



WEST VERNOR Southwest Detroit

City of Detroit
Office of Contracting &
Procurement

Request for Proposal
RFP #16WN591





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

**West Vernor/Southwest Detroit
Neighborhood Framework Plan: Streetscape Design, Residential Rehabilitation
Program, Viaduct Repairs and truck Traffic Review**

RFP #16WN591

ADVERTISE DATE	Monday, October 3, 2016
Question Deadline	Tuesday, October 11, 2016 by 2:00 P.M. EST All questions must be submitted in writing via the BidSync web portal – www.bidsync.com
Response to Questions	Tuesday, October 18, 2016 by 5:00 P.M. EST
Pre-Bid Meeting	Tuesday, October 25, 2016 @ 10:00 A.M. EST Coleman A. Young Municipal Center 2 Woodward Avenue, Room 1008 Detroit, MI 48226
PROPOSAL DUE DATE	Sunday, October 30, 2016 by 5:00 P.M. EST ALL PROPOSALS MUST BE SUBMITTED VIA THE BIDSYNC WEB PORTAL ONLY.

PROPOSALS MUST SUBMITTED VIA THE BIDSYNC WEB PORTAL AT OR PRIOR TO THE EXACT DATE AND TIME INDICATED ABOVE. LATE PROPOSALS SHALL NOT BE ACCEPTED.

TABLE OF CONTENTS

SECTION	DESCRIPTION	PAGE NO.
1	Introduction & Vision	4
2	Minimum Qualifications	4
3	Team Qualifications	5
4	Neighborhood Boundaries and Context	7
5	Summary of Tasks and Deliverables	8
6	Anticipated Project Timeline	13
7	Guiding Principles	14
8	Evaluation Criteria	15
9	Evaluation Procedure	16
10	Proposal Content Requirements	16
11	Submittal Instructions and Other Key Information	18
12	Proposal Disclaimers and Disclosures	18
13	Appendix	19
	Signature Page	28

1. INTRODUCTION & VISION

The City of Detroit's Mayor's Office, the Department of Neighborhoods (DON), Housing and Revitalization Department (HRD), and the Planning and Development Department (PDD) (hereinafter the "City") seeks proposals from qualified firms to develop a community planning framework with strategic implementation strategies that builds upon previously completed neighborhood studies, creating a consolidated and actionable vision for the City of Detroit to synergize growth and support future investment within neighborhoods along the West Vernor corridor of Southwest Detroit. It is the intent of this plan to build upon the success of the West Vernor corridor as the main street of the adjacent collection of neighborhoods and develop a strong housing strategy with open space design to attract new residents and greater commercial investment, mobility, culture, and recreation within the district.

Under the guidance of the City, the chosen firm will analyze previous planning studies and develop recommendations for implementation strategies, including but not limited to, the development of a multi-family and single family rehabilitation program (including upper level housing opportunities along the West Vernor retail corridor), identification of strategic demolitions, parks and open space assessment and other infrastructure improvements that advance economic and ecological performance (streetscapes, viaduct repairs, stormwater management) with design, and develop an understanding of existing truck traffic in the area and develop a framework for understanding future mitigation work to alleviate both existing and future potential incompatible uses. The implementation strategy must provide an informed understanding of the target area and a clear path for use, including an actionable housing rehabilitation program, site specific design work, construction cost development, sustainable open space management strategies, and identified funding streams. The framework must also provide strong thinking around workforce development and creating a vision for linking green infrastructure to job, housing and revitalization goals

The City of Detroit has an interest in engaging a team that is able to review a variety of studies that have already been created through various stakeholders, assess the strengths and weakness of these studies, verify study assumptions with community stakeholders, identify areas that require further development, and create a unified vision to lead the project to success. By creating detailed strategies for utilizing economic development incentives for redevelopment, prioritizing potential sites for implementation, the team shall develop a comprehensive framework for growing the region in a dynamic, inclusive and comprehensive manner.

2. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in this RFP. References that will verify project experience should be provided.

- If a contract is awarded as a result of this RFP, **it will be** a contract which is negotiated with the awardee based on the model city **services contract**, a copy of which is attached via BidSync¹. If any respondent requires

¹ It shall be the responsibility of the Respondent to thoroughly review the provisions of this RFP and the Services Contract. After executing the contract, no consideration will be given to any claim of misunderstanding. Respondents must state in their submission any clauses to which they take exception in the RFP and in the attached Contract. This will be factored in to the evaluation decision. Respondents are

modification(s) to the terms of the City's model services contract, a statement of such required modification shall be included as an exhibit with your sealed proposal. This Statement will be reviewed as part of the evaluation process and may have an effect on the scoring of the proposal.

- All respondents are required to submit clearance applications, affidavits and insurance documents with the response to the proposal. At the time Purchasing submits the supplier recommendation to City Council, approved clearances by the Income Tax and Revenue departments are required of the successful respondent.
- The City expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to the issuance of an award.

3. TEAM QUALIFICATIONS

Successful respondents to this RFP must present a team of individuals with a diversity of skill sets in order to provide and manage all required areas of scope work. Some respondent firms may be multi-disciplinary enough to offer all of the necessary skills "in-house." Well-developed proposals from either one single firm or a group of two or more firms are welcome and will be considered. The City strongly encourages respondents to consider inclusion of team members that are Detroit-based, minority led, and/ or otherwise have a substantive body of knowledge or experience with Detroit. The following is a detailed list of qualifications that the consultant team should provide, organized by area of expertise:

3.1 Project Management

- Demonstrates organizational excellence, assessment of range of real estate development, housing rehabilitation, workforce development, infrastructure, planning issues, financial evaluation, and cross-sector leadership
- Ability to oversee and manage efficient inter-agency processes and recruit stakeholders to facilitate timely decision making and project execution

3.2 Community Engagement Partnership

- Extensive experience with integrating diverse communities in planning.
- Successful engagement in communities of color, low income and/or depressed markets.
- Skill in researching and analyzing prior community planning documents and meeting with community stakeholders to establish implementation goals.
- Ability to develop unique strategies based on local goals, building community assets, improving quality of life, and supporting viable residential neighborhoods.
- Ability to translate complex planning and engineering ideas and designs into informative and understandable presentations for a variety of audiences, as well as providing public presentations and exhibits in a variety of forums.
- Willingness to work with local groups that have established neighborhood relationships to achieve community engagement goals.
- Commitment to incorporating citizen preferences with City directives.

encouraged to review the entire contract, including, but not limited to the Assignment, Compliance with Laws, Termination, Insurance, Subcontracting, Indemnity, Payment and Waivers provisions.

