



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR PROPOSAL

ARPA - GSD - Ossian Sweet Historic Interpretive Center Master Plan

RFP NO. 183122

Proposal Due Date: (5/8/23 4:00 PM)

QUESTION DEADLINE (ET): Thursday, April 20, 2023 on or before 4pm ET
Questions will NOT be entertained after the deadline date/time

*Bids must be uploaded into the Supplier Portal on or prior to the exact date and time indicated above. Late or emailed bids will not be accepted.

Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database www.detroitmi.gov/supplier. Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to procurementinthecloud@detroitmi.gov or call (313) 224-4600.

Conference Type: Pre-Proposal Walk-Through

Participation Type: Optional

Conference Date: Thursday, April 13, 2023 at 1:30 pm ET

Conference Details:

2915 Garland Street

Detroit, MI 48214

The individual listed below is the bid contact.

Company **City of Detroit**
 Buyer **Sonya Clifton**
 Location **2 WOODWARD AVENUE**
STE 1100
DETROIT, MI 48226
UNITED STATES

Phone
 Fax
 E-mail **sonya.clifton@detroitmi.gov**

When submitting your response, include the following information.

Your Company Name	
Company Site <i>(Optional)</i>	
Address	
Contact Details	
Response Valid Until <i>(Optional)</i>	

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1 Overview

1.1 General Information

Title **ARPA - GSD - Ossian Sweet Historic Interpretive Center Master Plan**
 Synopsis **The Office of Contracting and Procurement (OCP) on behalf of the General Services Department (GSD) requests proposals from qualified Respondents to provide engagement support, cultural/historical consulting, and master planning services pursuant to the development of the Master Site Plan for the Ossian Sweet Historic Interpretive Center.**
 Buyer **Sonya Clifton** Outcome **Contract Purchase Agreement**
 E-Mail **sonya.clifton@detroitmi.gov**

1.2 Schedule

Preview Date _____ Open Date **3/30/23 5:21 PM**
 Close Date **5/8/23 4:00 PM** Award Date _____
 Time Zone **Eastern Standard Time**

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **No indicator displayed**
 Ranking Method **Price only**

1.4 Terms

Agreement Start Date _____ Agreement End Date _____
 Agreement Amount _____
 (USD)
 Payment Terms **Net 30** Freight Terms **Account of Seller**
 Shipping Method **Lowest Cost Carrier** FOB **Delivered**
 Negotiation Currency **USD (US Dollar)**
 Price Precision **2**

1.5 Attachments

File Name or URL	Type	Description
RFP #183122 - ARPA -GSD - Ossi	File	
Appendix A - Ossian Sweet Hist	File	
Attachment A - Respondent Ques	File	
Attachment B - Respondent Intr	File	
Attachment C1 - Pricing.xlsx	File	
Attachment D - Forms Affidavit	File	
Attachment E - Model Professio	File	

2 Requirements

**Response is required*

2.1 Section 1. Proposer's Attachments and Affidavits

- *1. Complete the attached form for Combined Certificates of Authority and upload to your response

Attachments:

File Name or URL	Type	Description
Combined Certificates of Autho	File	

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

- *2. Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS. Please check Yes or No.

Select one of the following:

- a. Yes
 b. No

Comments:

- *3. Below document is necessary for you to upload along with the proposal:

Reference Form

Attachments:

File Name or URL	Type	Description
Reference Form.doc	File	

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

- *4. Will you be utilizing any Sub-Contractors?

Select one of the following:

- a. Yes (upload all required documents) (*Response attachments are optional*)

b. No (*Response attachments are optional*)

Comments:

*5. Please use the below URL to complete the Income Tax and Account Receivables Clearance process:

<http://bit.ly/detroitclearances>

Select one of the following:

- a. Completed
- b. Not Completed

Comments:

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

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

Comments:

3 Lines

Instructions
PLEASE COMPLETE AND SUBMIT ATTACHMENT C1 - PRICING SHEET IN ADDITION TO COMPLETING LINE PRICING IN ORACLE
PLEASE COMPLETE AND SUBMIT ATTACHMENT C1 - PRICING SHEET IN ADDITION TO COMPLETING LINE PRICING IN ORACLE
PLEASE COMPLETE AND SUBMIT ATTACHMENT C1 - PRICING SHEET IN ADDITION TO COMPLETING LINE PRICING IN ORACLE

3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-Total Bid Pricing				

3.2 Line Details

3.2.1 Line 1 Total Bid Pricing

To provide an alternate line, see appendix.

Category Name	906.66 Planning, Site (Installation and Project)	Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes	Estimated Total Amount (USD)	
Target Minimum Release Amount (USD)			
Start Price (USD)			

4 Appendix: Alternate Lines

4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

4.2 Alternate Lines Template

Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i>	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i>	
Alternate Line Description	
Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i>	
Response Minimum Release Amount	
Note to Buyer	

