

**CITY OF DETROIT  
OFFICE OF CONTRACTING & PROCUREMENT  
REQUEST FOR PROPOSALS  
Landscape Design and Process Standards  
RFP NO. 18EJ2302**

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<b>ADVERTISE DATE</b>	<b>Monday, September 25, 2018</b>
<b>QUESTION DEADLINE</b>	<b>Tuesday, October 2, 2018 by 4:00 p.m.</b> EST Submitted via BidSync ( <a href="http://www.BidSync.com">www.BidSync.com</a> )
<b>PRE PROPOSAL MEETING AND TELE-CONFERENCE</b> 866-434-5269 Conference Line 3964948 Access Code	<b>MANDATORY</b> <b>Thursday, October 4, 2018 at 1:30 p.m. EST</b> Office of Contracting & Procurement Suite 1008, Coleman A. Young Municipal Center Two Woodward Avenue Detroit, Michigan 48226
<b>PROPOSAL INTERVIEWS</b>	<b>Oral Interviews</b> may be required and scheduled upon request. The City anticipates presentations to take place <b>Tuesday, October 23, 2018 and Wednesday, October 24, 2018 (subject to change)</b>
<b>PROPOSAL DUE DATE</b>	<b>Thursday, October 18, 2018</b> <b>10:00 a.m. EST</b> Submitted via Periscope Holdings BidSync ( <a href="http://www.BidSync.com">www.BidSync.com</a> )
<b>PUBLIC RECORDING</b>	<b>Thursday, October 18, 2018</b> <b>10:30 a.m. EST</b> Office of Contracting & Procurement Suite 1008, Coleman A. Young Municipal Center Two Woodward Avenue Detroit, Michigan, 48226

***Proposals must be submitted via Bid Sync on, or prior to the exact date and time indicated above. Late proposals shall not be accepted.***



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**Landscape Design and Process Standards Request for Proposals – September 2018**

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## 1. INTRODUCTION

The City of Detroit Office of Contracting and Procurement (OCP) requests proposals from qualified firms and teams of firms to provide Landscape Design and Process Standards Services for (1) one year.

### Key Deliverables:

- (i.) Develop resources to support engagement through six (6) focus groups with interagency staff and external stakeholders;
- (ii.) Review and gap analysis of work completed to date;
- (iii.) Review of best in class practices from other cities;
- (iv.) Analysis, review, and proposed modifications to current permitting process in Detroit;
- (v.) Visualization of current requirements to support proactive communication through print and web formats;
- (vi.) Creation of new Design Standards or Suggested Best Practices Resource Set to clearly communicate new requirements or preferences to the public through print and web formats.

## 2. DEFINITIONS

**Land-Based Venture:** Projects and practices seeking the small and large scale reuse of land for agriculture and other forms of urban growing including non-edible crops and other productive uses (i.e. the creation of compost), whether for profit or as a community-based or community-driven activity.

**Design Standard:** Guidelines or standards that establish a framework for site layout and decision making at the block or site level.

**Performance Standard:** A minimum requirement or maximum allowable limit on the effects of a use. (Rock Hall, Md.) A set of criteria or limits relating to nuisance elements that a particular use or process may not exceed. (Iowa State University Extension Service)

**Urban Agriculture:** The networked practice of growing, processing, and distributing food within Detroit.

## 3. CDBG-DDR

This RFP is being issued through the City of Detroit's Community Development Block Grant – Declared Disaster Recovery (CDBG-DDR) program. In August 2014, Detroit and its metro region suffered from severe flooding caused by a 200-year storm. The worst rainfall in 89 years flooded streets, submerged cars, filled below grade freeways and overwhelmed the

combined sewer system to cause basement backups in thousands of homes and untreated discharges to the Detroit and Rouge Rivers. The extensive damage prompted the Obama Administration to declare a Presidential Disaster and call for aid to southeast Michigan. In August 2015, on behalf of the U.S. Department of Housing and Urban Development (HUD) Secretary Castro announced the allocation of \$8.9M in CDBG—DDR funds to the City of Detroit to improve the City’s resiliency by completing pre-development activities on place-making, green stormwater infrastructure (GSI) and clean power projects, per the City’s funding request to HUD. HUD defines resiliency as a community’s ability to withstand and recover from future shock events. The City views the 2014 disaster and subsequent recovery assistance funds as an opportunity for contract consultants to create landscapes that improve the quality of life for existing residents through a commitment to high quality public spaces and significant GSI investment. This RFP is in line with the goals of the CDBG-DDR grant. See also CDBG-DDR Guiding Principles, Section 4.