- Show an exemplary record of partnering with public agencies on similar projects and implementing robust community engagement strategies to reach goals.

3.3 Cultural Historian / Anthropologist

- Experience conducting cultural heritage narratives, tangible and intangible.
- Ability to integrate cultural narratives into architecture and landscape design guidelines, public art, and urban form to define and sustain neighborhood character.

3.4 Architecture, Landscape Architecture, Engineering, and Urban Design Teams

- Demonstrates design excellence, technical competence, and innovative green stormwater infrastructure (GSI) and engineering designs in multi-consultant collaborative settings within an urban context.
- The vendor must have experience with strategies that effectively manage stormwater and strengthen the quality of life for communities through innovative public space development and community asset building.
- Design teams must show qualifications and experience in developing Master Plans, design guidelines (incl. for affordable and market rate new or rehabilitated housing), and urban design visions for a comprehensive neighborhood framework for housing and the public realm.
- Design teams must also demonstrate experience with technical design components such as infrastructure, land-use, utilities, streetscape, and both transit-oriented and non-motorized design. They must also be able to identify physical assets worthy of preservation or adaptive reuse and have experience in deploying those strategies.
- Team must have experience working with local municipal departments, especially relating to infrastructure improvements, parks, and public right of way
- Design team must also have a strong record of robust inclusive design practices that integrate community feedback into the design process.
- Illustrate experience with integrating green infrastructure and/or sustainable water features into streetscape projects and public open space
- Demonstrate a proven track record of developing connected networks of right of way improvements, streetscape improvements,
- Truck traffic mitigation experience

3.5 Professional with “Strong understanding of economic development, housing rehabilitation and vacant property reuse”

- Team members demonstrate experience identifying opportunities that support residential growth of and attract new businesses and employment opportunities
- Strong understanding of public finance, economic analysis, residential rehabilitation, and real estate development
- Team members demonstrate experience developing linkages between economic development, housing and green space/energy uses, and have working knowledge of metrics for measuring the benefits of the infrastructure on economic development, housing and revitalization.
- Team members demonstrate experience and strong thinking around workforce development and creating a vision for linking green infrastructure to job, housing and revitalization goals.

4. NEIGHBORHOOD BOUNDARIES & CONTEXT

4.1 Project Boundaries

The project area under consideration is bounded by Dix Road / Penn Central Rail Road (North), Riverside Drive (West), I-75 Fisher Freeway / Fort Street (South), and I-96 Jefferies Freeway (East). Included in this region is the West Vernor Corridor and the contiguous neighborhoods of Southwest Detroit.

4.2 Neighborhood Profile

Southwest Detroit is a vibrant, diverse, and growing community in Detroit. The RFP study area is located within Southwest Detroit, a district that is comprised of a collection of neighborhoods that arose from the economic opportunities provided through its strong industrial heritage. A dense railroad network, particularly in the area of modern day Southwest Detroit, created a region of surprising economic diversity prior to the rise of the automobile industry. In 1928, the Ford Rouge plant was completed and employed nearly 100,000, including immigrants from over 50 countries as well as white and black migrants from the American south. The plant provided an economic boost to the developing nearby neighborhoods.

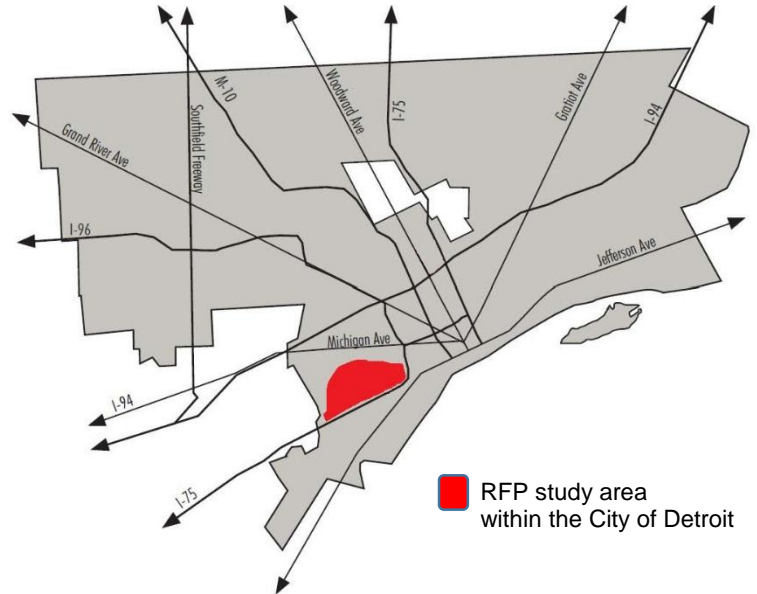
As with many turn of the century industrial areas across the nation, as Southwest Detroit's residential areas around industry grew within very close or mixed proximity. Some residential areas remain affected by heavy truck traffic, incompatible adjacent land uses, and environmental concerns. Today, projects such as the Gateway Project, the Detroit River International Crossing, and the Detroit Intermodal Freight Terminal, represent additional transportation infrastructure investment in the Southwest neighborhoods, which may add increased noise, vibration, air quality changes and congestion of their anticipated expansion.

Despite these land use challenges, Southwest Detroit's residential population has grown. The area has retained much of its housing stock and resisted many of the problems plaguing other parts of the City. As Southwest continues to attract new residents, it fosters the entrepreneurial spirit that has long driven its strong local economy. The neighborhoods along the West Vernor corridor provides existing foundations of commercial activity, strong ethnic and cultural diversity, and residential density that creates the undeniable draw of this community and will inform the basis of this framework plan and the outcomes of the implementation strategies.

