



**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.

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
- **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.



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.

(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



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 Tree-Stump Removal Suppliers/Contractors interested in providing services to the DLBA. The following scope of work is requested under this RFQ. The types of services to be provided may include but are not limited to the following:

General Information

The work to be performed under this contract includes furnishing all labor, equipment, materials, and expertise necessary to remove trees in proximity, and not in proximity, to overhead utilities, varying from 12 to 60 inches in diameter (DBH), from within the Detroit Land Bank Authority rights-of-way. Specific locations and sizes of trees will be provided upon the award of the contract. The awarded contractors shall receive work orders from staff within the Disposition and Inventory Departments at the Detroit Land Bank Authority. The work orders will include:

- Location of tree(s) (parcel address)
- Size of tree(s) (if known)
- Notation if tree(s) is/are in proximity to overhead utilities
- Approximate location of tree(s) on parcel

Stump grinding will be requested as needed. If requested, the required work shall also include the grinding of all stumps to at least eight (8) inches below grade level, backfilling with stump grindings (mainly soil and a small amount of grindings mounded four (4) inches above grade level).

Debris Disposal

The awarded contractor shall be required to dispose of all materials, including trees, branches, chips, and debris on a daily basis, at an approved facility - receipt of disposal at an approved facility can be requested at any time by the DLBA. The awarded contractor will not be allowed to stockpile any material overnight at any of the identified work areas. All wood and chip disposal shall be the responsibility of the awarded contractor.

Safety Precautions

The awarded contractor shall provide barricades, display necessary warning signs, and take all necessary precautions for public safety. In the event that streets require temporary closing, the awarded contractor shall contact the DLBA at least 24 hours in advance. Field crew sizes shall be at least four (4) persons to assure satisfactory progress and to maintain safety standards. Stumper crews may be smaller. Awarded contractors shall identify the numbers of crews to be utilized on a daily basis. All work



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

shall be performed in accordance with applicable MIOSHA and ANSI safety standards.

Damage to Property

The awarded contractor shall utilize industry standard procedures, while performing all work associated with this contract, to minimize the potential for damage to private property, or public right-of-way.

The awarded contractor shall be responsible for all damage caused by their work, to right-of- ways, sidewalks, buildings, or other structures and/or facilities. The awarded contractor shall also be responsible for restoring or replacing any shrubs, trees, turf, or sprinkler lines that are damaged by their work. All tire ruts left by equipment must be repaired with topsoil and grass seed on properties in the DLBA's Property Rehab programs. The awarded contractor shall also be responsible for repairing any irrigation systems damaged during removals. To expedite the repair process, the awarded contractor shall consider having knowledgeable and qualified employees carry poly pipe and fittings to correct damage of this nature.

It shall be the awarded contractor's responsibility to notify the DLBA of any damage, within 24 hours of it occurring. Failure to notify the DLBA of said incidents shall be sufficient grounds for termination of the contract.

Timeframes

All 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:

When the DLBA requires the awarded contractor to provide work completion results, the following information must be provided when reporting completion of repairs:

- Dates of work commencement and completion.
- Scope of work completed with line-item description of service.
- Complete view of before and after photos in color, date stamped, and labeled (if necessary).
- The DLBA reserves the right to require the awarded contractor to upload photographs and/or information on completed work in the DLBA's proprietary system or transmitted through a link provided by the DLBA.



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

- Invoicing of all work approved and performed is required within 30 calendar days. Work orders may only be billed upon full completion or otherwise communicated cancellation of line items. Each work order should be on a separate invoice. Each invoice should reference the work order number as well as the vendor assigned invoice number. Such invoice will include reasonable detail of services provided, and 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 awarded 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.

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. Pricing for tree removal or tree trimming, which do not call into the criteria below, will be bid per occurrence.

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

SECTION I: TREE TRIMMING PER DAY RATE & EMERGENCY RATE:

Item#	Description	Rate	
1	Routine & Scheduled TREE TRIMMING of HARDWOODS (any height); rate per DAY		
2	EMERGENCY Response Rate for Tree Trimming (any height) OR Tree Removal; two (2) hour response time in accordance with Scope of Work; rate per DAY----IN ADDTION TO THE FEES BELOW		



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

SECTION II: TREE REMOVAL (Non-hazardous, non-emergency, accessible with standard or bucket equipment) Price per Tree (All tree types):

Item #	Diameter (DBH)/Routine & Scheduled	NOT including Stump Grinding	INCLUDING Stump Grinding
1	3"-8'		
2	8" to 12"		
4	13" to 24"		
5	25" to 36"		
6	37" to 48"		
7	49" to 60"		

Item #	Height from ground/Routine & Scheduled	Price per Tree (by height)
6	5' or smaller	
7	6' to 10'	
8	10' to 15'	
9	16' to 21'	
10	22' to 30'	

SECTION III: STUMP GRINDING (Routine & Scheduled):

Item #	Diameter	Price per Stump (by diameter of stump)
1	12" or under	
2	13" to 24"	
3	25" to 36"	
4	37" to 48"	

The DLBA may request in-person presentations of a respondent's bid. In evaluating responses to this RFQ, 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 RFQ. Such exceptions may reflect negatively on the evaluation of the bid.

If applicable, proof of the following may be required:

- Detroit-based business license.



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

- 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

Please note that 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