



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

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## **Detroit Land Bank Authority**

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## **1. INTRODUCTION**

### **A. Overview**

The Detroit Land Bank Authority (DLBA) requests proposals from pre-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)
- RFP Template – Part 1 of 2: Standard Bid Clauses
- RFP Template – Part 2 of 2: Bid Specific Clauses
- Map and Pictures
- Scope of Work (QTY should be verified by the contractor)
- Design Schedule
- Desired Floor Plan
- Exhibits
  - Exhibit A-DLBA R&R Contractor COVID-19 Affidavit
  - Exhibit B-Alternative Product-QTY Template
  - Exhibit C-Post Abatement Verification
  - Exhibit D-Invoicing Instructions and Forms
  - Exhibit E-DLBA RR Project Manual

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 RFP document.

Nothing in this RFP 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 RFP 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 RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the DLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the DLBA. Respondents may also withdraw their interest in the RFP, 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, a copy of which is attached as Exhibit A to this RFP.



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For further information regarding this RFP, please contact Tamara Moorer 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 RFP 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 RFP it will be a Detroit Land Bank Authority Contract Services Agreement. The term of the contract and renewal options are indicated on the bid cover page. Any renewal option exercised under this contract is effective only after the approval of the DLBA approval body.

## **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 will be an optional use contract; no minimum number of persons and/or entities are guaranteed to be assigned.

## **3. ADHERENCE TO TERMS OF PROPOSALS**

A proposal once accepted by the Detroit Land Bank Authority, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

#### **4. REJECTION OF PROPOSALS**

The Detroit Land Bank Authority expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, 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.

#### **5. EVALUATION PROCEDURE**

After evaluating the proposal, oral presentations may be scheduled with the respondents. A final determination will be made after the oral presentations are complete.

Following the receipt of proposals, a DLBA designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the DLBA determines, in its sole discretion, that noncompliance is not substantial or that an alternative proposed by the Respondent is acceptable. The DLBA may also at its discretion, request oral presentations, make site visits at Respondent's facility and may request a demonstration of Respondent's operations. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete. The DLBA may also at its sole discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs



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of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

### **6. SELECTION PROCESS**

The Selection Committee comprised of DLBA staff and others deemed appropriate by the DLBA Executive Director will review qualifications in accordance with the evaluation criteria set forth herein and in accordance with DLBA policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract(s) shall be awarded to vendor(s) whose proposal received the highest score and is the most responsible bid, in accordance with criteria set forth in the RFP. This RFP will result in a pool of qualified vendors selected based on pricing and other criteria as defined within this RFP. There will be no guarantee of assignments to anyone in the qualified candidate pool. The of the assignment and cost proposals will determine the best candidate for any assignment. The Detroit Land Bank Authority is an equal opportunity employer. No applicant shall be discriminated against on the basis of race, religion, color, age, gender, national origin, disability, or other criteria prohibited by the City, State or Federal law.

### **7. CONTRACT APPROVAL**

Upon contract award, the DLBA and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the DLBA. No contract shall become effective until the contract has been approved and signed by the required DLBA signatories. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the DLBA incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

### **8. SUBMITTAL INSTRUCTIONS**

RFP responses must be submitted via the BidSync system on or before the bid deadline indicated on the bid coversheet.

Each respondent shall submit one (1) copy of the full submittal, including all required documents, in a clear, legible, 12-point font, and 8.5 by 11 inch format. No hard copy responses are permitted. All documents must be legible or submittal will not be considered. Responses not submitted via BidSync by the due date will not be considered. Respondents are advised to adhere to the Submittal Instructions and Required Content. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.



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

- a. The principal place of business and the contact person, title, telephone/fax numbers and email address.
- b. A brief summary of the qualifications of the Respondent and team.
- c. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
- d. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “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.
- e. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

### **9. PREPARATION OF PROPOSAL**

The proposal shall include all forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective respondent, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective respondent. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its proposal to take exception to any requirement of the RFP. Should a respondent be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFP.



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Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the Detroit Land Bank Authority shall be binding upon the Detroit Land Bank Authority.

### **10. REQUIRED CONTENT**

Bid responses must include the following content:

#### **Letter of Transmittal**

The prospective respondent's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the Detroit Land Bank Authority, whichever occurs first.

#### **Threshold Requirements**

All information pertaining to the prospective respondent's approach in meeting the requirements of the RFP shall be organized and presented in the prospective respondent's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

These documents/steps must be submitted/completed and be deemed acceptable before the DLBA and its RFP Review Committee will review the evaluation criteria portion of the proposal:

### **11. REQUIRED COST PROPOSAL**

Respondents are requested to make a firm cost proposal to the Detroit Land Bank Authority. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The Detroit Land Bank Authority reserves the right to select proposals from the most responsible respondents with the most reasonable costs. The DLBA reserves the right to select one or more firms to perform all or separate parts of this function



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Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates broken out for each type of staff member and/or goods or services related to this RFP.

### **12. TECHNICAL APPROACH**

Present a brief description of procedures to be followed, presented in a form which will best assist the DLBA is evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

### **13. QUESTION DEADLINE**

All questions regarding the RFP shall be submitted via BidSync on or before the date indicated on the bid Cover Page. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The Detroit Land Bank Authority does not guarantee a response to questions submitted after the question deadline.

### **14. ECONOMY OF PREPARATION**

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

### **15. PAYMENT**

All properly executed invoices submitted by the successful respondent will be paid in accordance with the Detroit Land Bank Authority Payment Terms of net 30.

### **16. ORAL PRESENTATION/DEMONSTRATION**

The DLBA reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Proponents will be notified by the Finance Department, Procurement Division of the date, time and location for Oral Presentations.

### **17. ASSIGNMENT**

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract





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entered into with the DLBA pursuant to these specifications, without prior written approval of the DLBA.

**18. MISCELLANEOUS**

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the DLBA as the same now exists or may hereafter from time-to-time be changed in writing.

**19. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL**

The DLBA reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the DLBA.

**20. CHANGES IN FACTS**

Proposers shall advise the DLBA during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

**21. CONFIDENTIALITY OF PROPOSALS**

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

**22. NEWS RELEASE**

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the DLBA and then only in coordination with the DLBA

**23. REJECTIONS, MODIFICATIONS, CANCELLATIONS**



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The Detroit Land Bank Authority expressly reserves the right to: 1) accept or reject, in whole or in part, any, and all proposals received; 2) waive any non-conformity; 3) readvertise for proposals; 4) withhold the award for any reason the DLBA determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the DLBA. This RFP does not commit the Detroit Land Bank Authority to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

### 24. 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)

### 25. SUBMITTAL DUE DATE

Responses to this RFP are due on or before the time and date indicated on the cover page. Responses to this RFP must be submitted via the BidSync system.



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**EXHIBIT A: RFP SUBMITTAL REQUIREMENTS CHECKLIST**

*Please provide Checklist with response to RFP*

- Letter of Interest
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

| 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 Attached                    | 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 Attached (if needed) | Exhibit B (Exhibit Packet in on Bid Sync) | <input type="checkbox"/> |
| DLBA R&R COVID-19 Affidavit Attached                   | 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"/> |



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**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 RFP 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 RFP in its entirety and accepts its terms and conditions.*

\_\_\_\_\_ *(Name of Respondent)*

\_\_\_\_\_ *(Signature of Authorized Representative)*

\_\_\_\_\_ *(Typed Name of Authorized Representative)*

\_\_\_\_\_ *(Title)*

\_\_\_\_\_ *(Date)*