### CDBG Laws and Regulations

The rules and regulations governing the activities of the CDBG Program include the Laws as enacted by Congress and the Regulations created by HUD to achieve the result prescribed by the Laws. HUD provides guidance on the CDBG Program through CPD Notices and Policy Memoranda. Refer to CDBG Laws and Regulations at this link:

<https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/>

All relevant rules and regulations apply to this scope of work and may include requirements in addition to City of Detroit policies. Refer to the attached CFR regulations.

Additional cross-cutting federal regulations may apply to your project. Please review the summaries in the section below. Please note that these regulations are not all inclusive, and the City of Detroit may enforce other federal regulations as required by the Department of Housing and Urban Development. Questions regarding the cross-cutting federal regulations below may be directed to City of Detroit Department of Housing and Revitalization. It is the responsibility of the Applicant to read and understand these regulations, and comply as required.

### **CROSS-CUTTING FEDERAL REGULATIONS**

Listed below are cross-cutting federal regulations that may apply to your project. Please review the summaries below. Please note that these regulations are not all inclusive, and the City of Detroit may enforce other federal regulations as required by the Department of Housing and Urban Development. Questions regarding the cross-cutting federal regulations below may be directed to City of Detroit Department of Housing and Revitalization. It is the responsibility of the Applicant to read and understand these regulations, and comply as required.

**A. M/WBE**

Section 281 of the National Affordable Housing Act requires federal grantees to ensure contracting opportunities for minority and woman-owned businesses when using Community Development Block Grant funds. City of Detroit requires that any contractor who receives funds under the Community Development Block Grant program, including the Section 108 Loan Guarantee Program, to comply with this act. In accordance with Section 281 of the National Affordable Housing Act, Applicants must take affirmative steps to use minority and woman-owned businesses for their funded activities. This means the contractor must make a good faith effort to hire minority and/or woman-owned businesses.

An MBE/WBE business meets one of the following:

1. A sole proprietorship, owned and controlled by a minority and/or woman; or
2. A partnership or joint venture controlled by a minority or woman in which 51 percent of the beneficial ownership interest is held by minorities or women; or
3. A Corporation or other entity controlled by minorities or women in which at least 51% of the voting interest and 51 percent of the beneficial ownership interest are held by minorities or women.

**B. Section 3: Economic Opportunities for Low- and Very Low-Income Persons**

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

Applicants funded with HUD Community Development Block Grant Funds are required to meet the Section 3 provisions to the greatest extent feasible. Documentation will be required in order to verify compliance from the borrower. Please refer to the City of Detroit Section 3 plan for additional information on the local Section 3 requirements.

**C. Federal Labor Standards**

The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts.

**D. Fair Housing Act**

The Fair Housing and Equal Opportunity, Office of Program Compliance, investigates complaints pursuant to Title VI of the Civil Rights Act of 1964 (Title VI). Title VI prohibits discrimination on the basis of race, color or national origin in programs and activities receiving Federal financial assistance. Complaints must be filed within 180 days of the alleged act of discrimination.

**E. Americans with Disabilities Act**

Title II of the ADA prohibits discrimination against persons with disabilities in all services, programs, and activities made available by State and local governments. The Department of Justice (DOJ) has coordination authority for the ADA in accordance with Executive Order 11250.

The DOJ regulations cover all State and local governments and extend the prohibition of discrimination in Federally- assisted programs established by Section 504 of the Rehabilitation Act of 1973 to all activities of State and local governments, including those that do not receive Federal financial assistance.

HUD is the designated agency for all programs, services and regulatory activities relating to State and local public housing, and housing assistance and referrals. In addition, HUD has jurisdiction over a State or local government activity when HUD has jurisdiction under Section 504 of the Rehabilitation Act of 1973.

