



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

**RFP NO. 185303  
DENBY-WHITTIER NEIGHBORHOOD FRAMEWORK STUDY AND  
IMPLEMENTATION PLAN**

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Buyer: Elizabeth Ayana Johnson

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	November 15, 2024
VIRTUAL PRE-PROPOSAL CONFERENCE	Location: <b>Microsoft Teams Meeting</b> <b>November 27, 2024 at 1:00 p.m. Eastern</b>
<b>Microsoft Teams</b> <a href="#">Need help?</a>  <a href="#">Join the meeting now</a>  Meeting ID: 256 595 686 927  Passcode: 5Jn2q8vB  <b>Dial in by phone</b>  <a href="#">+1 469-998-6602,,411629250#</a> United States, Dallas  <a href="#">Find a local number</a>  Phone conference ID: 411 629 250#	
QUESTIONS DUE	<b>December 11, 2024 on or before 1:00 p.m. Eastern</b>  All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
ANSWERS DISTRIBUTED	<b>December 13, 2024 via RFP Oracle Messages</b>
PROPOSALS DUE DATE *	<b>December 17, 2024 at 2:00 P.M., Eastern</b>



City of Detroit  
Office of Contracting and Procurement (OCP)  
Request for Proposal – 185303 – Denby-Whittier Neighborhood  
Framework Study and implementation Plan

	In the Supplier Portal as specified in Section 4.5 of this RFP.
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\* 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](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.



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## **Section 1. Project Summary and Background**

### **1.1. PROJECT REQUEST**

The City of Detroit Office of Contracting and Procurement (OCP) on behalf of the Planning and Development Department requests proposals from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFP to provide a Denby-Whittier Neighborhood Framework Study and Implementation Plan.

The Plan will be action-oriented; it will reflect the future vision and current priorities of the community and will craft short term (3-5 years), mid-term (5-7 years), and long-term (7+ years) to improve quality of life for Detroiters in the neighborhoods within the study boundary.

### **1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT**

The City of Detroit Planning & Development Department (the "City" or "Client") seeks proposals from qualified and experienced urban planning, engineering, landscape architecture, and/or environmental planning firms to provide professional services and technical assistance to support the creation of a Neighborhood Framework Plan ("Plan"). Guided by principles of participatory planning, equitable development, and smart growth, the City seeks to leverage the Plan to expand Detroit's post-bankruptcy economic recovery beyond downtown into the neighborhoods in a manner wherein every Detroiters has an opportunity to participate and benefit. The City envisions a healthy and beautiful Detroit, built on inclusionary growth, economic opportunity, and an atmosphere of trust.

### **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.** 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 award as a result of the RFP.**



## **Section 2. Statement of Work**

### **2.1. SERVICES TO BE PERFORMED**

#### Part I: Scope of Work

##### 2.2. Introduction

For this project, the Neighborhood Framework Plan focus area is a 2.36 square mile region on Detroit's eastside bound by Outer Drive, Hayes Street, Kelly Road, Kingsville Street, Harper Avenue, and I-94. This area is comprised of several neighborhoods, including Denby, Moross/Morang, Yorkshire Woods, and a portion of Outer Drive/Hayes. For the purposes of the Plan, the study area will be referred to as "Denby/Whittier."

The purpose of this framework planning process is to create a community-supported and informed vision for the area. Themes for the plan center around community joy, healing, connectivity, and strengthening healthy ecosystems. The selected consultant will provide technical support to the City and its community partners to craft an implementable Neighborhood Framework Plan that is focused on four pillars:

- 1. Housing & Neighborhood Stabilization:** 1) the formulation of a rehabilitation strategy to restore and reoccupy publicly-owned vacant houses; 2) the identification of targeted demolition clusters of unsalvageable vacant homes and commercial buildings to improve the visual aesthetic and public safety of immediate and adjacent areas; and 3) the formulation of a land stewardship strategy for vacant lots that are likely to remain fallow for the foreseeable future, incorporating forward-thinking practices that improve social, economic, environmental, and ecological sustainability.
- 2. Commercial & Economic Development:** 1) the identification, conceptual design, and financial modeling of specific opportunity and adaptive reuse sites where new mixed-use & multi-family redevelopment projects can be introduced into the planning area; and 2) application of a commercial corridor strategy suited for emerging and cold markets.
- 3. Environment & the Public Realm:** 1) the formulation of conceptual designs for Kelly Plaza (12400 Kelly Rd) 2) conceptual designs for a neighborhood park 3) designs for multimodal connectivity from the planning area to existing and proposed city greenway trails, parks, and to the Detroit Riverfront; and 4) designs for improved connections between neighborhood parks and community assets, with a focus on schools and institutional anchors 5) recommendations for flood and air quality mitigation
- 4. Streetscapes & Mobility:** 1) the evaluation and identification of commercial corridors suitable for redevelopment into a walkable retail node (approx. 0.5 miles); 2) the conceptual redesign of the streetscape to support that node, creating neighborhood main streets that boost retail activity and accommodates multiple modes of travel; and 3) application of Complete /Green Streets approaches that increase safety, and promote ecologically sustainable design, stormwater management in the public right-of-way, while accommodating multimodal transportation.