4.3 Previous Planning Studies and Area Information

A number of studies have been completed by various organizations through the years, a number of which are provided below. The City of Detroit seeks to retain a qualified team of professionals that will synthesis these plans, identify and assess strengths and areas for improvement, and generate a unified vision for the City of Detroit with an actionable implementation plan to move this vision forward.

»» [Capital Impact's Detroit Neighborhoods Report & Market Study](#) (to be released October 2016)



- »» [The West Vernor & Springwells Business Improvement District \(BID\) 2014 - 2015 Annual Report](#)
- »» [Southwest Detroit Project List](#)
- »» [Southeastern Michigan Council of Governments: Truck Count Locations](#)
- »» [Southeastern Michigan Council of Governments: Truck Counts](#)
- »» [Southwest Detroit Development Collaborative: Green Infrastructure Project](#)
- »» [Urban Neighborhoods Initiative: Quality of Live Plan](#)
- »» [Urban Neighborhoods Initiative: Woodmere/Springwells Neighborhood Improvement Strategy](#)
- »» [Neighborhood Centers, Inc.: Building an Exciting Network of Parks](#)
- »» [Project for Public Spaces: Power of 10 on Springwells](#)
- »» [Location Map of Viaducts](#)
- »» [Photos of Viaducts](#)

Non-Motorized Planning

- »» [Southwest Detroit Greenlink](#) (Complete)
- »» [Inner Circle Greenway](#) (Proposed)

Vernor Crossing Reports

- »» [ULI Southwest Detroit: Vernor Crossing Panel Report](#)
- »» [Michigan Municipal League Place Plan: Connecting Communities with Vernor Crossing](#)
- »» [CNU 24 Congress Legacy Charette: Vernor Crossing](#)

Invest Detroit: Strategic Neighborhood Fund

- »» [Invest Detroit: Strategic Neighborhood Fund](#)

5. SUMMARY OF TASKS AND DELIVERABLES

This comprehensive planning process, as outlined in this scope of work, requires multi-disciplinary teams to cohesively integrate 4 categories of work. They are 1) Research and Community Engagement & Communications; 2) Landscape Design and Green Stormwater Infrastructure, including Viaduct Infrastructure and Open Space; 3) Streetscape and Mobility, including Truck Traffic and Transportation; 4) Development: Economic, including Workforce Development, Housing and Historic Preservation.

At the conclusion of the design and planning process, selected design teams will be required to deliver a comprehensive set of documents and digital files that will allow Detroit to move forward with

a transformative, yet practical and actionable design framework towards implementation. The tasks and deliverables are described, as follows:

5.1 Research and Community Engagement & Communications

5.1.1 Conduct neighborhood inventory and existing conditions required assessment for each strategy of the Framework Plan that addresses, but is not limited to:

- Review and assess existing planning documents, recently approved development proposals, existing conditions, historic elements of design, land use regulations, and zoning classifications, including the West Vernor Springwells Business Improvement District
- Describe current geography, history, historic resources, economic development opportunities, and existing housing market based upon available data
- Identify pedestrian, bicycle and non-motorized circulation patterns for the neighborhood
- Develop a map to identify neighborhood, commercial, residential and social assets and key institutional anchors within framework plan research area and planning nodes

Deliverables: Existing conditions base plan, diagrams and narrative summary of thematic analysis, identification of key opportunities and constraints for each strategy, analysis diagrams and summary narrative

5.1.2 Review and evaluate existing planning studies to develop implementation strategy

- Review existing planning studies and documents
- Assess proposed recommendations and prioritize implementation goals that will maximize social and economic benefits

Deliverables: SWOT summary matrix of top priority projects

5.1.3 Launch West Vernor Framework Planning Process

- Kick-off meeting to define team roles, goals, major milestones and decision-making structure for the Framework Plan
- Define project steering committee and working group purpose, roles, and meeting schedule
- Identify project manager to be point of contact for the City
- Refine public/stakeholder participation process and feedback loop
- Develop a summary brief of the planning process to be shared with the public
- Define and communicate necessary data required for the development of the Framework Plan

Deliverables: Meeting summary, project timeline and schedule with key milestones for each target area of the framework plan, refined engagement plan, planning summary brief, meeting schedule, data request list

5.1.4 Coordinate with City of Detroit and key stakeholders to ensure meaningful resident and neighborhood participation, including strategies to reach residents and stakeholders who are traditionally marginalized from the planning process

- Collaborate in engagement discussions within the community, a minimum of six, to gather ideas, refine goals, and formulate implementation strategies for the Framework Plan, number to be determined
- Meet with City Departments, philanthropic and non-profit organizations, and private sector partners needed to develop an understanding of funding streams, a minimum of four

Deliverables: Integrate stakeholder input into design schemes; Develop engagement support for branding program; Present design concepts, findings and recommendations to City Departments, City Council, public hearings, and other regulatory agencies as needed, assume four

5.1.5 Team Coordination Meetings and Working Groups for Development of the Framework Plan

- Convene and lead team coordination calls/meetings once a week over the period of performance
- Convene and lead bi-weekly partner calls/meetings, as needed
- Convene and lead three working group sessions

Deliverables: Meeting presentation materials, meeting notes, next steps

5.1.6 Develop Draft Framework Plan

- Develop a full color booklet that summarizes the planning effort, outcomes, and stakeholder engagement
- Document summaries of each target plan, with plan findings, design concepts, maps, and graphics
- Summary tables to define roles, next steps, and implementation schedule
- Identification of project costs and funding sources

Deliverables: Digital copy of the Draft Framework Plan

5.1.7 Refine & Finalize Framework Plan based on Stakeholder Input

- Updates based upon stakeholder comments

Deliverables: Final Framework Plan (20) copies, and digital copy for distribution

Deliverables: Graphic exhibit boards (min 24" x 36"), community meeting summary notes, presentation materials, copies of all presentations in PPT or PDF format

5.2 **Landscape Design and Green Stormwater Infrastructure**

5.2.1 Develop Strategic Open Space Strategy

- Provide post-demolition landscape requirements

- Develop conceptual design and cost estimate
- Provide implementation strategy
- Develop support for a branding strategy

Deliverables: Schematic level plan, illustrative plan, cost estimates, funding sources, implementation and maintenance strategy

