwater trunk sewer and demonstrate which portions of existing stormwater elements can be bulkheaded and intercepted.

Task Deliverables

Technical memorandum summarizing the alternative concepts. The technical memorandum shall include an evaluation of the proposed conditions for each alternative concept. This will include maps of the proposed sewers and drainage areas as well as supporting data to confirm the alternatives successfully meet project goals (i.e., elimination of CSOs or reclassification to extreme discharge only).

Stakeholder Coordination

Improvements within the east side sewer system will likely require coordination with public agencies. While the preferred solutions are yet to be determined, DWSD anticipates that they will likely impact or involve GLWA, EGLE and potentially the United States Army Corp of Engineers. Additionally, solutions within the project area may include impacts to private property in which the City of Detroit Planning and Development Department (PDD) would be consulted. Consulting with MDOT or Detroit Public Works (DPW) will be required for any road or Right of Way impacts. In the event that public land may become impacted, the General Services Department (GSD) would be involved. Additional coordination with neighborhood-based stakeholders including the Department of Neighborhoods (DON) and non-profit organizations or deemed interest groups may be required.

Task Deliverables

Meeting summaries of interactions with each agency. Summaries should include critical concerns, required coordination and anticipated permits.

Cost Estimating

Under this task, the Consultant will develop opinions of probable cost will be developed for the proposed improvements. Cost opinions will be developed based upon the preliminary concept plans and will be developed through use of unit pricing. Costs estimates will be developed consistent with the Association for the Advancement of Cost Engineering (AACE) Class 4 methodology. These costs will be based upon current MDOT average unit prices and recently bid DWSD project work.

Task Deliverables

AACE Class 4 cost opinion for each alternative.
Alternative Screening and Preferred Alternative

The consultant will review each alternative for a variety of factors to determine the most cost-effective project(s). This evaluation should consider:
Reduction in risk by evaluating HGLs for various design events at critical points within the system.

The reduction in both frequency and total volume of CSO discharges within and surrounding the project area for outfalls along the Detroit River.

Project costs inclusive of engineering design, land acquisition (if needed), construction and long-term maintenance/operation.

Project delivery duration inclusive of design and construction.

Environmental impacts and compliance with the National Environmental Policy Act (NEPA). As part of screening, each concept should be evaluated for impacts to environmental resources. This evaluation should include those described within the NEPA. Generally, this should include Wetlands and Natural Features, Section 106 / State Historic Preservation Office (SHPO) Analysis and Archaeological Resources, Tribal resources and Floodplain. Please note that the City of Detroit Housing and Revitalization Department has performed an initial environmental screening of the project which will be made available to the Consultant.

Neighborhood values and desires (as gauged by 7.10 Public Outreach).

Coordination with DWSD's risk assessment team and modeling.

Implementation and Funding Strategy

The consultant will evaluate the preferred alternative for a feasible project delivery strategy. The project delivery should consider the use of DWSD rate dollars, possible regional capacity swaps, State and Federal funding sources including but not limited to Clean Water State Revolving Fund (SRF) and FEMA Building Resilient Infrastructure and Communities (BRIC). The strategy should be a time-based approach that depicts delivery of projects within a 5- to 10-year horizon.

Task Deliverables

Technical memorandum summarizing recommendations for project implementation.

Public Outreach

The consultant shall develop a community engagement strategy in close coordination with the DWSD Public Affairs department. The engagement strategy will work to accomplish the following:

Establish strategic partnerships within the project area. This will help facilitate possible siting for water quality infrastructure and to better understand the neighborhood values and desires prior to alternative development. Partnerships will include traditional community organizations.

Establish level of service expectations. This will include determining the social impacts from prior storm events and how those have affected residents and businesses within the area.

Presentation of Alternatives. Prior to report finalization, the alternatives analysis will be presented to the community for feedback and discussion. Comments from this engagement will be used to finalize the preferred alternative. A locally informed preferred alternative will help to foster greater community support for later construction projects.

Report

At the completion of the study, the Consultant will develop a report documenting the engineering analysis will be developed. The report will include the following sections:

Executive Summary

Existing Conditions and Model Findings

Proposed Alternatives

Preferred Alternative

Cost Estimating and Benefit Cost Analysis

Implementation Plan

Task Deliverables

Final Report (PDF and up to 10 hard copies)

