



**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



## 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 Tamara Moorner at:

*Detroit Land Bank Authority*

*500 Griswold, Ste. 1200*

*Detroit, MI 48226*

*Phone: Office: 313-974-6869*

*Email: [nonhhfprocure@detroitlandbank.org](mailto: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.



### **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.



- 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**



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



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](http://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](mailto: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](mailto:nonhhfprocure@detroitlandbank.org).*



## **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



**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.*

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*(Name of Respondent)*

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*(Signature of Authorized Representative)*

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*(Typed Name of Authorized Representative)*

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*(Title)*

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*(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 .....	<del>92</del>



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

### 1. GOODS OR SERVICES REQUIREMENTS

#### A. Scope of Work

The Detroit Land Bank Authority (“DLBA”) seeks bids from Property Inspection, Maintenance, & Preservation Professionals interested in providing services for the DLBA. 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:

All work must include before and after photographs to support the documentation provided to the DLBA. All photos should adhere to the DLBA standards set forth in this document.

The DLBA reserves the right to require awarded contractors to upload photographs and/or information on completed work in the DLBA’s proprietary system or transmitted through a link provided by the DLBA. The types of services to be provided may include but are not limited to the following on an as needed basis:

1. **Board Up - Standard Opening (Plywood) (i.e., window)** – Board up property with plywood material primarily related to window opening(s).
2. **Board Up - Entry Door (Plywood)** – Board up entry door property with plywood material primarily related to door opening(s).
3. **Build Entry Door (Plywood)** – Build entry door made of plywood material to allow access to the property including a hasp/eye bolt with a heavy duty “protected neck” combination lock, coded as requested by the DLBA.
4. **Board Removal**- removal of door boarding to create access area.
5. **Forced Entry**- Entry to DLBA owned structure, with a secured or enforced door that cannot be accessed through typical methods associated with board removal.
6. **Keyed Lock Removal**- removal of door lock to create access to the DLBA owned structure- price per door.
7. **Install Hasp/Eye Bolt & Padlock** – Installation of a Hasp/Eye Bolt with a heavy duty “protected neck” combination lock, coded as requested by the DLBA.



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

### 8. **Property Inspections-** Property Inspection Requests may include:

Assessment must include all structures located on the property parcel (e.g., including any accessory structures, such as garages).

All inspections must include photographs to support the documentation provided to the DLBA. Please refer to property inspection types below. Sample inspection reports with typical information requested can be found after the listing of all services.

Upon request by the DLBA, property inspection will include posting a sign, notice, and/or documentation (to be provided by the DLBA) on the structure.

**(a.) Exterior Only Property Inspection** - Exterior inspection only. Not requiring entry into any structure, or another Service has been requested by DLBA, but service was unable to be completed (due to occupancy, for example). Assessment of the property based on an exterior inspection, including but not limited to: assessment of the property's occupancy, overall physical condition, condition of the roof, foundation, structure, porch, windows, doors, yard, and exterior brick/siding, an overall condition rating (good/fair/poor) for the property and surrounding properties, information related to total exterior debris, and notes related to specific issues apparent from the exterior of the structure (e.g., major fire damage). Photographs of exterior electrical meter box, or the location of where the box should be present are requested. When a suspected illegal electrical connection is present, the use of a non-contact voltage tester for confirmation of live wires is requested. Assessment must include all structures located on the property parcel (e.g., including any accessory structures, such as garages).

**(b.) Property Inspection - Interior & Exterior-** Assessment of the interior and exterior of the property, including but not limited to: assessment of the property's occupancy, overall interior and exterior condition, condition of the roof, foundation, internal support structure, porch, windows, doors, yard, and brick/siding, impact of any water or fire damage, discoloration of walls (suspected mold), information on the intactness of mechanical and other systems, number of bedrooms & bathrooms, an overall condition rating (good/fair/poor) for the property and surrounding properties, and notes related to specific issues at the property. Photographs of exterior electrical meter box, or the location of where the box should be present are requested. When a suspected illegal electrical connection is present, the use of a non-contact voltage tester for confirmation of live wires is requested. Assessment must include all structures located on the property parcel (e.g., including any accessory structures, such as garages) as well as



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

all units within the structure (e.g., both units in a two-family flat, aka up-down duplex.

