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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.

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, last 2 months of bank statements or bond letter 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@dertoitlandbank.org.*

EXHIBIT A: RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide this Checklist with response to RFQ

- ❑ Letter of Interest
- ❑ Certification Form Note (Exhibit B)
- ❑ 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
- ❑ Builders License or Maintenance & Alteration License
- ❑ Evidence of Financial Stability (most recent financial statements, last 2 months of bank statements or bond letter)
- ❑ 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)

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1. GOODS OR SERVICES REQUIREMENTS

A. Scope of Work

The Detroit Land Bank Authority seeks bids from insured foundation and waterproofing contractors that offers a wide range of foundation repair and waterproofing products and services 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:

1. Service

Foundation Assessment and Report

Each assessment should include a physical inspection of the exterior & interior of the property. This would include observations of defect (i.e. stained walls, stained flooring, efflorescence or mold). Exterior observations to include roof, gutter, & downspout conditions. Additional items to include when possible: building history, recent repairs, & observation/recommendation of tree removal.

Each report should include a perimeter measurement with wall thickness and a measurement for each section, provide all observations, diagrams, and pictures, note any deficiencies that are notice either exterior or interior and provide a repair proposal with pricing.

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

Services	Unit	Total
Foundation Assessment and Report	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.***