## About the City's Planning Approach

The City of Detroit envisions a planning process that spans approximately 12 months. Robust, representative, iterative, and culturally competent community engagement is a priority. The City seeks to meet the community where and how it already gathers. Hence, the planning process will emphasize non-traditional engagement methods, including making use of local, familiar gathering spaces embedded in the planning area and establishing a presence in the planning area where residents can regularly interact with planning staff. The City seeks to employ tangible, restorative practices that hold space for processing past traumas experienced within the community and honoring community priorities that may transcend the scope of the Neighborhood Plan, ultimately working toward cultivating an atmosphere of trust. While this engagement is primarily a City role, we want a consultant who can be sensitive to and conscious of the necessity of this approach in this specific neighborhood planning area. The planning process will culminate in the identification of a set of implementable capital projects and design, financing, and policy strategies for bringing those projects to bear. The City seeks to identify strategic interventions that catalyzes the existing ecosystem of neighborhood-based businesses, organizations, and developers. Particular consideration will be given to the need to counter planning fatigue and skepticism by demonstrating quick and visible wins, identifying adaptive and tactical rehabilitation, and the need to show that the capital improvements that emerge from the Plan are designed to benefit the existing community.

## Consultant's Role & Expectations

The primary role of the Consultant will be to support the Client's planning staff and internal project management team and to provide state-of-the art design concepts and technical assistance & services. The secondary role of the Consultant will be to coordinate public event services and community-staffed activities as outlined by the City. The Consultant should plan to be on site for a minimum of four (4) town-hall style community meetings. The Consultant will also be responsible for managing the delivery of outreach and event support tasks as specified by the City.

The following outlines the anticipated phasing for the work in this scope of services:

### Phase 0: Community Outreach & Event Support Services (12 months, concurrent with all Phases)

- Management of community-staffed activities and service providers
- Neighborhood Canvassing (door-to-door of active residences and businesses)
- Survey administration & data collection (in-person, live, digital/electronic)
- Meeting promotions and notifications (government access channels, Mail Chimp/GovDelivery, paper, web, SMS/Mobile)
- Outreach for focus groups, social events, and existing Community meetings
- Engagement & retention practices
- Management of community partners
- Outreach to specialized audiences (youth, local businesses, faith-based organizations)

### Phase 1: Project Kickoff (2 Months)

- Onboarding
- Planning Tours
- Community Meeting Preparation
- Community Partner Convening & Management
- Project Kick-Off Preparation
- Community Engagement Support Phase 2:

### Discovery (2 Months)

- Research & Analysis
- GIS & Asset Mapping
- Project Kick-off Preparation
- Survey Development & Collection



- Evaluation and Synthesis of Previous Planning Studies
- Community Meeting Preparation
- Community Engagement Support
- Existing Conditions Summary

Phase 3: Concept & Strategy Development (3 Months)

- Site Assessment
- Survey & Data Synthesis
- Impact Analysis
- Zone Detroit & Master Plan Alignment
- Design Charrette Support
- Community Meeting Preparation
- Community Engagement Support

Phase 4: Finalization of Neighborhood Framework Plan (4 Months)

- Participatory Budgeting Support
- Feasibility Evaluation
- Development of Project Recommendations (Concept Design and Budget)
- Report Drafts & Internal Review
- Community Engagement Support
- Celebratory & Road Show Event Support

Wrap-up & Archival (1 month)

- Final Plan Report, with recommendations & cultural assets (digital + 50 print copies)
- Renderings
- Project Evaluation Report
- Community Engagement Support
- Submit all final documents and deliverables

Phase 0: Community Outreach & Event Support Services

Manage the delivery of community outreach activities and event support services as specified. Work collectively with the City and community-based organizations & service providers to increase awareness of and participation in the project among relevant stakeholders (i.e., residents, businesses, institutions, and other vested stakeholders) within the planning area.

- 01** Assist the City with reaching a 500-touchpoint milestone collectively from the following Denby/Whittier neighborhoods: Denby, Moross/Morang, Yorkshire Woods, and a portion of Outer Drive/Hayes. Touchpoints are unique interaction counts with residents residing within the planning study area. This milestone amounts to about 3% of the area population.
- 02** Work with community-based organizations in partnership with the City to recruit area residents for outreach tasks (i.e. canvassing, surveying).
- 03** Manage all event support activities, such as catering, reserving venues, securing audio/visual equipment, kids activity zones, providing raffle items and other incentives (e.g. gift cards), and other tasks necessary to host zero waste and eco-friendly oriented meetings and events.
- 04** Manage issuance of stipends, payments, and other monetary transactions with event support providers, community-staffed Street Team, and community partner organizations.
- 05** Create and manage a database that tracks participant involvement from all outreach activities (i.e., surveying, canvassing, meetings, events). Database should tell us how their initial touchpoint correlates to any future/ongoing engagement in the process. Database will be used to support



retention efforts and document engagement.