**F. The Architectural Barrier Act of 1968**

The Architectural Barriers Act (ABA) requires buildings and facilities that are constructed by or on behalf of, or leased by the United States, or buildings financed, in whole or in part, by a grant or loan made by the United States to be accessible to persons with mobility impairments. The Architectural and Transportation Barriers Board (ATBCB) has coordination authority for the ABA.

**G. Section 504 of the Rehabilitation Act of 1973, as amended**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program or activity receiving Federal financial assistance.

**H. Executive order 12898, Environmental Justice**

Executive Order 12898 provides that each Federal agency shall conduct its programs, policies, and activities that substantially affect human health or the environment, in a manner that ensures that such programs, policies, and activities do not have the effect of excluding persons (including populations) from participation in, denying persons (including populations) the benefits of, or subjecting persons (including populations) to discrimination under, such programs, policies, and activities, because of their race, color, or national origin.

**I. Non-discrimination**

Executive Order 11063 (Non-Discrimination and Equal Opportunity in Housing) directs HUD and all other executive departments and agencies to take appropriate action to promote the abandonment of discriminatory practices with respect to property or facilities owned or operated by the Federal Government or provided with Federal financial assistance in the sale, leasing, rental, or other disposition of such property or facilities.

**J. Age Discrimination**

The Age of Discrimination Act of 1975, prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance, directly or through contractual, licensing, or other arrangements use age distinctions or take any other actions which have the effect, on the basis of age of:

1. Excluding individuals from denying them the benefits subjecting them to discrimination under, a program or activity receiving Federal financial assistance; or
2. Denying or limiting individuals their opportunity to participate in any program or activity receiving Federal financial assistance.

**K. Environmental Review**

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Not every project is subject to a full environmental review (i.e., every project's environmental impact must be examined, but the extent of this examination varies), but every project must be in compliance with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws. Each project application for Section 108 Loan Guarantee Funds will be required to undergo an environmental review.

Title I of the National Environmental Policy Act (NEPA) contains a Declaration of National Environmental Policy. This policy requires the federal government to use all practicable means to create and maintain conditions under which man and nature can exist in productive harmony. Section 102 in Title I of the Act requires federal agencies to incorporate environmental considerations in their planning and decision-making through a systematic interdisciplinary approach. Specifically, all federal agencies are to prepare detailed statements assessing the environmental impact of and alternatives to major federal actions significantly affecting the environment. These statements are commonly referred to as Environmental Impact Statements (EIS) and Environmental Assessments (EA).

**L. Copeland “Anti-Kickback” Act**

The "Anti-Kickback" section of the Act precludes a contractor or subcontractor from inducing an employee, in any way, to give up any part of the compensation to which he or she is entitled under his or her contract of employment. The Act and implementing regulations require a contractor and subcontractor to submit a weekly statement of the wages paid to each employee performing on covered work during the preceding payroll period. The regulations also list payroll deductions that are permissible without the approval of the Secretary of Labor and those deductions that require consent of the Secretary of Labor. -

#### **M. Uniform Relocation Act**

The Uniform Act, passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. Government wide regulations that implement URA can be found at 49 CFR Part 24.

#### **N. OSHA**

Congress passed the Occupational and Safety Health Act to ensure worker and workplace safety. Their goal was to make sure employers provide their workers a place of employment free from recognized hazards to safety and health, such as exposure to toxic chemicals, excessive noise levels, mechanical dangers, heat or cold stress, or unsanitary conditions.

#### **O. National Historic Preservation Act**

The National Historic Preservation Act (NHPA), 16 U.S.C. 470 et seq., directs each Federal agency, and those Tribal, State, and Local governments that assume Federal agency responsibilities, to protect historic properties and to avoid, minimize, or mitigate possible harm that may result from agency actions. The review process, known as Section 106 review, is detailed in 36 CFR Part 800. Early consideration of historic places in project planning and full consultation with interested parties are key to effective compliance with Section 106. The State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO) are primary consulting parties in the process. A qualified historic preservation consultant may assist with the technical components of the Section 106 review process.

