



**Detroit Land Bank Authority
RFQ – Part 1 of 2: Standard Bid Clauses**

TABLE OF CONTENTS

1. INTRODUCTION	2
2. PROJECT MANAGEMENT	3
3. BID PRESENTATION.....	3
4. SUBMITTAL REQUIREMENTS	3
5. REJECTION OF BIDS.....	4
6. SELECTION PROCESS	5
7. QUESTIONS DEADLINE.....	5
8. ETHICS HOTLINE REPORTING	5
9. SUBMITTAL DUE DATE	6
EXHIBIT A: RFQ SUBMITTAL REQUIREMENTS CHECKLIST	7
EXHIBIT B: CERTIFICATION FORM NOTE.....	8



Detroit Land Bank Authority RFQ Template – Part 1 of 2: Standard Bid Clauses

1. INTRODUCTION

A. Overview

The Detroit Land Bank Authority (DLBA) requests quotes from qualified firms to provide the goods/services outlined in this bid. Please carefully read all parts of this bid, including:

- Bid Coversheet (or Bid Overview page, if viewing online)
- RFQ Template – Part 1 of 2: Standard RFQ Clauses
- RFQ Template – Part 2 of 2: RFQ Specific Clauses
- All required documents listed on the Bid Overview page in BidSync

The work contemplated is to be performed in a professional manner. The Respondent shall be financially solvent and each of its members (if a joint venture), its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFQ document.

Nothing in this RFQ shall be construed to create any legal obligation on the part of the DLBA or any respondents. The DLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall the DLBA be liable to respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from the DLBA for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of the DLBA. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known.

The DLBA follows the Detroit Land Bank Authority Policies and Procedures for Procurement process.

For further information regarding this RFQ, please contact Yolanda Gaines at:

Detroit Land Bank Authority

500 Griswold, Ste. 1200

Detroit, MI 48226

Phone: Office: 313-974-6869

Email: nonhhfprocure@detroitlandbank.org.

B. Time of Completion

Any contract awarded pursuant to this RFQ solicitation shall provide services within a mutually agreed upon expedited timeframe.



Detroit Land Bank Authority RFQ Template – Part 1 of 2: Standard Bid Clauses

C. Term of Contract

If a contract is awarded as a result of this RFQ the term of the contract and renewal options are indicated on the bid cover page.

2. PROJECT MANAGEMENT

The Contractor will carry out this project under the direction and control of the DLBA.

The Contractor may be one of several Contractors that will provide services to the DLBA in this area and the number of persons and/or entities each Contractor will be requested to serve will depend on the business needs of the DLBA and the ability of the Contractor to manage the work requested. This may be an optional use contract; no minimum number of persons and/or entities are guaranteed to be assigned.

3. BID PRESENTATION

DLBA will request that Respondents that meet the criteria specified in this RFQ meet with a DLBA committee to demonstrate their services and address questions upon request.

4. SUBMITTAL REQUIREMENTS

RFQ responses must be submitted via BidSync by the deadline indicated on the bid Cover Page. **Responses not submitted by the due date will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.

The DLBA reserves the right to seek additional information to clarify responses to this RFQ. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFQ “Principals” shall mean persons possessing an ownership interest in the Respondent.



Detroit Land Bank Authority RFQ Template – Part 1 of 2: Standard Bid Clauses

- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFQ and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

B. Threshold Requirements

These documents must be submitted and acceptable before the DLBA and its RFQ Review Committee will review the Experience and Capacity Bid:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of License and Insurance: Evidence that insurance is in place or can be obtained if selected. Appropriate licenses to be provided.
3. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the Bid response. This information will assist the DLBA in determining the Respondent’s financial condition. The DLBA is seeking this information to ensure that the respondents have the financial stability and wherewithal to assure good faith performance.
4. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the DLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

C. Main Bid

Please provide the following information:

1. Describe relevant experience
2. Statement of Qualifications
3. A competitive pricing Bid (Pricing Bid template in RFP Template Part II document).

5. REJECTION OF BIDS



Detroit Land Bank Authority RFQ Template – Part 1 of 2: Standard Bid Clauses

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

6. SELECTION PROCESS

The Selection Committee comprised of DLBA staff and others deemed appropriate by the DLBA Board will review qualifications in accordance with the evaluation criteria set forth herein and in accordance with DLBA policies. Bids that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ. Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest price. Instead, contract(s) shall be awarded to vendor(s) whose bid is the most responsible, in accordance with criteria set forth in the RFQ. This RFQ may result in a pool of qualified vendors selected based on pricing and other criteria as defined within this RFQ.