- 0.6** Support creation of a retention strategy to educate, engage, and prepare the public to be active, consistent participants in the Neighborhood Framework Plan. Inspire and support community members' regular contributions to the planning study for its duration.
- 0.7** Conduct two (2) Neighborhood Canvassing (door-to-door of active residences and businesses) one occurring prior to plan kickoff meeting, and one occurring prior to finalization of recommendations. Provide design and printing of 500 full color, high resolution flyers for each canvassing round.
- 0.8** Develop meeting collateral to be used to notify planning area stakeholders about meetings and events. Collateral should be designed for distribution on multiple platforms and use logos and branding from the City of Detroit (government access channels, Mail Chimp/GovDelivery, paper, web, SMS/Mobile)
- 0.9** Provide design and printing of 100 full color, high resolution materials for each outreach event/activity as follows: four (4) public town halls, two (2) social events, one (1) community road show.
- 0.10** Work with the City to develop an Ambassador Program as part of the engagement and retention strategy that will support ongoing planning and future implementation processes, with a specific focus on youth involvement.
- 0.11** Develop graphics, slides, renderings and visual materials that are accessible to community members to support city staff presentations at each phase of the plan.
- 0.12** Include community outreach costs outlined herein (see Part II: Community Outreach Budget).

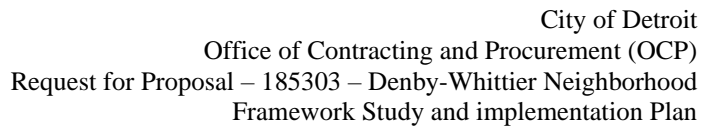
Phase 0 Deliverables: Neighborhood canvassing for a minimum of 500 households, design and print all meeting and canvassing collaterals, create and manage engagement database, 500 minimum touchpoints for all outreach activities, manage community recruited staff and event support service providers and related budgets

#### Phase 1: Project Kick-Off

Meet with the Client in Detroit for orientation and onboarding. Confirm project schedule, community engagement plan, and other project administration considerations. The Client will familiarize the consultant team with the planning study area and the local community.

- 1.1** Participate in a kick-off meeting to define team roles, identify a project manager from the consultant team, set project expectations and goals, determine project schedule and major milestones, set bi-weekly standing coordination calls, and identify decision-making structure
- 1.2** Review and extract takeaways from the onboarding package (to be provided by the Client)
  - a.** Synthesize findings from previous neighborhood and city-wide plans relevant to the planning study area
- 1.3** Meet with the Client's data team to coordinate file transfer of base information in the onboarding package
- 1.4** Participate in tour(s) of the planning study area to get context for the project area and community
- 1.5** Conduct Neighborhood Canvassing (Neighborhood Canvassing 1 of 2)
- 1.6** Co-Facilitate Community Kick-Off Meeting
  - a.** Assist Client in holding a public project kick-off meeting (Community Meeting 1 of 4)
  - b.** Co-develop agenda and associated activities
  - c.** Develop marketing collateral and work products (e.g., slide decks, display boards, handouts, activity sheets)
  - d.** Work with Client's Graphics Team to produce relevant social media content
  - e.** Provide professional-grade photographic documentation of engagement activities
  - f.** Document feedback and notes from community meetings





- Phase 1 Deliverables: Client's data request list, site and process engagement photos, refreshments for Community Meeting #1, marketing collateral for Community Meeting #1, work products for Community Meeting #1, meeting summary notes for all internal and external meetings, data sharing folder or File Transport Portal (FTP) site creation, project work plan

Engage community stakeholders and analyze the existing conditions of the planning study area to gain an understanding of community values and priorities. Synthesize findings to form a foundation that will support Task 3: Concept and Strategy Development.

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1. Highlight total population/population by neighborhood
  2. Analyze population density/population density by neighborhood
  3. Analyze population change/population change by neighborhood
  4. Highlight race/ethnicity
  5. Highlight age distribution
  6. Highlight gender ratio
  7. Highlight income
  8. Analyze employment/unemployment rate
  9. Highlight transit Users/transit users by neighborhood
  - b. Conduct a household analysis
    1. Highlight the total number of households/total number of households by neighborhood
    2. Highlight median household income/median household income by neighborhood
    3. Highlight car ownership/car ownership by neighborhood
    4. Analyze poverty rate/poverty rate by neighborhood
- 24. Housing and Neighborhood Stabilization**
- a. Identify and analyze neighborhood development, historic buildings and architecture
  - b. Analyze existing zoning and land use regulations
  - c. Identify existing housing types
  - d. Analyze housing market within planning study area
    1. Analyze housing tenure
    2. Identify renter and owner-occupied structures
    3. Analyze rent and mortgage rates
    4. Analyze single-family home sales
    5. Analyze multi-family inventory
    6. Analyze multi-family vacancy and structural conditions
    7. Assess middle housing opportunities/needs
    8. Identify vacant land and buildings
    9. Identify publicly owned land and building
    10. Identify urban farms, community gardens, and homesteads/farmsteads
  - e. Assess the existing conditions of publicly owned parcels located between 12909-12999 and 12805-12837 Kelly Rd
  - f. Identify and compile community assets
    1. Identify healthcare facilities
    2. Identify education institutions
    3. Identify faith-based organizations
    4. Identify parks/recreation centers
    5. Identify libraries
    6. Identify other community assets
- 2.5. Commercial and Economic Development**
- a. Review and analyze existing corridor studies
    1. Review the Planning and Development Department's (PDD) Commercial Corridor Strategy