## **4. CDBG-DDR Guiding Principles**

### **Engage the community**



- Integrate insights from the City and resolve concerns held by community stakeholders during the entire planning and design

### **Encourage access for all**

- Create a landscape that is a true public open space and accessible to all incomes, abilities, and a wide-variety of users inclusive of youth, the elderly, and people living with disabilities
- Elevate neighborhoods as regional assets and family-friendly gathering places
- Promote workforce development along identified corridors and neighborhood interiors

### **Promote environmental stewardship and community health**

- Include environmental justice, health, and sustainability in both the bio-physical environment (e.g., wetlands, native plant species) and built environment (e.g., stormwater mitigation, LED lighting, renewable energies)

### **Improve stormwater management**

- Reduce surface flooding and prevent basement sewer backups and combined sewer overflows

### **Create productive environment for business and industrial uses adjacent to proposed infrastructure**

- Support efforts to attract commercial investments to neighborhood interior and corridors
- Explore renewable energy sources to attract new and sustain existing businesses

### **Energize a healthy active living environment through multi-modal connectivity**

- Introduce network of non-motorized linkages between riverfront and adjacent neighborhoods
- Connect to existing and potential intermodal transportation options accessible to residents

### **Support market recovery and stimulate private reinvestment**

- Increase rate of housing development and re-occupancy to allow area to reach full potential
- Spur economic development and job creation along neighborhood and industrial corridors

### **Improve the quality of life; strengthen neighborhood amenities and housing; produce inviting spaces for existing residents; spur population growth and/or attract visitors to the area**

- Creatively connect jobs and housing to ensure mutually beneficial residential-industrial mix
- Encourage range of practical and innovative open space and GSI development strategies that simultaneously address water challenges and livability and commuter needs
- Encourage reinvestment in vacant corner lot conditions to stabilize nearby streets and blocks
- Incorporate aesthetic experiences and safety into streetscape and public realm improvements

- Augment existing urban forestry and permaculture initiatives through infrastructure designs

## **5. MINIMUM QUALIFICATIONS**

Proposals will only be accepted from those firms and teams of firms demonstrating experience providing the services requested in this RFP for project of similar scope and size.

## **6. 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.

## **7. REJECTION OF PROPOSALS**

The City of Detroit expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the City determines and/or to take any other appropriate action that is in the best interest of the City.

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

The City of Detroit seeks proposals from qualified professional planning, landscape architecture, and urban design teams supported by experienced social impact communications and/ or graphic designers, to support the development of one of the following: form-based code, design standards, performance standards OR suggested best practices (for the purposes of this RFP 'standard' will reference any of these options) for land based ventures in Detroit. Land Based Ventures, for the purposes of this document, are projects and practices seeking the small and large scale reuse of urban land for urban agriculture and other forms of urban growing including non-edible crops and other productive uses (i.e. the creation of compost), whether for profit or as a community-based or community-driven activity. These standards will be complemented by revisions to the current city permitting process and any required modest updates to the City's zoning ordinance. In order to promote clear understanding and participation in these new processes, these changes will be accompanied by a clear, user-friendly set of collateral describing the revised process, standards and expectations to diverse members of the public.

The consultant team will support an existing cross-departmental working group, led by the Planning & Development Department (PDD), which has been meeting to review the City's current processes and requirements beginning formally in May 2018. Participating departments and agencies include the Buildings, Safety Environmental and Engineering Department (BSEED), City Planning Commission (CPC), the Detroit Building Authority

(DBA), the Detroit Economic Growth Corporation (DEGC), the Detroit Land Bank Authority (DLBA), the Department of Neighborhoods (DON), the Housing and Revitalization Department (HRD), the Jobs and Economy Team (JET), and the Office of Sustainability (OoS). The selected vendor will have access to a recently completed audit of the current process, internally identified opportunities for standardization, and initial scan of best practices due to the efforts and work emerging from this internal working group, which has received additional support through a technical assistance grant from the Center for Community Progress.

