

# Request for Proposal

RESIDENTIAL CONSTRUCTION CONTRACTORS

PROPERTY REHABILITATION PROGRAM

2920 Baldwin St. Detroit, MI 48214



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**Detroit Land Bank Authority**

**Program:** Rehabbed and Ready or Rehabbed and Ready to Renovate

**2920 Baldwin**

## I. Introduction

The Detroit Land Bank Authority respectfully requests proposals from pre-qualified contractors for the renovation of residential properties.

The intent of this Request for Proposal (RFP) is to procure the services of the prequalified contractors openly and responsibly with the highest-scoring proposal.

## II. Designated Point(s) of Contact for this RFP

Tamara Moorer, [tmoorer@detroitlandbank.org](mailto:tmoorer@detroitlandbank.org)

## III. Questions

Interested contractors must submit all questions through Bid Sync.

Interested contractors must submit questions no later than 5:00p.m. on Friday, September 3, 2021.

## IV. Discovery of Discrepancies, Errors or Omissions in any RFP Document

If an interested contractor discovers any discrepancy, error or omission in any RFP document then the interested contractor must immediately notify the DLBA via Bid Sync. Any RFP document includes, but is not limited to, this RFP, Scope of Work, Property Map, or any Exhibit.

## V. Proposal Submission Check List

Document	Where can it be located	Completed
Conducted a Pre-Bid Inspection of the Property	See Section VIII (below)	<input type="checkbox"/>
Scope of Work with Pricing <b>Attached</b>	Separate Attachment on Bid Sync	<input type="checkbox"/>
Reviewed and Understand Design Schedule	Separate Attachment on Bid Sync	<input type="checkbox"/>
Alternative Product/QTY Templates <b>Attached (if needed)</b>	Exhibit B (Exhibit Packet on Bid Sync)	<input type="checkbox"/>
DLBA R&R COVID-19 Affidavit <b>Attached</b>	Exhibit A (Exhibit Packet in on Bid Sync)	<input type="checkbox"/>
Reviewed and Understand the Floor Plans and Site Plans	Separate Attachment on Bid Sync	<input type="checkbox"/>
Reviewed and Understand the Invoicing and Instructions	Exhibit D (Exhibit Packet in on Bid Sync)	<input type="checkbox"/>
Reviewed and Understand the DLBA Project Manual	Exhibit E (Exhibit Packet in on Bid Sync)	<input type="checkbox"/>
Reviewed the Contractor Capacity Report Link	See Section VI (below)	<input type="checkbox"/>

## VI. Contractor Capacity Report

There will be a new report added when the RFP opens and closes. [Click Here](#)

## VII. Property Information

Property Address	2920 Baldwin St., Detroit, MI 48214
Legal Description	E BALDWIN LOT 57 ABERLE ZUG & DE VOGELAERS SUB L26 P78 PLATS, W C R 17/231 30 X 111.5A
Year Built	1910
Approx. Sq Ft	1436
# of Bedrooms	3
# of Bathrooms	1.5

## VIII. Pre-Bid Scheduling Link

[Click Here](#)

## IX. Timeframe to Complete Project

120 days from NTP date.

## X. Payment Terms (Draw Schedule)

### Draw Schedule

Contractor agrees to provide the appropriate materials and Services based upon the Scope of Work for a Property at the price set forth in the Agreement on a timely basis and in accordance with the terms of the Agreement.

#### *Draw 1*

Within 30 days after receipt of proof by DLBA from Contractor that all BSEED rough inspections have been passed, and upon receipt of a complete and correct invoice, DLBA shall pay Contractor 25% of the total Contract Amount in the Agreement.

#### *Draw 2*

Within 30 days upon DLBA's approval of Substantial Completion of a Property, Contractor will submit a complete and correct invoice and DLBA shall pay the remaining balance of the Contract Amount in the Agreement, subject to a retainage of 20% of the total Contract Amount in the Agreement. The Contractor shall supply the most recent Scope of Work (including all approved change orders) that reflects the percentage of completion for each line item.

**Substantial Completion.** When (1) the Property has received all required regulatory approvals including Certificates of Approval for all permits pulled, (2) the Property is ready to be offered for sale and to be occupied, with all systems fully operational for their intended use and at the level of quality required, subject only to non-material additional work, Contractor shall notify DLBA that it believes "Substantial Completion" has been achieved. Contractor and DLBA shall promptly conduct a walk-through of the Property together, and DLBA shall either agree or disagree with the conclusion that Substantial Completion has been achieved. If DLBA disagrees, they shall promptly provide to Contractor a list of the material Services that have not been completed in accordance with the terms of the applicable Scope of Work. If DLBA agrees, then DLBA and Contractor shall jointly prepare a Punch List of remaining Services necessary to achieve Final Completion. The same process shall be followed when all of the Services under the Scope of Work have been fully completed, including all Punch List items, to determine whether "Final Completion" has been achieved.