- b.** Conduct a gap analysis
  - 1. Identify existing businesses/industries
  - 2. Identify vacant lots and buildings and structural conditions
  - 3. Identify foot-traffic assets/nodes
  - 4. Identify and analyze the demand of trade area(s)
  - 5. Analyze existing spending patterns
  - 6. Analyze supply of existing corridor

## 2.6. Environment and the Public Realm

- a.** Conduct an analysis of potential park sites or partner sites (e.g., schools)
- b.** Conduct a tree canopy analysis of each neighborhood within the planning study area
  - 1. Analyze tree health
  - 2. Analyze tree coverage
- c.** Analyze climate vulnerability (within the context of the City of Detroit) to identify risks and opportunities
  - 1. Review the City of Detroit [Climate Vulnerability Analysis App](#)
- d.** Evaluate emergency preparedness and need for emergency readiness
- e.** Document existing green stormwater management practices on vacant parcels and public rights-of-way
  - 1. Review the Detroit Water and Sewage Department (DWSD) [Detroit Stormwater Hub](#)
- f.** Evaluate existing conditions and use patterns of Kelly Plaza (12400 Kelly Rd.)
- g.** Evaluate multimodal connectivity to the Detroit Riverfront, neighborhood and citywide greenways, including the Conner Creek Greenway, Dequindre Cut, Iron Belle Trail, and Joe Louis Greenway

## 2.7. Streetscapes & Mobility

- a.** Assess pedestrian and bicycle connectivity to community assets, nodes, and potential microdistricts
  - 1. Review the [City of Detroit Streets for People Transportation Plan](#) and [Design Guide](#)
  - 2. Review the City of Detroit Speed Hump Program and Slow Street Network
- b.** Assess existing transit routes, stops, and facilities
  - 1. Review the [City of Detroit Department of Transportation \(DDOT\) Reimagined Plan](#)
  - 2. Review the [DDOT Title VI Program Plan](#)
  - 3. Review the [Federal Highway Administration \(FHWA\) Public Right-of-Way Accessibility Guidelines \(PROWAG\)](#)
  - 4. Identify bus route and stop locations within the planning study area
  - 5. Identify high frequency bus routes and bus stops
  - 6. Assess existing bus facilities (e.g., bus benches, shelters, and signage) at high frequency bus stop locations
- c.** Assess the physical conditions of one (1) corridor (approx. 0.5 miles) with one (1) of the microdistricts (Corridors may include Kelly Rd, Whittier Ave, or Harper Ave)
  - 1. Highlight dimensional cross sections, street configuration, and lane width
  - 2. Highlight critical intersection(s)



- 3.** Highlight sidewalk amenities
- 4.** Highlight tree canopy
- 5.** Highlight parking inventory (i.e. existing supply and utilization of on-street parking and surface lots)
- 6.** Highlight landscape features
- 7.** Highlight street lighting
- 8.** Highlight hardscape materiality and condition



- 9.** Highlight other baseline features
- d.** Assess the pedestrian and bicycle circulation of one (1) corridor (approx., 0.5 miles) within one (1) of the microdistricts (Corridors may include Kelly Rd, Whittier Ave, or Harper Ave)
- e.** Identify bus route(s) and assess the existing conditions of bus stops and facilities along one (1) corridor (approx. 0.5 miles) within one (1) of the microdistricts (Corridors may include Kelly Rd, Whittier Ave, or Harper Ave)
  - 1.** Highlight bus signage
  - 2.** Highlight shelters/benches
  - 3.** Highlight bike parking
  - 4.** Highlight receptacles
  - 5.** Highlight onboarding/offboarding experience
  - 6.** Highlight driveway conflict(s) with bus stop zones
  - 7.** Highlight other baseline features
- f.** Assess existing traffic data and patterns for one (1) corridor (approx. 0.5 miles) within one (1) of the microdistricts (Corridors may include Kelly Rd, Whittier Ave, or Harper Ave)
  - 1.** Highlight traffic volumes
  - 2.** Highlight mode share
  - 3.** Highlight vehicle circulation
  - 4.** Highlight posted and observed speeds
  - 5.** Highlight crash hot spots

Phase 2 Deliverables: Community survey, work products (e.g., slide decks, display boards, activity worksheets) for community engagement meetings, marketing collateral for community engagement meetings, meeting summary notes for all internal and external meetings, photos for community engagement meetings, existing conditions report, graphics, and maps

### Phase 3: Concept & Strategy Development

Based on Task 2 findings, develop draft design concepts and implementation strategies for each of the four themes: Housing & Neighborhood Stabilization, Commercial & Economic Development, Environment & the Public Realm, and Streetscapes & Mobility. Solicit feedback from the client and neighborhood stakeholders.