**(c.) Interior/Exterior Property Inspections with scope of work for property preservation maintenance/Auction Clean-out** - A standard interior/exterior property inspection but with the addition of an estimate on auction/property preservation maintenance needed. This includes windows and doors to be boarded or secured, debris removal, overgrowth removal, basement pump-out, etc.

**(d.) Basic Abbreviated Rehab Scope**- Add-on service to be completed with any of the above listed inspections. A basic abbreviated scope of easily evident work needed for the property rehab. Not intended to replace or eliminate the need for a buyer’s property inspection, nor provide any official scope of prescribed work or rehab costs.

**(e.) Multi-Unit Inspection**- Add-on service for any multi-unit property with over two (2) units. Multi-unit add-on is per additional unit.

**Sample Property Inspection Reports**

<b>Property Inspection – Exterior</b>	
<b>Result Field</b>	<b>Result Options</b>
Structure Present	Yes
	No
Structure Type	Single Family
	Multiple Unit
Occupancy	Verified Occupied
	Suspected Occupied
	Vacant
Property Secure Upon Arrival	Yes
	No
Padlock Code (if Installed)	
For Sale sign installed	Yes
	No
Overall Condition	Good
	Fair
	Poor
Overall Assessment	Salvage
	Demo
Notes	
Photos	



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

<b>Property Inspection - Interior &amp; Exterior</b>	
<b>Result Field</b>	<b>Result Options</b>
Structure Present	Yes
	No
Structure Type	Single Family
	Multiple Unit
Occupancy	Verified Occupied
	Suspected Occupied
	Vacant
Property Secure Upon Arrival	Yes
	No
Number of Bedrooms	
Number of Bathrooms	
Padlock Code (if Installed)	
For Sale sign installed	Yes
	No
Foundation Condition	Good
	Fair
	Poor
Structure Condition (condition of joists, columns, beams, and load-bearing walls)	Good
	Fair
	Poor
Roof Condition	Good
	Fair
	Poor
Overall Condition	Good
	Fair
	Poor
Overall Assessment	Salvage
	Demo
Notes	
Photos	



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

<b>Property Inspection - Interior &amp; Exterior with Property Preservation Estimate</b>	
<b>Result Field</b>	<b>Result Options</b>
Structure Present	Yes/No
Structure Type	Single Family
	Multiple Unit
Occupancy	Verified Occupied
	Suspected Occupied
	Vacant
Property Secure Upon Arrival	Yes/NO
Number of Bedrooms	
Number of Bathrooms	
Padlock Code (if Installed)	
Number of Doors to be boarded	
Number of windows to be boarded	
Number of Doors to be built	
Est. CY of Interior Debris Removal	
Est. CY of Exterior Debris Removal	
Est. CY of Debris Relocation- OIN	
Graffiti Abatement/Sq. Ft	
Roof Tarp Needed/# and size	
Tree Services Needed	
Basement Flooded/- Y/N and Inches	
Vehicles Present	
For Sale sign installed	Yes/No
Foundation Condition	Good
	Fair
	Poor
Structure Condition (condition of joists, columns, beams, and load-bearing walls)	Good
	Fair
	Poor
Roof Condition	Good/Fair/Poor
Overall Condition	Good/Fair/Poor
Overall Assessment	Salvage
	Demo
Notes/Photos	



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

<b>Basic Abbreviated Rehab Scope** Supplemental inspection that may be requested/completed in combination with other inspection</b>	
<b>Area</b>	<b>Result Options</b>
Electrical	Select Yes if any are missing/damaged: wires, fixtures, electrical box
	No
Plumbing	Select Yes if any of the following are missing/damaged: piping, fixtures
	No
Mechanical/Heating	Select Yes if any of the following are missing/damaged: hot water tank, furnace, duct work
	No
Windows	Select Yes if any of the following are missing/damaged: window frames, window glass
	No
Doors	Select Yes if any of the following are missing/damaged: door, door frame
	No
Walls	Select Yes if any of the following are missing or damaged: walls
	No
Ceilings	Select Yes if any of the following are missing/damaged: ceilings
	No
Floors	Select Yes if any of the following are missing/damaged: floorboards, floor covering
	No
Roof	Select Yes if any of the following are missing/damaged: roof, sheathing, rafters
	No
Foundation	Select Yes if there are any foundation cracks or bowing
	No
Masonry/Brick	Select Yes if any of the following are missing/damaged: exterior bricks, exterior concrete
	No
Support beams	Select Yes if there are any missing/damaged: support beams
	No
Support columns	Select Yes if there are any missing/damaged support Columns
	No