5.2.2 Viaduct Improvement Strategy

- Develop cost estimates and detailed scope of required repair work, including:
 - Lighting repairs or enhancements
 - Water and sewer repairs
 - Masonry or patchwork repair of embankments, viaduct structure, roadways and sidewalks
 - Storm water management interventions
 - Beautification strategies, including but not limited to: lighting, murals, landscaping, mosaics, etc.
- Implementation and maintenance strategy including phasing, roles, and funding sources

Deliverables: Create a Viaduct Improvement Strategy: Conduct comprehensive assessment of existing conditions of rail road viaducts, including but not limited to lighting, water and sewer drainage, embankment, roadway and sidewalk conditions

5.3 Streetscape and Mobility

5.3.1 Develop West Vernor and Grand Boulevard Streetscape and Open Space Investment Strategy

- Develop general design guideline recommendations for the West Vernor Corridor
- Develop overall public space and right of way schematic plan for the West Vernor / Grand Boulevard Node
- Develop planning proposals for streetscape and open space improvements, incorporating storm water management principles
- Identify hierarchy of streets and public spaces throughout the district
- Create illustrative plan of proposed public space and streetscape improvements
- Develop streetscape and open space urban design standards and typical sections, elevations, or 3d renderings to illustrate principles
- Create illustrative renderings at key locations to describe planning vision
- Implementation and maintenance strategy including phasing, roles, and funding sources

Deliverables: Create a West Vernor and Grand Boulevard Streetscape and Open Space Strategy: Conduct comprehensive condition assessment and analysis of physical features, including street grid pattern, existing lighting, lot size, topography, landscaping, existing tree cover, parks and open space, as needed to inform plan

Deliverables: Overall schematic plan, street hierarchy and urban design plan, illustrative renderings, overall illustrative plan, thematic plans of proposed streetscape and open space improvements, design standards with typical sections and elevations, cost estimates, and funding streams

5.3.2 Truck Route Assessment and Mitigation Scope

- Develop scope of work for next phase of planning work to be centered around truck traffic and land use planning to mitigate noise, pollution, vibration, visual, and environmental impacts of truck traffic in the area, and could include:
 - Truck traffic analysis, multimodal route planning, and signage plan
 - Public space and streetscape design interventions for buffering of industrial and incompatible uses
 - Recommended intersection improvements to ensure truck routes are respected
 - Air quality and environmental impact assessment
 - Cost estimate for air-quality monitoring program
 - Implementation strategy including phasing, roles, and funding sources

Deliverables: Develop a Truck Route Assessment and Mitigation: Research *and* describe current truck traffic routes and identify conflict areas (based upon existing reports and stakeholder input) to develop a scope of work

5.4 Development: Economic, including Workforce Development, Housing and Historic Preservation

5.4.1 Develop Strategic Residential Investment and Open Space Strategy

- Identify residential rehab opportunities and strategic demo sites, including single family, duplex, multifamily, and apartment housing above retail along West Vernor
- Provide post-demolition landscape requirements
- Develop conceptual design and cost estimate for housing rehabilitation opportunities
- Justify and reinforce economic viability and market analysis
- Conceptual cost estimates for rehabilitation and strategic demolition program
- Provide implementation strategy including a Housing Rehabilitation Phase I Implementation Package, phasing, roles, and funding sources
- Develop support for a branding and housing marketing strategy

Deliverables: Create a Strategic Residential Investment Strategy: Demographic information on population, employment, property attributes, land use, zoning, property values, housing conditions, identifying single family and multifamily rehabilitation or strategic demolition opportunities

Deliverables: Housing rehabilitation implementation strategy including concept plans, project costs, market data, phasing, roles, and funding sources

5.4.2 Capture cultural narrative through design

- Review existing planning studies and documents
- Gather understanding of tangible and non-tangible cultural assets

- Inform and refine all scope deliverables to reflect and sustain neighborhood cultural character

Deliverables: Cultural heritage narrative, design review, and consultation

6. ANTICIPATED PROJECT TIMELINE

Contract Period – 1 Year

Sept 2016	RFP Announced
Oct 2016	Proposals Due
Late Oct / Early Nov	Design Team Selected
Nov 2016	Procurement
Dec 2016	Onboarding Orientation / Preliminary Engagement
Jan – May 2017	Engagement / Scope Development / Report Outs
Mid-May 2017	Planning and Design Phase Ends
Jun – Sept 2017	Design and Construction Administration Advisement and Project Support

7. GUIDING PRINCIPLES

The City of Detroit is committed to advancing design excellence in all projects, which will produce equity, sustainability, resilience, and healthy living for those who live, work, and play within and around project areas. Accordingly, proposals and plans shall exhibit sound urban design principles and established neighborhood development strategies that will offer a variety of uses and appropriate building and landscape typologies with meaningful architectural expressions.

All designs and plans shall incorporate forward-thinking practices that promote social, economic and ecological sustainability, including but not limited to: increasing canopy cover; green infrastructure strategies that address stormwater management, drainage charge mitigation, microclimate mitigation, biodiversity and habitat; creating social spaces that could include greenways, priority walking streets, gathering places and routes for non-motorized mobility and provide an amenity to the neighborhood; consideration of maintenance strategies.

The planning principles for inclusive and vibrant framework plan will:

Support West Vernor as a vibrant, mixed-use corridor

- Provide cohesive and interactive mixed-use development guidelines which encourages retail, housing and office space through appropriate urban design
- Identify upper level housing opportunities to create density along the West Vernor corridor

Build an inclusive community

- Offer diverse residential stock and density at a variety of price points, with a mix of ownership and rental options, and a balance of market rate and affordable units
- Promote workforce development along identified corridors and neighborhood interior

Spur investment

- Increase the rate of development to allow the district to quickly achieve its full potential
- Introduce strategic infrastructure enhancements to encourage new investment and housing density along the West Vernor corridor

Energize a healthy active living environment through connectivity

- Encourage walking and biking through a network enhanced parks and public space improvements along priority pedestrian corridors and bicycle routes

Diversify transportation options

- Connect transit systems which will foster both economic activity and mobility (e.g., taxi, shuttles, rail, bus, bike)

Engage the community

- Incorporate inclusive design to capture the interests of the current stakeholders, project future uses, and acknowledge cultural and historic significance
- Work with the Department of Neighborhoods to ensure community engagement throughout the entire planning process, p resolve concerns during planning and design

Promote environmental stewardship and community health

- Environmental justice, health and sustainability - in the natural (i.e., wet lands, natural plant species) and the built environment (i.e., storm water mitigation, LED lighting, renewable energies)
- Evaluate and mitigate the intersection of incompatible uses, including truck traffic.