- 31.** Conduct Neighborhood Canvassing (Neighborhood Canvassing 2 of 2)
- 32.** Conduct Community Engagement
  - a.** Co-Facilitate Community #3 (Community Meeting 3 of 4)
    - 1.** Present draft framework plan and recommendations (based on planning analysis and community feedback)
  - b.** Participate in one (1) Department of Neighborhoods (DON) District 4 Community Meeting
  - c.** Participate in one (1) Detroit City Council District 4 Meeting
  - d.** Assist Client with the preparation of materials for City of *Detroit's* newsletters (PDD, DON, and Mayor's Update)
  - e.** Participate in community office hours
  - f.** Provide a profession-grade photographic documentation of engagement activities
  - g.** Document feedback and notes from community meetings and office hours
- 33.** Housing & Neighborhood Stabilization



- a. Draft a market study of planning study area
  - a. Explore opportunities for multi-family and mixed- use redevelopment of publicly owned properties
- b. Draft recommendations for publicly owned vacant land and buildings
  - 1. Highlight marketing strategies to attract local homebuyers
  - 2. Highlight marketing strategies to attract local investors
  - 3. Highlight opportunities for 12909-12999 Kelly Rd and 12805-12837 Kelly Rd
  - 4. Highlight targeted demolition clusters
  - 5. Provide examples of tactical or short-term adaptive reuse projects

### **34. Commercial & Economic Development**

- a. Draft commercial corridor strategy
  - 1. Highlight node(s) and microdistrict(s) best suited for commercial reinvestment
  - 2. Highlight opportunities to strengthen business mix and draw upon strong node(s)
  - 3. Provide a disposition strategy for commercial buildings, including near and long-term recommendations
  - 4. Highlight opportunities for stabilization and beautification

### **35. Environment & Public Realm**

- a. Draft recommendations to improve multi-modal connectivity from planning study area to existing parks and public spaces
- b. Draft concept for a neighborhood park
- c. Draft recommendations for neighborhood placemaking
  - 1. Explore examples of neighborhood signage concepts and designs
  - 2. Explore examples of murals/street art
  - 3. Explore examples of programs/activities
  - 4. Provide examples of tactical design concepts for vacant, publicly owned land and buildings
- d. Draft recommendations to mitigate climate vulnerability
  - 1. Provide recommendations to mitigate flood vulnerability
  - 2. Provide recommendations to increase tree health and coverage
- e. Explore opportunities for emergency preparedness guides
- f. Draft concept for Kelly Plaza (12400 Kelly)
  - 1. Design concept and cost estimates
- g. Draft recommendations for multimodal connectivity from the planning study area to the Detroit Riverfront, neighborhood and city-wide greenways
  - 1. Provide recommendations for pedestrian and *cyclist network improvements or expansion including examples of neighborhood and wayfinding signage*

### **36. Streetscapes & Mobility**

- a. Draft recommendations to improve pedestrian, bicyclist, and shared micro-mobility (e.g., scooter and bikeshare) safety and connectivity
  - 1. Provide recommendations based on the City of Detroit Streets for People Transportation Master Plan and Design Guide, MoGo Connect/D Report, NACTO Urban Street Design Guide, Transit Street Design Guide, Bikeway Design Guide, Urban Street Stormwater



Guide, and Streets for Kids Design Guide

- b.** Draft conceptual design for one (1) microdistrict corridor (approx. 0.5 miles; corridors may include Kelly Rd, Whittier Ave, or Harper Ave)
  - 1.** Design concept based on the City of Detroit Streets for People Transportation Master Plan and Design Guide, DDOT Reimagined Plan, DDOT, Title IV Program Plan, FHWA PROWAG, NACTO Urban Street Design Guide, Transit Street Design Guide, Bikeway Design Guide, Urban Street Stormwater Guide, and Streets for Kids Design Guide
  - 2.** Highlight pedestrian and bicyclist safety options
  - 3.** Highlight transit stops and facilities improvement, including measures to safeguard shelters/benches from speeding vehicles
  - 4.** Highlight traffic calming measures
  - 5.** Highlight green stormwater infrastructure (GSI) options, based on soil typology within the planning study area
- c.** Draft recommendations for shared micromobility expansion
  - 1.** Explore e-scooter deployment and parking locations
  - 2.** Explore bikeshare station locations

Phase 3 Deliverables: Work products (e.g., slide decks, display boards, activity worksheets) for community meetings, marketing collateral for community meetings, meeting summary notes for all internal and external meetings, photos for community meetings, draft market study, draft commercial corridor strategy, draft design concept for neighborhood park, draft design concept for Kelly Plaza, draft streetscape design alternative, draft maps, draft budgets, and a copy of the draft framework plan

Phase 4: Finalization of Neighborhood Framework Plan

Incorporating client and public feedback on Task 3 deliverables, finalize the four themes: Housing & Neighborhood Stabilization, Commercial & Economic Development, Environment & the Public Realm, and Streetscapes & Mobility. Based on the final concepts, assist the city in formulating scopes of work and budgets for associated capital projects that will bring the concepts to bear.