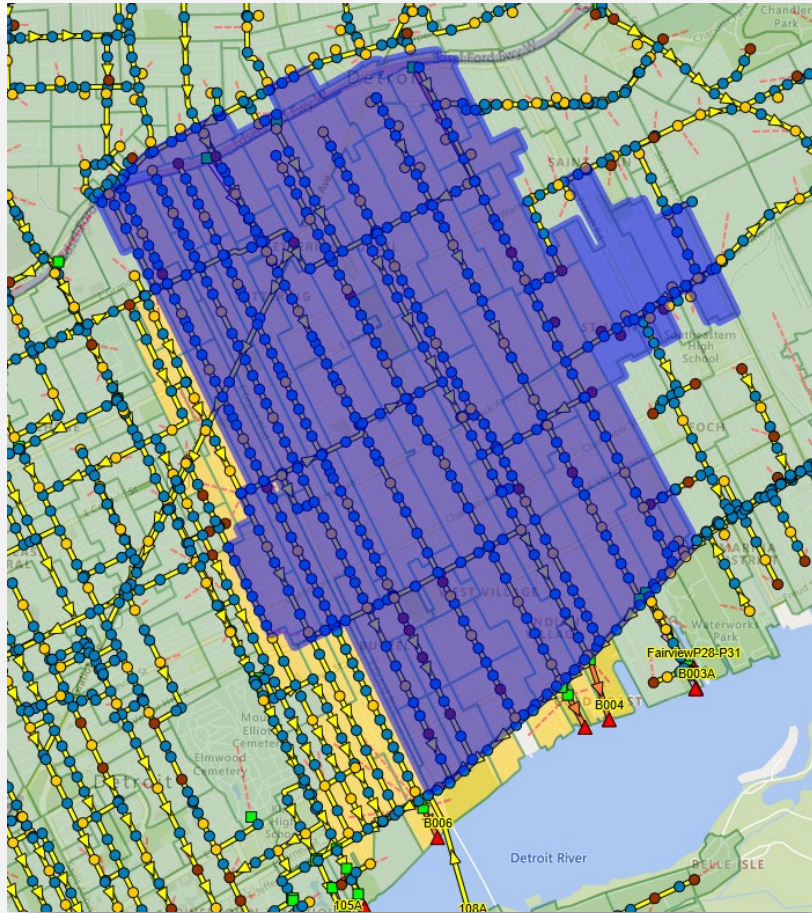
Digital project data delivery (model files, reports, technical memoranda, GIS data and all other project files in native format)

TECHNICAL INFORMATION

Fischer Relief Drainage Area

The Fischer Relief drainage area, CSO B-003, B-004, B-005 and B-006, has been identified as a Proposed Plan for CSO controls into the Detroit River in the 2020 Great Lake Water Authority (GLWA) Wastewater Master Plan (WWMP) Report to reduce unregulated CSOs and stormwater runoff from entering the combined system. The overflow volume for these CSOs is considered high volume in the GLWA WWMP Report. Under the GLWA NPDES Permit, B-003, B-004, B-005, B-006 are considered as non-core outfalls in the Limited Discharge Authorization for CSOs. The untreated CSOs that are non-core outfalls will be required to be addressed under the adaptive management CSO correction program by 2039. The Fischer sewer drainage area is roughly 2,968 acres and is bounded on the south by the Detroit River, on the north by I-94, on the west by East Grand Boulevard, and on the east by St. Jean. Some of the infrastructure in this area was installed in the late 1870s to the early 1890s.

A large diameter relief sewer system was constructed in the mid-1920s which intercepted stormwater flow and discharged to the Detroit River during extreme events. This system was later modified to include a sanitary pump station near Erma Henderson Park at the intersection of E Jefferson Ave and Fischer Avenue.



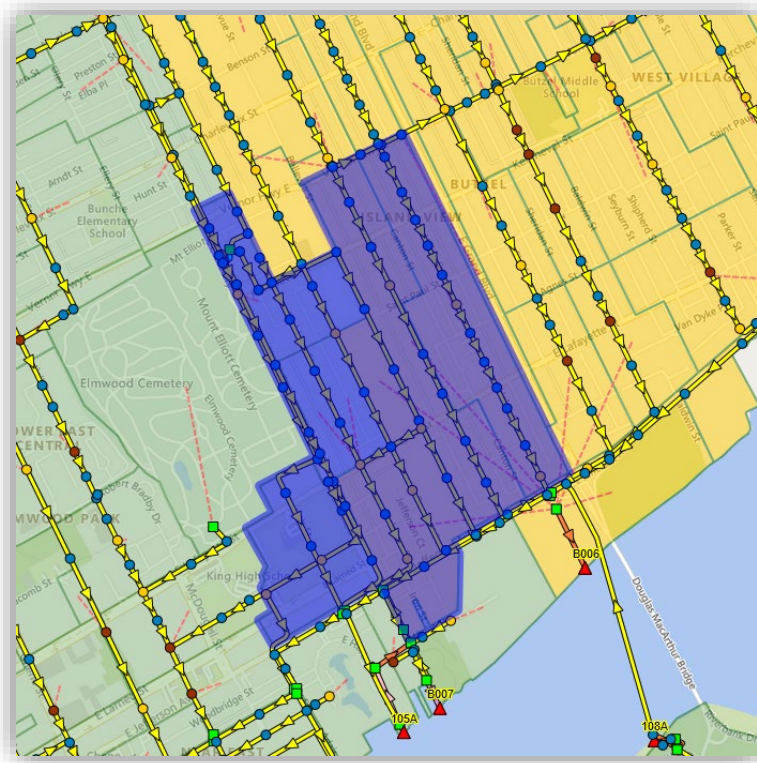
Fischer Relief Sewer Drainage Area

The preliminary engineering analysis will evaluate the impact of converting portions of the Fischer Relief Sewer system to a stormwater sewer within the district to reduce the stormwater from entering the combined system. The majority of the stormwater runoff will be redirected into the new storm sewer pipe network, improving the capacity of the local DWSD and GLWA combined system downstream of the project area. Additionally, the study will evaluate the water quality improvements to the Detroit River through CSO reductions and in-system surcharge reductions. The surcharge reductions will be checked in a modeling software and translated to basement backup risk reductions.