8. EVALUATION CRITERIA

A selection committee composed of City staff and other invited parties. A list of shortlisted respondents may be chosen to be interviewed based on qualifications, previous completed works, and approach to community engagement. The selection committee may request additional meetings or information of respondents before making a final selection.

Overall Strength of Concept/Proposal **25pts**

- Demonstrates clear vision for achieving all objectives, tasks, and deliverables
- Strategies and approach to community engagement and workforce development
- The response to this criterion should identify the key roles of each team member and associated deliverables
- Demonstrates capacity to deliver the work

Previous Project Experience **25pts**

- Strong record of performance on projects completed within urban municipalities
- Demonstrated expertise on incentives structures, financing, and feasibility analysis
- Experience of proposed project leaders/ team members on similar projects
- Experience developing schematic level designs for district wide development and open space planning
- Experience in building community consensus to support development and open space planning
- Experience developing cost estimates for infrastructure developments

Design and Engineering Excellence **20pts**

- Description of vision, leadership and commitment to high quality and exceptional design in the public realm and identification of differentiators from peers

Price Proposal **20pts**

- Itemized fee and team approach to complete the work

Proposed Timeline/Workplan **10pts**

- Demonstrates ability to meet project deadlines
- Lays out clear work plan to achieve deliverables
- Identification of how soon firm could begin work after notification of award
- Include key dates for completion of analysis, preliminary recommendations, conceptual design, schematic design, and construction documents, with periodic community engagement and City review periods

9. EVALUATION PROCEDURE

Following the receipt of the qualified firm, 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 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. **All decisions reached by the Evaluation Committee will be by consensus.**

10. PROPOSAL CONTENT REQUIREMENTS

To be considered responsive, each proposal must, at a minimum, present and/or respond to the following RFP sections in their entirety. All pages of the submission must be numbered, excluding exhibits and other supplemental information which may be added as Attachments. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential.

10.1 Table of Contents

A table of contents must be provided with all RFP Submissions.

10.2 Signature Page (Form Attached)

10.3 Statement of Submission (up to 2 pages, not including resumes)

In your Statement of Submission, please include, at a minimum, the following information and/or documentation:

- 1) A design statement describing relevance of work samples as an indicator of team's capacity to perform the work requested in this scope of work;
- 2) A brief description of your firm, including the Federal Employer Identification Number, the age of the firm's business and the average number of employees during each of the last three (3) years;
- 3) The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- 4) A commitment to perform the requested work in accordance with the requirements outlined in this RFP; and
- 5) The name and contact information of the overall project manager and firm that will be in charge of all teams on this project;

10.4 Scope of Work Schedule

Provide a detailed timetable with action steps required to complete entire planning/design scope described in this RFP, including start and completion deadlines and major activity milestones.

10.5 Pricing Proposal

Proposals must provide a Price Proposal and cost all activities based on a maximum contract length of one year. Proposals must provide a line-item cost estimate to complete the scope of services described in RFP by category -- 1) Research and Community Engagement/Communications; 2) Housing Development and Rehabilitation; 3) Streetscape and Mobility; 4) Viaduct Infrastructure; 5) Open Space Landscape Design and Green Stormwater Infrastructure; and 6) Truck Traffic and Transportation

10.6 Respondent Performance History

- 1) Identify, in detail, a portfolio of no more than 5 similar projects by name, subject matter, location, services provided and the length of time services were provided on each. Include a reference, description of services provided and dates during which the services were provided; project examples should be comparable to the proposed project and should include primary involvement from members of the proposed respondent team or their key personnel;
- 2) Identify vendor's key personnel on the projects identified above;
- 3) Identify any projects in which the vendor's contract was terminated for any reason;
- 4) Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last five (5) years; and
- 5) Provide an organization chart indicating the team structure and core team members who will provide services for the six primary categories -1) Research and Community Engagement/Communications; 2) Housing Development and Rehabilitation; 3) Streetscape and Mobility; 4) Viaduct Infrastructure; 5) Open Space Landscape Design and Green Stormwater Infrastructure; and 6) Truck Traffic and Transportation. Also provide 1-page accompaniment for each core team member

11. SUBMITTAL INSTRUCTIONS AND OTHER KEY INFORMATION

ALL PROPOSALS MUST BE SUBMITTED VIA THE BIDSYNC WEB PORTAL

- A. RFP Issue Date
Monday, October 3, 2016
- B. Question Deadline
Tuesday, October 11, 2016 2pm EST
All questions must be submitted via the Bidsync web portal to www.Bidsync.com.
- C. Response to Questions
Tuesday, October 18, 2016 5 pm EST
Response to all questions received to all parties attending the Pre-Proposal Meeting
- D. Pre-Bid Meeting
Tuesday, October 25, 2016 10 am EST
Coleman A. Young Center, Room 1008, Detroit, MI 48226
- E. Proposals Due
Sunday, October 30, 2016 5 pm EST
ALL PROPOSALS MUST BE SUBMITTED VIA THE BIDSYNC WEB PORTAL ONLY

12. PROPOSAL DISCLAIMERS AND CONDITIONS

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.

News Releases and Other Communications

News releases pertaining to these Proposals 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.