**41.** Community Engagement

- a.** Assist the City in conducting in-the-field outreach and engagement
- b.** Co-Facilitate Community Meeting #4 (Community Meeting 4 of 4)
  - 1.** Present Task 4 final concepts and associated implementation plans to community stakeholders
- c.** Assist the City in planning a placemaking event based on plan recommendations and design concepts
- d.** Participate in one (1) Department of Neighborhoods (DON) District 4 Community Meeting
- e.** Participate in one (1) Detroit City Council District 4 Meeting
- f.** Assist the City with the preparation of materials for City of Detroit's newsletters (PDD, DON, and Mayor's Update)
- g.** Provide professional-grade photographic documentation of engagement activities
- h.** Document feedback from community meeting

**42.** Housing & Neighborhood Stabilization

- a.** Finalize market study of planning study area
- b.** Finalize recommendations for publicly owned land and buildings
  - 1.** Finalize recommendations to market and sell publicly owned land and structures
  - 2.** Finalize opportunities for publicly owned land between 12909-



12999 and 12805-12837 Kelly Rd

3. Finalize locations for targeted demolition
4. Finalize recommendations for low-cost, low maintenance adaptive reuse

**43. Commercial & Economic Development**

- a. Finalize commercial corridor strategy
  1. Finalize location(s) of node(s) and microdistrict(s)
  2. Finalize recommendations to strengthen business mix and opportunities to draw upon existing node(s)
  3. Finalize disposition strategy for commercial buildings, including near-term and long-term recommendations
  4. Finalize recommendations for stabilization and beautification

**44. Environment & Public Realm**

- a. Finalize recommendations to improve multimodal connectivity to existing parks and public spaces
- b. Finalize design concept for a neighborhood park, include diagrammatic graphics
- c. Finalize recommendations for neighborhood placemaking
  1. Tactical design concepts for neighborhood signage, mural, street art, vacant land, vacant structures, and programming
- d. Finalize recommendations to mitigate climate vulnerability
- e. Finalize recommendations for multimodal connectivity to the Detroit Riverfront, neighborhood and city-wide greenways
  1. Finalize recommendations for pedestrian and cyclist network improvements and expansion
- f. Finalize design concept, rendering, and cost estimates for Kelly Plaza (12400 Kelly), include illustrative and diagrammatic graphics, before and after renderings

**45. Streetscapes & Mobility**

- a. Finalize recommendations to improve pedestrian, bicyclist, and shared micro-mobility safety and connectivity
- b. Finalize design alternative for one (1) corridor (approximately 0.5 miles) within one (1) potential microdistrict, include illustrative and diagrammatic graphics, before and after renderings and cost estimates (these may include Kelly, Whittier, or Harper)

**46. Scoping and Budgeting for Capital Projects**

- a. Assist Client in formulating scopes of work and budgets for discrete capital projects that emerge from the final neighborhood plan concepts
- b. Develop a timeline for implementation that reflects community and city priorities

**47. Documentation**

- a. Synthesize all project process photographs, analysis, findings, concept graphics, implementation plans, and other materials into a report, which will serve as the document of record, in a template to be provided by the Client
  1. Consider multiple audiences: philanthropic community, neighborhood stakeholders, local officials, peer practitioners, etc.

Phase 4 Deliverables: Work products (e.g., slide decks, display boards, activity worksheets), refreshments for Community Meeting 4, final market study, finalize commercial corridor strategy, finalize design concept for neighborhood park, finalize design concept for Kelly Plaza, finalize streetscape design alternative, final graphics/diagrams, final maps, final budgets, and digital copy of the final plan



## Phase 5: Project Wrap-Up & Archival

- 5.1 . Final plan report (digital + 50 printed copies)
- 5.2 . Create materials that can be used to promote the road show online and in print
- 5.3 . Evaluate planning process
  - a. Work with City to create methodology that documents and measures project success and effectiveness
  - b. Provide a written report that summarizes data and lessons learned
- 5.4 . Provide all final documents in editable and portable document formats for archival
  - a. Provide the City with all files, files embedded in the final documents including but not limited to, to images, design concepts, infographics, graphs, raw or aggregated databases
  - b. Provide all files in their original format including, but not limited to common separated value (CSV) files, geographic information system (GIS) files, Adobe Photoshop, Illustrator, and InDesign files
- 5.5 . Community Engagement
  - a. Assist the City in hosting a final celebratory event where final recommendations, concepts, and associated implementation plans are presented and showcased to community stakeholders.
  - b. Create stylized story and project boards of recommendations and selected project book elements for display.
  - c. Print 50 high-quality copies of project book (maximum 100 pages) and provide 100 flash drives with electronic copies for distribution.
  - d. Provide professional-grade photographic documentation of engagement activities.
- 5.6. Participate in biweekly project updates with Client via phone/web.