#### *Draw 3*

Upon DLBA's approval of Final Completion of a Property, Contractor will submit a complete and correct invoice and DLBA will pay the retainage amount.

## XI. Project Liquidated Damages

Contractor shall be required to complete the Services by the completion date provided within the Agreement. Failure to complete the Services within the prescribed timeframe,

as may be extended in writing by the DLBA, will result in a deduction of one percent (1%) from the final balance owed to the Contractor for each calendar day the Services are overdue.

The penalty will continue to accrue and after seven (7) days Contractor will be found in breach. Contractor will have three (3) days to cure the default/breach or the contract will be terminated.

## XII. Scope of Work for Property

The Contractor is strongly urged to inspect the interior and exterior of the property. Dimensions given are approximate, the Contractor is strongly urged to conduct a pre-bid inspection to field verify all measure and dimensions. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the Scope of Work Document **(provided as a separate document)**.

All measurements (i.e. LF, SF of drywall) are for the Contractor's convenience. All dimensions given are approximates. No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial proposal utilizing the Alternative Product/QTY Template **(Exhibit B)**.

The link to schedule a pre-bid inspection is above under the [Pre-Bid Scheduling Link](#) in the section above.

## XIII. Warranty Period Required

Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one (1) year from the final acceptance date. Further, Contractor shall furnish the Detroit Land Bank Authority with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.

## XIV. Proposal Evaluation Criteria

- Points will decrease by 5 (i.e. 25, 20, 15, etc.)
- Final highest percentage will be awarded the project
- For Contractors who do **NOT** have a Project Assessment Score Card, the max points are 75 points
- For Contractors who do have a Project Assessment Score Card, the max points are 100 points
- In order to make a fair comparison, if not all of the contractors submitting bids for a particular RFP have a Project Assessment Score Card, all of their point totals will be converted into percentages of the potential high scores of 75 or 100 points, respectively. Then the comparisons will be made between the various bidders' percentage scores, instead of simply point totals.

Evaluation Criteria & Description		Points
<p>Available Capacity</p> <p>Capacity Report will be updated on the due date for submission of each RFP.</p>	<p><b>Site Management Capacity:</b> Determined based on available number of approved site managers at the time the last capacity report was pulled. Each approved site manager can manage up to 3 full rehabs (or 5 partial rehabs). <b>If you do not have the site management capacity, you will automatically be disqualified from consideration for that RFP.</b></p> <p><b>Financial Capacity:</b> Determined based on the amount available on the due date for the relevant RFP. Available capacity is equal to one-half of the value of the aggregate Payment and Performance Bonds held by the Contractor on that date, minus the total value of the work currently awarded to that Contractor by the DLBA but not yet completely and accurately invoiced. Example: Contractor has an aggregate bond of \$100,000.00. DLBA will consider Contractor to have a baseline capacity of \$50,000.00. Contractor has been awarded \$25,000.00 of work by the DLBA. Of that \$25,000.00 of work, Contractor has completely and accurately invoiced the DLBA for \$10,000.00. Contractor's available Financial capacity will be deemed to be \$35,000.00. Points will be awarded to all contractors based on their relative Available Financial Capacities.</p>	25 pts (Max)
Cost	Highest Points will be given to the lowest submitted cost.	25 pts (Max)
Project Assessments Avg Score	Highest points will be given based on the avg of their last five completed DLBA rehab projects (if they have undertaken fewer than 5 projects, we will only count those that have been completed)	25 pts (Max)
Detroit Certified Business	City of Detroit Business Certification Letter Required.	15 pts (Max)

Detroit Skilled Trade Participation	Contractors that have a partnership with a Detroit based Skilled Trade school. (Partnership Letter Required)	10 pts (Max)
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## XV. Proposal Award Process

An Award Letter will be issued and the Residential Construction Contractor will have five (5) business days to furnish a surety company Performance Bond in the sum of 100 percent (100%) of the amount of the approved scope of work to secure the faithful performance of the contract. If not received within the required timeframe the award will be rescinded and we will go to the next Residential Construction Contractor.

Once the surety bond is provided, DLBA will issue Notice to Proceed based on the company's site supervisor/management capacity. The project must start within two (2) weeks of NTP being issued.