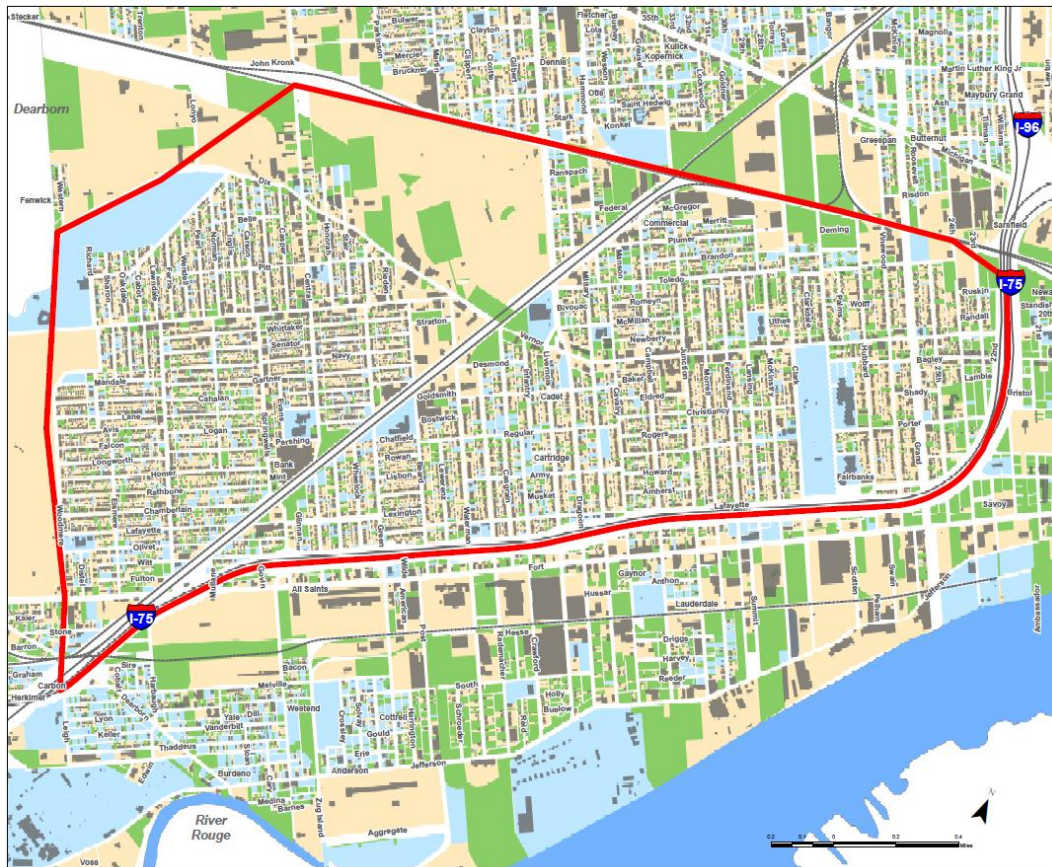
Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

Confidentiality of Proposals

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

13. APPENDIX

13.1 Street Map of Scope Boundary



SW Corridor/VernorHwy Study Area

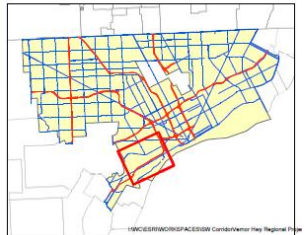
- Public Owned Property*
- Private Owned Property
- Private No Bldg. Footprint
- 2015 Building Footprint
- Target Area

* Source from DPI August, 2016



City of Detroit
 Planning and Development Department
 Planning Division
 Coleman A. Young Municipal Ctr.
 2 Woodward Ave., Suite 808
 Detroit, Michigan 48226
 Phone: (313) 224-1421
 Fax: (313) 224-1310


SW Corridor/VernorHwy




13.2 Aerial Map of Scope Boundary



SW Corridor/VernorHwy Study Area

 Target Area

 City of Detroit
 Planning and Development Department
 Planning Division
 Corcoran A. Young Municipal Ctr.
 2 Woodward Ave. Suite 808
 Detroit, Michigan 48226
 Phone (313) 224-1421
 Fax (313) 224-1310

SW Corridor/VernorHwy



13.3 “20-Minute Neighborhood” Performance Objectives

Mayor Duggan has set a city-wide goal to design and develop walkable neighborhoods in areas wherein residents can access quality retail, enjoy open space amenities, travel to transit and/or multi-modal alternatives within a 20-minute walk. The initiative seeks to ensure residents have a 20-minute walk radius through land that is productive, safe and beautiful. Design recommendations from design team must support Detroit meet 20-Minute Neighborhood objectives within this context for these efforts will set the foundation for the future success of Detroit’s lower east side.

METRICS:

- **20 minutes to Retail**
(Includes shopping, restaurants, grocery stores, services, coffee shops, etc.)
- **20 minutes to Transit**
(Includes bus stops, BRT, light rail, carpools, etc.)
- **20 minutes to a Park**
(Includes greenways, waterfronts, public plazas, public recreation facilities, natural areas, etc.)
- **20 minutes from Blight**
(One should not encounter blighted buildings, derelict streetscapes, nor crumbling infrastructure within a 20 minute walking radius)



20 MINUTES TO RETAIL



20 MINUTES TO A PARK



20 MINUTES TO TRANSIT



20 MINUTES FROM BLIGHT

13.4 “Pink Zoning” Efforts

A bold new initiative in municipal regulatory reform.



More information can be found at: <http://www.pinkzoningdetroit.org/>

The City of Detroit “Pink” Zoning refers to a lessening of the “red tape” that can quickly thwart revitalization initiatives. *Pink Zoning Detroit* is currently an initiative being piloted along select corridors around Detroit. “Pink Zones” would enable the City of Detroit to redesign its regulatory approach to development along particular corridors. This might include: allowing small-scale development to bypass certain review processes, preemptive approval of certain building types, or expedited permitting. The idea is to smooth the path for small business owners, developers, and entrepreneurs seeking to bring commercial vitality back to Detroit’s neighborhoods.

While selected design team will not be engaging in the City’s Pink Zoning efforts directly, the scope of work in this RFP will be asking teams to be mindful of short and long-term zoning modifications that may be required to achieve the final design recommendations and provide insight into a “lean” ordinance, as applicable, across Detroit’s neighborhood and commercial corridors.

13.5 City Agencies and Partners

Detroit Mayor's Office, Jobs and Economy Team (JET)

The Jobs and Economy Team within the Mayor's Office coordinates with city agencies, public partners, and the non-profit and business communities in order to design and execute programs that create jobs and attract residents to Detroit. Areas of focus include land use and real estate development, business attraction and retention programs, small business and entrepreneurial promotion, and transportation and logistics.