Phase 5 Deliverables: Design & print full-color, high resolution stylized poster boards for gallery display with final recommendations and design concepts, digital copy of report on 100 USB flash drives, design & print 50 full-color, high resolution project books, project evaluation summary & lessons learned, QR codes and other mobile ready digital content.

## Part II: Community Outreach Budget (Estimated)

Purchase 100 \$10 gift cards to provide participation incentives to residents. Gift cards will be awarded by raffle at planning events coordinated by the City (e.g. town hall meetings).

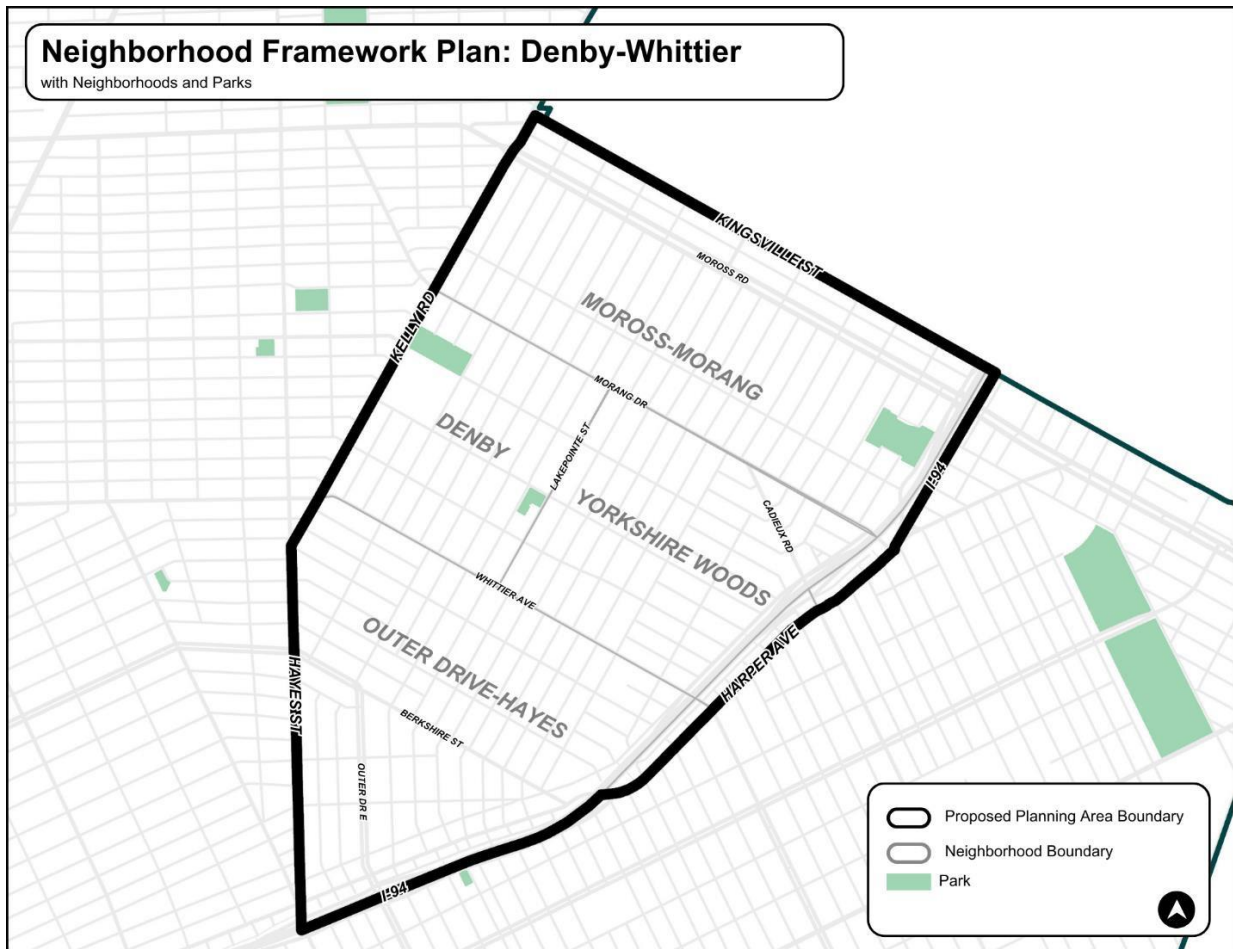
Event support to be provided for all community meetings, focus groups, and other plan related events. Funds will be used for refreshments, room fees, video/recording equipment, and other event support needs as necessary. Design and printing of event collateral materials should be separate from this amount.

Up to 4 Community Partner organizations will be compensated up to \$5,000 each for staff time utilized to coordinate plan outreach, support event planning, and manage resident surveyors. Payments will be made contingent on community partners completing 200 in-person surveys (in each respective neighborhood area/outreach zone), facilitating meeting turnout goals, social media cross-posting, and providing event support. Each organization will conduct in-person street surveys, ground truth neighborhood spatial data and characteristics in the planning area, canvass, and perform other outreach activities defined by the City.