The City wishes to use a series of focus groups to engage with stakeholders and solicit interagency input through this planning effort. The purpose of these focus groups is to provide input and feedback and to support the City in determining where along the spectrum, from form based-code to a set of better communicated suggested best practices, this new standard might exist, in order to best support the goals of the City. Stakeholder input is a necessary next step in building off of the already-completed, internal work, and required in order to make a determination on the best approach for Detroit. The role of the consultant team will be to create materials to support the facilitation of these focus groups, both through interagency convenings and with external stakeholders.

The City of Detroit has a population of approximately 670,000 within its 139 square miles. With a population that is eighty percent African American and ten percent Hispanic, Detroit is fiercely proud of its diversity and resilience. Almost 31 square miles of the City consists of vacant or underutilized land in neighborhoods where residents still live and are planning to stay, and more than half of this land is held by public agencies. Before the City and its agencies can work to create new disposition policies and programs to allow more of these lands to be available for re-use, the City is interested in clarifying, better communicating, and redesigning the current processes for opening a land-based venture in Detroit. A clear, accessible process with predictable outcomes, costs and timing will contribute to driving participation in the City's requirements for urban agriculture and associated practices, and provide confidence that the City can provide consistent and adequate responses to support interest in these forms of land-based development.

Detroit has garnered an international reputation as home to a thriving urban agriculture community, largely driven by organizations, groups, and residents acting as leaders in this space. The City of Detroit and the Detroit Land Bank Authority (DLBA) are working to manage the inventory of properties entering into public ownership and meet the needs of existing Detroit-based growers to obtain land security and expand. This scope of work represents an effort in good faith by the City to respond to concerns about existing processes

and programs surrounding land-based ventures in general and urban agricultural activities specifically.

Currently it is estimated that more than 165 acres of land in Detroit is put towards the use of urban agriculture, with over 500 gardens and farms growing vegetable gardens across the city. Advocates seek to transform 5,000 acres of Detroit's land into urban agriculture in order to achieve local food sovereignty. Although significant work and effort surrounded the creation and adoption of the urban agriculture revisions to Detroit's Zoning Ordinance in 2013 only 41 community gardens and farms are currently permitted under the City's current process, representing in aggregate seven acres of permitted projects. Through this modest scope the City of Detroit seeks to identify equitable solutions that represent the interests of Detroit's residents, who are neighbors to these uses, Detroit's growers, who are practice leaders, and City Government, as it aims to become a process leader in this space.

## **9. AWARD CLAUSE INCLUDING RENEWAL OPTIONS**

If a contract is awarded as a result of this RFP it will be a City of Detroit Model Services Contract (sample attached). The term of the contract will be for one year with one (1) one-year renewal options. Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council. The City anticipates one award as a result of the RFP, but may make more than one award depending on the composition of responding teams. Proposals comprised of one firm and teams of individuals with a diversity of skills and experiences are welcome. The City strongly encourages respondents to consider the inclusion of team members that represent the residents of Detroit and / or are Detroit-based, minority led, and/or otherwise have a substantive body of knowledge or experience with Detroit.

## **10. OPERATIONAL INFORMATION**

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.

## **11. TECHNICAL INFORMATION**

A number of studies, published narratives and other points of reference for land based ventures in Detroit have been completed by various organizations through the years. The City will prepare and convey these materials as part of a choreographed onboarding process to the selected vendor, along with previously completed work emerging from the City's interagency work group.

As needed and as appropriate, the City will also provide access to existing data sets and parcel-level information to best complete this scope of work.

## **12. SCOPE OF WORK**

### **Part I**

**12.1** Develop collaborative work plan with the City.

**12.2** Review current process and internally produced process map, analysis and work completed to date.

**12.3** Prepare memo identifying gaps and opportunities based upon review of prior work; incorporate into overall work plan.

**12.4** Develop and execute a community and stakeholder engagement plan with the City team including but not limited to focus groups, paper mailings, online pulse surveys that aim to support the City in engaging with growers, community groups, and developers.