Department of Neighborhoods (DON)

City of Detroit Department of Neighborhoods works closely with individual neighborhoods and other community organizations, CDCs, faith-based organizations and local businesses in teams across all seven districts to identify and prioritize concerns, and then coordinate with the appropriate City department to deliver results. The DON helps neighborhoods to address all blight-related issues, including dangerous building demolition, repurposing vacant lots and structurally sound vacant buildings, as well as non-structural blight.

Planning and Development Department (PDD)

The City of Detroit Planning and Development Department provides professional and technical expertise in planning, design, and development that helps to inform and seed sustainable environments, and neighborhoods for citizens and businesses. PDD works to create an infrastructure that supports citizens, investors, and other partners in their expressed efforts to advance initiatives that create walkable urban places that serve the largest and broadest needs of the Detroit Community.

Housing and Revitalization Department (HRD)

The City of Detroit Housing and Revitalization manages the nearly \$37 million that City receives from the US Department of Housing and Urban Development (HUD) annually to support housing programs and community development activities, such as Community Development Block Grants. HRD invests the City's entitlement funding in appropriate housing, economic development and related infrastructure projects. HRD works with PDD, DBA and DLBA to provide the public sector project management required to produce housing and economic development projects.

Detroit Water and Sewer Department (DWSD)

The Detroit Water and Sewerage Department (DWSD) is one of the largest water and sewer utilities in the United States serving more than 200,000 Detroit residential and commercial customers. DWSD's water network consists of more than 2,700 miles of transmission and distribution mains and nearly 3,000 miles of sewer collection piping.

Department of Public Works (DPW)

The City of Detroit Department of Public Works (DPW) manages garbage collection services, provides construction, maintenance, demolition and engineering of streets, alleys and public buildings, and plans, establishes and maintains traffic control systems. DPW also enforces any environmental ordinances not covered by the Buildings, Safety Engineering and Environment Department.

Detroit Economic Growth Corporation (DEGC)

Detroit Economic Growth Corporation is a non-profit organization that works closely with the City of Detroit and other partners to support existing businesses and to bring new companies and investments to the city. The DEGC offers a broad range of financial, technical and development

13.5 City Agencies and Partners *continued...*

assistance to commercial, industrial and service firms, as well as developers and investors wanting to do business in Detroit.

Detroit Building Authority (DBA)

The Detroit Building Authority supervise and manage all construction activities on behalf the City as well as demolition, including the blight demolition program in coordination with Detroit Land Bank Authority (DLBA) and commercial property disposition.

Invest Detroit

Invest Detroit is a certified Community Development Financial Institution and a source of private sector financing which utilizes a variety of funding tools through managed for-profit and non-profit targeted funds to support economic and community development in underserved communities primarily in the City of Detroit.

General Services Department (GSD)

The mission of the General Services Department is to improve City services and achieve operational efficiencies by consolidating support functions from various agencies. They provide repair, maintenance, lawn-mowing, and trash collection services to all city-owned properties, facilities and vehicular fleets. They also design, construct, and maintain the City's public parks.

Detroit Department of Transportation (DDOT)

The Detroit Department of Transportation is the public transportation operator of city bus service in Detroit, Michigan. I DDOT has a fare and ride agreement with the Suburban Mobility Authority for Regional Transportation (SMART) as it supplements the city with bus service linking the city to the rest of Metro Detroit and Detroit Metropolitan Wayne County Airport. Along with operating fixed-route bus service, DDOT also operates MetroLift, an on-demand paratransit service with wheelchair accessible vehicles.

Detroit Land Bank Authority (DLBA)

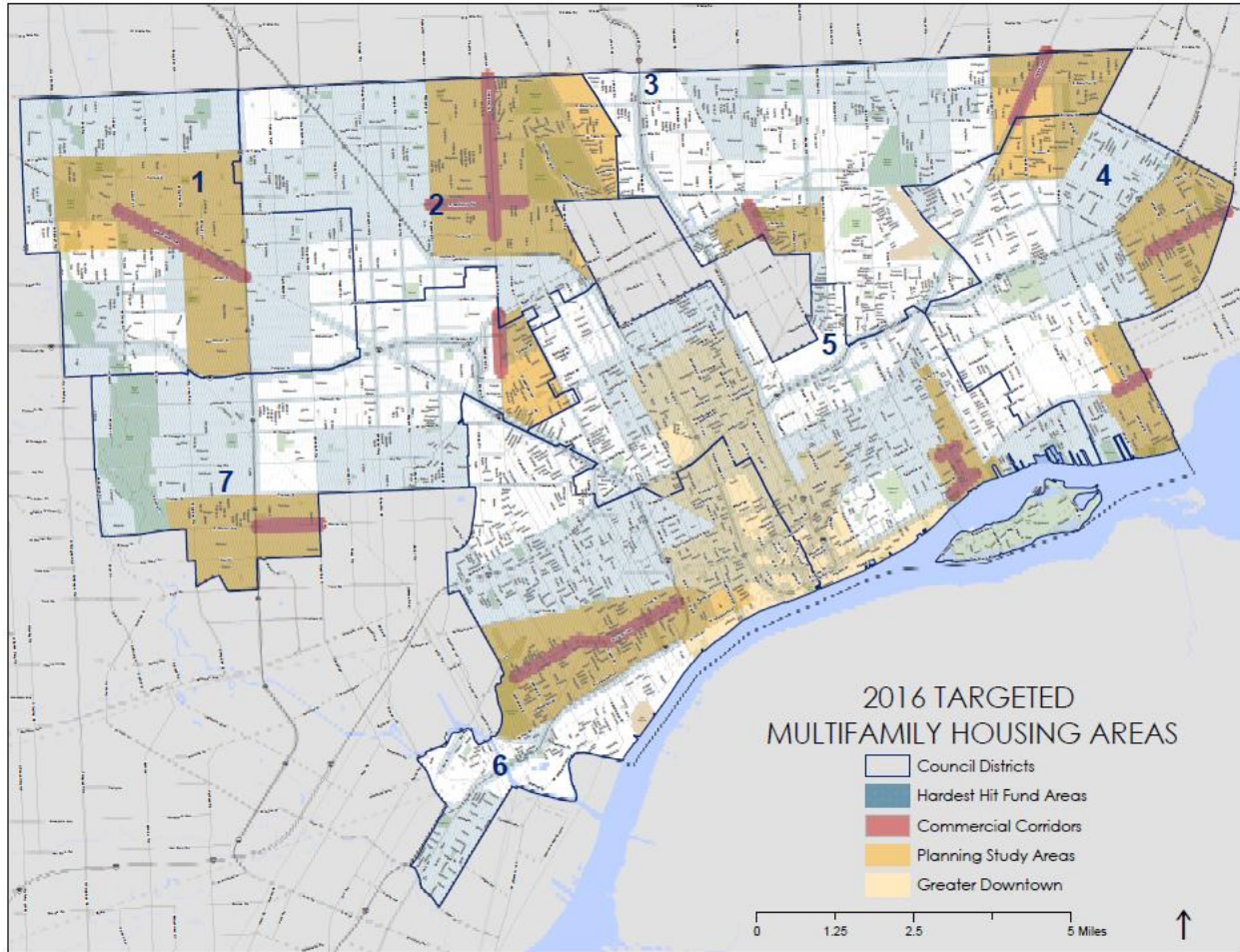
The Detroit Land Bank Authority is a public authority dedicated to returning Detroit's vacant, abandoned, and foreclosed property to productive use. Their current programs include Hardest Hit Fund/Demolition, Nuisance Abatement, Home Auction Program, Side Lot Sales, Own It Now, and the Community Partnership Program.