Meldrum Sewer Drainage Area

The Meldrum Sewer drainage area, CSO B-007, has been identified as a Proposed Plan for CSO controls into the Detroit River in the 2020 Great Lake Water Authority (GLWA) Wastewater Master Plan (WWMP) Report to reduce unregulated CSOs and stormwater runoff from entering the combined system. The overflow volume for these CSOs is considered moderate volume in the GLWA WWMP Report. Under the GLWA NPDES Permit, B-007 is considered as a non-core outfall in the Limited Discharge Authorization for CSOs. The untreated CSOs that are non-core

outfalls will be required to be addressed under the adaptive management CSO correction program by 2039. The Meldrum sewer drainage area is roughly 304 acres and is located immediately downstream of the Leib Screening Facility on Mt. Elliott. Some of the infrastructure in this area was installed in the late 1870s to the early 1890s.



Meldrum Sewer Drainage Area (area in blue)

The preliminary engineering analysis will evaluate the impact of creating a stormwater sewer within the district to reduce the stormwater from entering the combined system downstream of the Leib SDF diversion. The majority of the stormwater runoff will be redirected into a storm sewer pipe network, improving the capacity of the local DWSD and GLWA combined system downstream of the project area. Additionally, the study will evaluate the water quality improvements to the Detroit River through CSO reductions and in-system surcharge reductions. The surcharge reductions will be checked in a modeling software and translated to basement backup risk reductions.

Attach your organization’s financial statements (CPA Certified) for the previous three years; and

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.





Section 3. Proposal Evaluation and Selection Process

3.1. MINIMUM QUALIFICATIONS

Respondents must demonstrate a minimum of 3 years of experience providing the services requested in the RFP for projects of similar scope and size with a minimum of 3 references

Respondents must provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel.

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

EVALUATION PROCEDURE

After evaluating the proposal, oral presentations may be scheduled with the respondents. A final determination will be made after the oral presentations are complete.

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.

Technical Proposals will be evaluated before Cost Proposals are reviewed.

Proposal Evaluation Criteria	Possible Points
1. Work Plan	30
2. Firm Experience/Ability to Perform Work	30
3. Staff Experience	30
4. Pricing	10
Total Points Possible	100

3.5. EVALUATION PROCEDURE

Criteria 1 – Work Plan (30 points)

- Level of understanding of DWSD’s goals and objectives.
- Soundness of methodology, including:
 - Efficiency of program management approach.
 - Availability and range of resources.
 - Thoroughness of work plan to accomplish the tasks requested.
 - Timeline.
 - Innovative strategies for future project delivery.

Criteria 2 -- Firm Experience/Ability to Perform Work (30 points)

- Familiarity with the Detroit sewer system and existing sewer models.
- Breadth and depth of experience in performing similar program management services to the scope described in this RFP.
- Quality of reference checks, including completing projects on time, within budget, etc.

Criteria 3 – Staff Experience (30 points)

- Soundness of organizational chart.
- Experience and qualifications of key personnel, including project manager, and other key personnel.
- Experience of any sub-consultants/contractors proposed as part of the project.

Criteria 4 – Fee Proposal (10 points)

- Reasonableness and competitiveness of total cost.

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:

Required Response Item	
1.	Letter of Transmittal 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.
2.	Attachment A – Respondent Questionnaire Respondent shall provide their Proposal Introduction and Experience / Capacity & Staffing, per the requirements provided in Attachment A.
3.	Attachment B – Proposal Introduction and Solution / Approach Respondent shall provide their Proposal Introduction and Solution / Approach, per the requirements provided in Attachment B.
4.	Attachment C – Pricing Respondent shall provide their Pricing proposal, per the requirements provided in Attachment C.
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.
7.	



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	Mondays, 10:30 AM	Thursdays, 1:00 PM
Supplier Profile Updates	Mondays, 11:30 AM	Thursdays, 1:30 PM
Responding to Bids	Mondays, 9:30 AM	Fridays, 9:30 AM
Invoicing	Tuesdays, 1:30 PM	Fridays, 11:30 AM
Online Office Hours (General)	Tuesdays, 3:00 PM	Wednesdays, 9:30 AM



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

Attachment E - Model Professional Services Contract

Exhibit A – Federal Regulations & Construction Regulations