**12.5** Consolidate, describe and illustrate current requirements in a clear and user-friendly manner, for printing and physical and web-based distribution through the City and its Agencies. Vendor is expected to set-aside budget printing and translation (Arabic, Bengali, Spanish) for 500 copies of the current requirements with a Detroit-based union printer on wind powered recycled content paper.

### **Part II**

**12.6** Produce materials to support a series of up to (6) six focus groups with interagency participants and a series of up to (6) six focus groups with external stakeholders. For both the interagency and external stakeholder groups this series of up to six conversations will be lead by City staff. The role of the consultant team will be to create materials to support the facilitation of these focus groups, both through interagency convenings and with external stakeholders. Consultants will provide support to these focus groups (co-design of focus group format, content, arc of engagement overall) as well as on-site logistics (room set-up, greeting, note-taking, documentation, synthesis). Consultant team budget is expected to include set-aside for venue rental, documentation, and refreshments. The City of Detroit Department of Neighborhoods (DON) and the Planning and Development Department (PDD) will be the lead of stakeholder engagement initiatives and will directly manage consultants and sub-consultants. The selected consultant team and any engagement sub-consultants will be an extension of the City and cannot act or speak independently from the City regarding planning efforts. The City's responsibility will be to identify and connect key stakeholder organizations and voices to this work; consultant teams need not bring existing Detroit contacts or networks to this scope of work.

**12.7** Synthesize and summarize findings and feedback from focus groups into concise visual and written summaries.

**12.8** Review prior work and advance existing analysis to evaluate best in class practices for (i.) permitting for land-based ventures from other cities (ii.) form-based code, design and or performance standards for landscapes from other cities and (iii.) equitable pricing structures from other cities to balance needs of profit seeking and not for profit ventures in approaches to land disposition and permitting for these uses. For each, prepare a summary presentation of findings to support internal decision-making and for a ‘discovery’ conversation through one of the (6) six interagency and external stakeholder focus groups.

**12.9** Work with City staff and supporting interagency work group to suggest and identify process improvements for land-based ventures overall based upon current process, best practices and focus group feedback. Process improvements may include the creation of formal design or performance standards for a specific sub-set of currently identified land based venture activities, or to prepare a set of best practices that better communicate the City’s expectations. Elements of this standard could include but are not limited to: edges, screening, site access, changes to drainage on-site, compost storage and tool storage. A determination about the City’s approach will be made by connecting stakeholder feedback from groups with potentially differing views and perspectives (urban growers, developers, community groups) and from City staff and leadership input. Prepare a summary presentation of findings to support internal decision-making and for a review and discussion through one of the (6) six interagency and external stakeholder focus groups.

**12.10** Incorporate findings and feedback to identify revised process, workflows, and revisions to existing digital and or paper forms as well as the creation of new digital or paper forms and / or workflows.

**12.11** Produce a short presentation and supplemental handouts describing proposed changes to the overall permitting process to support internal decision-making and for leadership review and discussion.

### **Part III**

**12.12** Prepare a draft matrix of items for standardization through form-based code, design or performance standards that seeks to equitably balance overall proposed project cost with levels of improvement. Create Detroit-specific visualizations of proposed requirements to support internal evaluation and decision making and for a review and discussion through one of the (6) six interagency and external stakeholder focus groups.

**12.13** With input from interagency and external stakeholder focus groups, finalize the proposed standards and develop a clear, user-oriented, easy to use visualization of the revised process for permitting a land based venture in Detroit. Include written and visual content to describe new standards for up to (6) six use cases or that describe up to (6) six suggested best practices with Detroit-specific illustrations. Final standardizations will require review and approval through an interagency, internal process that PDD will facilitate. The current

expectation is that everything proposed through this work will work in concert with DWSD's forthcoming (2018) stormwater ordinance.

**12.14** Review 60% draft materials of the visualizations through one of the (6) six interagency and external stakeholder focus groups.

**12.15** Prepare training materials for interagency staff who interact with stakeholders at different steps along the process of acquisition, plan review and permitting for land based ventures in Detroit.

**12.16** Vendor is expected to set-aside budget for translation (Arabic, Bengali, Spanish) and printing for 1000 copies of (i.) the final process navigation description / visualization and (ii.) new standards or suggested best practices with a Detroit-based union printer on wind powered recycled content paper.