Professional survey & canvassing services (e.g. program development, data analysis, database creation & management, and respondent tracking)

These costs to support community engagement and outreach deliverables for this project should be included in the overall budget.

### **Part III: Planning Study Area Map – Denby /Whittier Neighborhood Framework Plan**



### **Part IV: Publicly Owned Parcels Map – Denby /Whittier Neighborhood Framework Plan**

## **Denby-Whittier Neighborhood Framework Plan Study Area**

## Publicly Owned Parcels, as of 9/23/2024



### 2.3. 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.

### 2.4. 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.



### **Section 3. Proposal Evaluation and Selection Process**

#### **3.1. MINIMUM QUALIFICATIONS**

Proposals will only be accepted from those firms demonstrating a minimum of five (5) 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.

<b>Proposal Evaluation Criteria</b>	<b>Possible Points</b>
1. Overall Strength of Proposal <ul style="list-style-type: none"><li>• Description of vision and leadership demonstrates a commitment to high quality and exceptional planning and design in the public realm</li><li>• Proposed engagement approach incorporates innovative and inclusive engagement practices, centering equity as a core concern</li><li>• Proposal is well-organized and clearly communicates key ideas</li></ul>	15 points

<p>2. Firm and Team Qualifications</p> <ul style="list-style-type: none"> <li>The firm, team members, and/or subcontractors have demonstrated skills and qualifications related to project management</li> <li>The firm, team members, and/or subcontractors have demonstrated skills and qualifications related to community engagement and facilitating public participation in design processes</li> <li>The firm, team members, and/or subcontractors have demonstrated skills and qualifications related to urban design, visualization, and mapping</li> <li>The firm, team members, and/or subcontractors have demonstrated skills and qualifications related to market analysis, cost estimation, and development scenario planning</li> <li>The firm, team members, and/or subcontractors have demonstrated skills and qualifications related to streetscape and plaza design</li> <li>The firm, team members, and/or subcontractors have demonstrated skills and qualifications related to environmental and food systems planning</li> </ul>	20 points
<p>3. Past Performance</p> <ul style="list-style-type: none"> <li>Successful examples of administering participatory planning processes</li> <li>Successful examples of delivering design, visualization, and mapping services</li> <li>Strong record of performance on projects completed within diverse urban municipalities</li> <li>Demonstrates experience with working across teams</li> </ul>	20 points
<p>4. Proposed Work Plan</p> <ul style="list-style-type: none"> <li>Work plan demonstrates practical ability to achieve deliverables according to contract</li> <li>Includes key dates for completion of engagement activities and milestones</li> <li>Identifies how soon firm could begin work after notification of award</li> </ul>	10 points
<b>Total Points Possible</b>	<b>65</b>

**PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT**  
City of Detroit, Civil Rights, Inclusion, & Opportunity Certified

<b>Proposal Evaluation Criteria</b>	<b>Possible Points</b>
1. Detroit Headquartered Business	15 points
2. Detroit Based Business	5 points
<b>Total Points Possible</b>	<b>15</b>





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

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

City of Detroit, Civil Rights, Inclusion, & Opportunity Certified

<b>Proposal Evaluation Criteria</b>	<b>Possible Points</b>
1. Detroit Headquartered Business	20 points
2. Detroit Based Business	10 points
<b>Total Points Possible</b>	<b>20</b>

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#XXXXXX:

<b>Required Response Item</b>	
<b>1. Letter of Transmittal</b>	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.
<b>2. Attachment A – Respondent Questionnaire</b>	Respondent shall provide their Proposal Introduction and Experience / Capacity & Staffing, per the requirements provided in Attachment A.
<b>3. Attachment B – Proposal Introduction and Solution / Approach</b>	Respondent shall provide their Proposal Introduction and Solution / Approach, per the requirements provided in Attachment B.
<b>4. Attachment C – Pricing</b>	Respondent shall provide their Pricing proposal, per the requirements provided in Attachment C.
<b>5. Attachment D – Forms, Affidavits and Documents- Award Winners Only</b>	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.
<b>6. Attachment E – Model Professional Services Contract</b>	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.

<b>E-Procurement Open Assistance Sessions</b>		
<b>Learning How to Navigate Oracle</b>		
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	<a href="#">Mondays, 10:30 AM</a>	<a href="#">Thursdays, 1:00 PM</a>
Supplier Profile Updates	<a href="#">Mondays, 11:30 AM</a>	<a href="#">Thursdays, 1:30 PM</a>
Responding to Bids	<a href="#">Mondays, 9:30 AM</a>	<a href="#">Fridays, 9:30 AM</a>
Invoicing	<a href="#">Tuesdays, 1:30 PM</a>	<a href="#">Fridays, 11:30 AM</a>
Online Office Hours (General)	<a href="#">Tuesdays, 3:00 PM</a>	<a href="#">Wednesdays, 9:30 AM</a>



## **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](http://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**