

**CITY OF DETROIT**  
**HOUSING AND REVITALIZATION DEPARTMENT**  
**MICHAEL E. DUGGAN, MAYOR**

**SUMMARY AND NOTICE OF REQUEST FOR PROPOSALS (RFP) NO. 186135 PROJECT  
MANAGEMENT ZONING CONSULTANT (PRO Housing – Zoning)**

The City of Detroit through its Housing and Revitalization Department (HRD) will release a Request for Proposals (RFP) for project management services to support an update to the City's zoning code in October 2025. Once released the RFP can be viewed at the website:

<https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-contracting-and-procurement>

**GOAL**

The City of Detroit seeks to structure project management systems and processes between departments and a zoning consultant (to be identified through a separate procurement) to achieve the desired outcome of a final ordinance update that is ready for the Council approval process.

**SERVICES TO BE PERFORMED**

The selected contractor will be responsible for completing the activities described below.

1. Project plan/schedule set-up. Develop project infrastructure, including a structured work plan.
2. Development of tools/templates to track progress. Create a set of project management practices and protocols in support of the project.
3. Internal city meeting facilitation. The three primary City departments, as well as potential participants from other City departments/offices, will meet regularly to advance the project.
4. Zoning Consultant Scope of Work recommendations. The core City departments have drafted a Scope of Work for the Zoning Consultant. The consultant will review this scope and identify language that clarifies expectations for the Zoning Consultant's involvement in project management processes.
5. City/Zoning Consultant meeting facilitation. Regular meetings will occur between representatives of the City departments and the Zoning Consultant.
6. Zoning Consultant Contract monitoring. Using the project management tracking tools, the consultant will assist the City in monitoring project status