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

### **Timeframes**

All maintenance and repairs within the allowable services must be completed within the permitted timeframes. When bids for work have been approved by the DLBA, the awarded contractor has ten (10) calendar days from the time of the approval to complete the work, unless otherwise agreed upon. The awarded contractor has two (2) business calendar days from the work completion date to report the work completion to the DLBA via the DLBA's work order tracking system.

### **Completed Work Documentation**

All work completed must have before and after, date stamped photos and any supporting documentation made available to the DLBA upon request.

The DLBA requires awarded contractors to provide work completion results, the following information must be provided.

- Date of work commencement and completion.
- Scope of work completed with line-item description of services.
- Complete view of before and after photos in color, date stamped, and labeled (if necessary).
- The DLBA reserves the right to require vendor/contractors to upload photographs and/or information on completed work in the DLBA's proprietary system or transmitted through a link provided by the DLBA.
- Invoicing of all work approved and performed is required within 30 calendar days. Such invoice will include reasonable detail of Services provided. Each work order shall be billed on a unique invoice. Each invoice shall reference the DLBA assigned work order, in addition to the awarded contractor assigned invoice number. Awarded contractor agrees to provide upon request such supporting or backup documents as may be reasonably requested by DLBA with respect to each invoice for the Services.

In addition to committing to performance expectations, The DLBA expects the following from all Service/Property Preservation Contractors:

- Provide quality procedure and processes.
- Perform services in a fiscally responsible manner.
- Deliver timely and accurate services.
- Provide high standards of business ethics and professional courtesy.
- Comply with all applicable laws and codes.

Service Contractors are required to carry a DLBA hand-out at all times, when servicing a DLBA owned property.

This inspection reference guide provides contractor/service providers with information and expectations on requested services.





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

**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.

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

**DLBA SERVICE DESCRIPTION**

<b>Service Description – Include all Optional Services</b>	<b>Unit of Measure</b>	<b>Price</b>	<b>Bulk Pricing Availability</b>
Board-Up – Standard Opening (Plywood) (i.e. Window)	Per Opening		
Board-Up – Entry Door (Plywood)	1		
Build Entry Door (Plywood)	1		
Board Removal	1		
Forced Entry	Per Door		
Keyed Lock Removal	Per Door		
Install Hasp & Padlock	1		
Property Inspection - Exterior	1		
Property Inspection- Interior/Exterior	1		
Property Inspection w/Preservation Maintenance Est. (clean-out)	1		
Basic Abbreviated Rehab Report (add-on to another inspection service)	1		
Multi-Unit Inspection- price per unit in multi-unit structure w/3 or more units	1		

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, proof of the following may be required:

- Detroit-based business license.
- City of Detroit income tax return for respondents of Detroit headquartered business or if a city of Detroit address is listed as the respondent’s primary address.
- Disadvantaged business.



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

*Please note: if the bid is grant funded, local business preferences cannot be applied to scoring.*

**EVALUATION CRITERIA – 100 MAXIMUM POINTS.**

(ASSIGN VALUE BASED ON THE REQUESTOR'S DETERMINATION AND PRIORITY. MUST TOTAL 100 PTS.)

**25 number of PTS – CAPACITY:** (Capacity to provide services outlined in the Scope of Work.)

**25 number of PTS – EXPERIENCE:** (Example: Demonstrated experience of completing similar projects.)

**25 number of PTS – PRICE:** (Example: for competitive pricing proposals. The top 1/3 with the lowest pricing will be awarded 25 PTS. The middle 1/3 of respondents will be awarded 15 points. The bottom 1/3 of respondents with the highest pricing will not be awarded points under this category.)

**15 number of PTS – DETROIT HEADQUARTERED BUSINESS:** for a Detroit-headquartered business. Only 5 points for those entities with a Detroit office.

**10 number of PTS – PROPOSAL SUBMISSION:**  
**Example:** (Quality/Completeness of Proposal Submission.)

**100 Points Total**