### **13. PROJECT APPROACH**

- A description of your understanding of the project and written summary of the approach to the defined scope of work to assess and propose improvements to the City of Detroit's current process for approving land based ventures.
- A general description of the project team, an organizational chart of team members, and current and past relevant experience. A one-and two-page resume of each team member should be included.

### **14. PROJECT SCHEDULE, BUDGET, & EXHIBITS**

- The respondent should also include a preliminary timetable along with action steps needed to undertake and complete the project, including start and completion dates and other key dates as identified for action. The proposal must reflect significant completion of work by May 2019.
- Provide your budget outlining the cost to complete the scope of services described in the proposal, including set-asides for printing, focus-groups (including but not limited to venue rental, refreshments, photography) and other engagement tactics described in your proposal.
- Please include a full written description and color images of two (2) relevant projects that have been completed along with contact information (email and phone numbers) for the clients who engaged the respondent's team.

## 15. RESPONDENT PERFORMANCE HISTORY

The respondent(s) shall provide the following information:

- a) Identify in detail at least (2) two similar projects by name, subject matter, location, respondent's services provided and the length of time respondent's service were provided on each (use attached reference form). Included in this informal shall be the description of services provided and the time period during which the services were provided;
- b) Identify the respondent's key personnel working on the projects identified in "section a" above;
- c) Identify any projects in which the respondent's contract was terminated for any reason;
- d) Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last 5 years;
- e) Attach your organization's financial statements (CPA Certified) for the previous three years; and
- f) Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel.

## 16. EVALUATION CRITERIA

### PHASE 1 CRITERIA

#### Overall Strength of Concept / Proposal

**35 points**

- Demonstrates clear vision for achieving all objectives, tasks and deliverables
- Strong and compelling evidence of ability to integrate experience in design and planning excellence, innovative stakeholder engagement, technical expertise and understanding of local context
- Strategies and approach to stakeholder engagement and to delivering diverse, user-oriented outcomes
- Proposed design approach, including specialized expertise
- Clarity of the narrative supporting the proposed approach, including an ability to synthesize, prioritize and deliver a concise and thoughtful response across multiple media and platforms
- Demonstrated capacity to deliver the work

#### Previous Project Experience

**25 points**

- Successful examples of public-facing visualizations of government processes and/or design standards with client reference and description of professional services offered
- Past performance on projects completed within urban municipalities and working between multiple government agencies and departments
- Demonstrated experience connecting focus group input to project deliverables
- Strong record of translating complex concepts to audiences with diverse levels of understanding



- Demonstrated expertise with urban planning, urban design, landscape architecture and social impact communications / graphic design
- Experience on similar projects

**Cost Proposal**

**20 points**

- Overall fee schedule and rates and team approach to complete the work
- Inclusion of team members that are Detroit-based, minority led, and / or otherwise have a substantive body of knowledge or experience with Detroit

**Proposed Timeline / Work Plan**

**20 points**

- 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

Criteria	Points (100)
Overall Strength of Concept / Proposal	35
Previous Project Experience	25
Cost Proposal	20
Timeline / Work Plan	20

**The Cost Proposal will be reviewed only after the Technical Proposal evaluation is completed.**

**17. EVALUATION PROCEDURE**

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

Following the receipt of proposals, a City-designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The City may also at its discretion, request oral presentations, make site visits at Respondent’s facility and may request a demonstration of Respondent’s operations. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete. The City may also at its sole discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

## 18. CONTRACT APPROVAL

Upon contract award, the City and the 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 respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the City incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

## 19. REQUIRED SUBMITTAL INFORMATION

All pages of the submission must be numbered, including exhibits, drawings and other supplemental information which may be added as Attachments. Respondents are requested to balance content to provide a description of prior relevant work and experience with a clear, proposed approach to this scope. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential. (See Sections 8 – 15)

## 20. SUBMITTAL INSTRUCTIONS

All proposals must be submitted through the BidSync system. 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 BidSync System. Responses received **will not** be available for review. Proposals received will be subject to disclosure under applicable 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 BidSync System. The contact person regarding the proposal should also be specified by name, title, and phone number. The successful respondent will receive an award letter. Respondents who are not awarded will receive a notification that the award decision has been made.