The Detroit Land Bank Authority is an equal opportunity employer. We will not discriminate against employees or applicants for employment on any legally-recognized basis [“protected class”] including, but not limited to: disability; religion; race; color; national origin; age; sex; gender identity or expression; sexual orientation; age; pregnancy; childbirth or related medical condition; height; weight; marital status; genetic information; veteran status, uniform service member status or any other protected class under federal, state, or local law. This policy applies to all terms and conditions of employment including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

7. QUESTIONS DEADLINE

Questions regarding this RFQ should be submitted via BidSync. The last date to submit questions regarding the RFQ is noted on the BidSync Cover Page.

8. ETHICS HOTLINE REPORTING

The DLBA Board of Directors has hired Lighthouse Services to provide an ethics and compliance Hotline for all DLBA employees, vendors, customers and the general public, to ensure that all reports can be submitted anonymously and without fear of retribution. All reports will be delivered only to the Board, and all efforts will be made to protect the identity of the individual making the report when conducting the investigation. Reports may cover, but are not limited to: ethical violations, wrongful discharge, unsafe working conditions, internal controls, quality of service, vandalism and sabotage, sexual harassment, theft, discrimination, conduct violations, alcohol and substance abuse, threats, fraud, bribery and kickbacks, conflict of interest, improper conduct, theft and embezzlement, violation of company policy, violation of the law, misuse of company



Detroit Land Bank Authority RFQ Template – Part 1 of 2: Standard Bid Clauses

property, or falsification of contracts, reports or records. Lighthouse Services toll free number and other methods of reporting are available 24 hours a day, 7 days a week.

- **Website:** www.lighthouse-services.com/detroitlandbank
- **Telephone:**
 - English speaking USA and Canada: 844-446-0004
 - Spanish speaking North America: 800-216-1288
- **E-mail:** reports@lighthouse-services.com (MUST include “Detroit Land Bank” in report)
- **Fax:** (215) 689-3885 (MUST include “Detroit Land Bank” in report)

5.

9. SUBMITTAL DUE DATE

Responses to this RFQ are due by the time and date indicated on the BidSync Cover Page. Responses to this RFQ must be submitted via BidSync. Please email any questions to nonhhfprocure@detroitlandbank.org.



Detroit Land Bank Authority
RFQ Template – Part 1 of 2: Standard Bid Clauses

EXHIBIT A: RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide this Checklist with response to RFQ

- Letter of Interest
- Certification
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- State License and or Certification
- Evidence of Financial Stability
- References
- Conflict of Interest Statement & Supporting Documentation:
- Description of Company
- Capacity of Company
- Pricing Bid
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFQ Submittal Requirements Checklist



**Detroit Land Bank Authority
RFQ Template – Part 1 of 2: Standard Bid Clauses**

EXHIBIT B: CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFQ submittal to the DLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)



Detroit Land Bank Authority
RFQ – Part 2 of 2: Bid Specific Clauses

TABLE OF CONTENTS

1.	GOODS OR SERVICES REQUIREMENTS	2
A.	Scope of Work.....	2
B.	Request for Service Description Quotes	4



1. GOODS OR SERVICES REQUIREMENTS

A. Scope of Work

The DLBA seeks bids from Carpenter Contractors interested in providing services for the Detroit Land Bank Authority. The following scope of service is requested under this RFQ. The types of services to be provided may include but are not limited to the following:

Floor Framing

General Requirement

Floor construction shall be capable of accommodating all loads in accordance with Section R301 and of transmitting the resulting loads to the supporting structural elements.

Allowable joist spans

Spans for floor joists shall be in accordance with Tables R502.3.1(1) and R502.3.1(2) of 2015 Michigan Residential Code. For other grades and species and for other loading conditions, refer to the AWC STJR.

Blocking and subflooring

Blocking for fastening panel edges or fixtures shall be a minimum of utility grade lumber. Subflooring shall be a minimum of utility grade lumber or No. 4 common grade boards. Fireblocking shall be of any grade lumber.

Subfloor and combined subfloor underlayment

Where used as subflooring or combination subfloor underlayment, wood subflooring or combination subfloor underlayment, wood structural panels shall be of one of the grades specified in Table R503.2.1(1) of 2015 Michigan Residential Code. Where sanded plywood is used as combination subfloor underlayment, the grade, bond classification, and Performance Category shall be as specified in Table R503.2.1.1(2).

Wall Construction (Framing)

General Requirement

Wall construction shall be capable of accommodating all loads imposed in accordance with Section R301 of 2015 Michigan Residential Code and of transmitting the resulting loads to the supporting structural elements.

Exterior Walls of Wood Framing

Exterior walls of wood frame construction shall be designed and constructed in accordance with the provisions of R602 of the 2015 Michigan Residential Code, or in accordance with AWC NDS. Components of exterior walls shall be fastened in



Detroit Land Bank Authority RFQ – Part 2 of 2: Bid Specific Clauses

accordance with tables R602.3(1) through R602.3(4). Wall sheathing shall be fastened directly to framing members and, where placed on the exterior side of an exterior wall, shall be capable of resisting the wind pressures listed in Table R301.2(2) adjusted for Height and exposure using table R602.3(3). Wall sheathing used only for exterior wall covering purposes shall comply with Section R703 of 2015 Michigan Residential Code.