Detroit Economic Growth Corporation (DEGC)

Detroit Economic Growth Corporation is a non-profit organization that works closely with the City of Detroit and other partners to support existing businesses and to bring new companies and investments to the city. DEGC offers a broad range of financial, technical and development assistance to commercial, industrial and service firms, as well as developers and investors wanting to do business in Detroit.

13.6 Targeted 2016 Multifamily Housing Map

The City believes that attractive, well-designed, GSI projects will support new housing opportunities and population growth in areas targeted as near-term Targeted 2016 Multifamily Housing Areas. The current targeted areas for multi-family housing development are indicated in the map below.



13.7 For Reference Only: HUD Documents

*These summaries are not officially recognized by HUD and are not a substitute for the actual terms and language. Please visit official HUD website for official language of sections and parts that may be relevant to this RFP scope

24 CFR (4-1-03 Edition)

Code of Federal Regulations (annual edition) - Title 24 - Housing and Urban Development

Subtitle A - Office of the Secretary, Department of Housing and Urban Development (Parts 0 - 92)

Part 42—Displacement, Relocation Assistance, and Real Property Acquisition for HUD and HUD-Assisted Programs

Defines rules for the relocation or displacement of residents as well as property acquisition, appeals, applicability, and relocation assistance

Part 50—Protection and Enhancement of Environmental Quality

Explains basic environmental policy and responsibilities under HUD program coverage as well as decision points for projects and policy actions

Part 51—Environmental Criteria and Standards

Continues explanations of Part 50 pertaining to basic environmental policy and responsibilities under HUD program coverage; specifically noise abatement and control, siting of projects near hazardous chemical operations, civil airports, and military airfields

Part 55—Floodplain Management

Defines responsibilities, environmental review policies and procedures for making determinations on floodplain management

Part 58—Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities

Explains environmental review processes (documentation, range of activities, project aggregation and classification), as well as the processes for Environmental Assessments and Environmental Impact Statement Determinations

Part 70—Use of Volunteers on projects

Defines 'volunteers' (an individual who performs service for a public or private entity for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, on a HUD-assisted or insured project which is subject to a requirement to pay prevailing wage rates) and the procedure for implementing prevailing wage exemptions for volunteers

Part 85—Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments

Defines pre-award requirements (standards for financial management systems, etc.), post-award requirements (payment, allowable costs, period of availability of funds, matching or cost sharing, program income, non-federal audit, monitoring and reporting program performance, financial reporting, etc.), and after-the-grant requirements (closeout, later disallowances and adjustments, etc.)

Part 91—Consolidated Submissions for Community Planning

Explains citizen participation and consultation plans at the local and state levels as well as monitoring, housing market analysis, and housing and homeless needs assessments

Subtitle B - Regulations Relating To Housing and Urban Development (Continued) (Parts 100 - 4100)

Part 570—Community Development Block Grants

Defines Community Development Block Grant (CDBG) funding and how it may be allocated, as well as eligibility requirements, restrictions, administrative review, and special purposes

CITY OF DETROIT FINANCE DEPARTMENT PURCHASING DIVISION

*****UNSIGNED BIDS CANNOT BE CONSIDERED*****

ASSIGNMENT: A Contractor shall not assign any Purchase Order or Contract or any monies due therefrom without prior approval of the Purchasing Director, the Finance Director and in some cases the City Council. Contact the Purchasing Agent for proper procedure: Wesley Norris, NorrisW@detroitmi.gov

IN THE FURTHER DESCRIPTION OF THIS PROPOSAL, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:
BIDDING UNDER THE NAME OF:

(PRINT FULL LEGAL NAME)

(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)

MAILING ADDRESS:

(ZIP CODE)

PAYMENT MAILING ADDRESS:

(ZIP CODE)

(IF DIFFERENT FROM ABOVE)

BUSINESS ADDRESS:

(ZIP CODE)

(CHECK ONE):

LEASE ___ RENT ___ OWN ___

FEDERAL EMPLOYER ID #:

CHECK ONE:

() CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? ___ YES ___ NO

() PARTNERSHIP, Consisting of (List Partners)

() ASSUMED NAME (Register No.)

() INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM CONTRACTUALLY TO THIS BID. The authorized signature affirms that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until withdrawn, in writing, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first. ***THIS FORM MUST BE FILLED IN ITS ENTIRETY. FAILURE TO COMPLETE FORM WILL BE CAUSE FOR REJECTION.***

E-MAIL _____

AUTHORIZED SIGNATURE:

DATE _____

SIGNED: _____

TELEPHONE NO. _____

PRINTED _____

FAX NO. _____

TITLE _____

CELL PHONE NUMBER _____

TITLE/POSITION _____

ALTERNATE COMPANY CONTACT