## 21. PREPARATION OF PROPOSAL

The proposal shall include all forms as specified in these instructions. Each proposal shall show the full legal name and business's address of the prospective respondent, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective respondent. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its proposal to take exception to any requirement of the RFP. 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.

**22. REQUIRED CONTENT**

Bid responses must include the following content:

**Letter of Transmittal**

The prospective respondent’s proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.

**Required Clearances and Affidavits**

The following clearances and affidavits are required to do business with the City of Detroit. Approved clearances are not required to submit a response to the RFP but will be required of the successful respondent for contracting purposes prior to City Council approval. Free Registration with the U.S. General Administration Services System for Award Management at [www.SAM.gov](http://www.SAM.gov) is also required. Acquiring approved clearances and affidavits prior to award or contracting reduces the City agency review.

Respondents must submit requests for clearances on their Bid Sync profile page electronically in the BidSync System. Required Affidavits may be downloaded from the Respondent’s Bid Sync Profile page. If there is documentation that the respondent is required to provide to the City that contains personal identifiable information, the respondent must submit the request for clearance through the BidSync system and send the confidential information to the City separately via email. Do not attach copies of clearance application requests or affidavits to the bid response.

Required Clearances	Required Affidavits
Income Tax Revenue Tax	Slavery Era Hiring Compliance Political Contributions Human Rights

**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.

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

- A statement to the effect that your proposal is in response to this RFP;
- A brief description of your firm;
- The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- The name and contact information of the of the firm's partner and or manager(s) that will be in charge of this project;
- The firm's financial solvency, fiscal responsibility and financial capability;
- The age of the firm's business and the average number of employees during each of the last three (3) years;
- The firm's current tax status and Federal Employer Identification Number; and
- Evidence of any licenses or registrations required to provide the services under this contract.

## **23. REQUIRED FORMAT**

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

- Operational Information
- Technical Information
- Scope of Work
- Project Approach
- Project Schedule, Budget, Exhibits
- Respondents Performance History;
- Proposal Submission Procedure; and
- Certificate of Good Corporate Standing, if a corporation Evaluation of the respondent's proposal will be made in accordance with section 22. of this RFP.

## **24. REQUIRED COST PROPOSAL**

Respondents are requested to make a firm cost proposal to the City of Detroit. 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

Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates organized by deliverable for each type of staff member that will work on the project (i.e., Sr. Partner, Partner, Associate Paralegal Typist, etc.)

## **25. TECHNICAL APPROACH**

Present a brief description of procedures to be followed, presented in a form which will best assist the City is evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

## **26. QUESTION DEADLINE: 4:00 P.M., OCTOBER 2, 2018**

*All questions regarding the RFP shall be submitted through the Bidsync System.* Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The City of Detroit does not guarantee a response to questions not submitted after the question deadline.

## **27. ECONOMY OF PREPARATION**

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

## **28. PAYMENT**

All properly executed invoices submitted by the successful respondent will be paid in accordance with the City of Detroit Prompt Payment Ordinance.

## **29. 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. Proponents will be notified by the City of Detroit Office of Contracting and Procurement of the date, time and location for Oral Presentations.

## **30. ASSIGNMENT**

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the 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.

## **31. 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.

### **32. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL**

The City reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the City.

### **33. CHANGES IN FACTS**

Proposers shall advise the City during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

### **34. 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 disclosure as per the requirements of the Michigan Freedom of Information Act.

### **35. 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.

### **36. CHANGES IN PROPOSAL REQUIREMENTS**

The City may make changes to the requirements of this RFP, as it deems necessary. Respondents will be notified by email if any changes are made to the RFP. If changes are made, the City may, at its discretion, extend the time allowed for submission of proposals

### **37. OFFICE OF THE INSPECTOR GENERAL**

37.1. 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.

37.2. 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.

- 37.3. 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.
- 37.4. 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.
- 37.5. 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.
- 37.6. 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.
- 37.7. 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.