Stud size, height and spacing

Studs shall be continuous from support at the sole plate to a support at the top plate to resist loads perpendicular to the wall. The support shall be a foundation or floor, ceiling or roof diaphragm or shall be designed in accordance with accepted engineering practice.

Exception: Jack studs, trimmer studs, and cripple studs at openings in walls that comply with Tables R602.7(2).

The size, height and spacing of studs shall be in accordance with Table R602.3 (5) of 2015 Michigan Residential Code

Exception: Utility grade studs shall not be spaced more than 16 inches (406 mm) on center, shall not support more than a roof and ceiling, and shall not exceed 8 feet (2438 mm) in height for exterior walls and load-bearing walls or 10 feet (3048 mm) for interior nonload-bearing walls.

Interior Load-bearing Walls

Interior load-bearing walls shall be constructed, framed and fireblocked as specified for exterior walls.

Interior Nonbearing Walls

Interior nonbearing walls shall be permitted to be constructed with 2-inch by 3-inch (51mm by 76mm) studs spaced 24 inches (610mm) on center or, where not part of a braced wall line, 2-inch by 4-inch (51mm by 102mm) flat studs spaced at 16-inches (406mm) on center. Interior nonbearing walls shall be fireblocked in accordance with Section R602.8 2015 Michigan Residential Code.

Headers

Headers shall be installed above all wall openings in exterior walls and interior load-bearing walls.

For header spans, see Tables R602.7(1), R602.7(2) and R602.7(3) 2015 Michigan Residential Code.

Interior Nonbearing Walls

Load-bearing headers are not required in interior or exterior nonbearing walls. A single flat 2-inch by 4-inch (51mm by 102mm) member shall be permitted to be used as a header in interior or exterior nonbearing walls



Detroit Land Bank Authority RFQ – Part 2 of 2: Bid Specific Clauses

for openings up to 8 feet (2438mm) in width if the vertical distance to the parallel nailing surface above is not more than 24-inches (610mm). For such nonbearing headers, cripples or blocking are not required above the header.

Interior Load-Bearing Walls

LVL will be required for openings greater than 7". Laminated Veneer Lumber (LVL) is strong, stiff and versatile. It spans long distances. I was able to use LVL for every application in the case-house. Typically, LVL comes 1 3/4" thick and ranges in depth from 7 1/4" up to 18".

Permits

Contractors are required to supply the necessary information required to obtain a building permit.

Invoicing

All completed invoices are paid within a net-30 period. Upon completion, please provide the following:

1. Before/After pictures
2. Permit/City Approval
3. Final Invoice

All invoices should be emailed to rehabbedandready@detroitlandbank.org and accountspayable@detroitlandbank.org

B. Request for Service Description Quotes

Please fill out the rates for the service descriptions below. To the degree possible, attach an individual fee to individual service types so that DLBA may elect to include/exclude certain services. To the degree necessary, attach an overall set (fixed) fee for the described bid.



Detroit Land Bank Authority
RFQ – Part 2 of 2: Bid Specific Clauses

This will act as the pricing Bid Template needed for the evaluation criteria.

DLBA SERVICE DESCRIPTION

Item	Unit of Measurement	Price
Flooring:		
Floor Joist	LF	
Floor decking/subflooring	Sqft	
Wall Framing:		
Interior Wall	LF	
Exterior Wall	LF	
Sheathing	Sqft	
Headers:		
2x12	Up to 7ft	
2x10	Up to 7ft	
2x8	Up to 7ft	
2x6	Up to 7ft	
2x4	Up to 7ft	
LVL:		
1 ¾ x 7 ¼ LVL	each	
1 ¾ x 9 ¼ LVL	each	
1 ¾ x 9 ½ LVL	each	
1 ¾ x 11 ¼ LVL	each	
1 ¾ x 14 LVL	each	
1 ¾ x 16 LVL	each	
1 ¾ x 18 LVL	each	

The DLBA may request in-person presentations of the Respondent’s Bid. In evaluating responses to this Request for Quote, the DLBA will take into consideration the costs that are being proposed by the Respondent. Respondents shall provide notice to take exception to any requirements of this Request for Quote. Such exceptions may reflect negatively on the evaluation of the Bid.

If applicable, Evidence of local Detroit-based Business License, Paid City of Detroit Income Taxes for Respondent to documents Detroit business location and Headquartered business concern as the prime contractor for the RFP, Section 3 business concern, Disadvantaged Business Concern etc. *Note that if the bid is grant funded, local business preferences cannot be applied to scoring.*