

**DETROIT LAND BANK AUTHORITY**

**REQUEST FOR PROPOSALS  
PROPERTY REHABILITATION OF RESIDENTIAL STRUCTURES**

**RFP GROUP # 23RR359  
Partial Renovation 4821 Maryland  
(1 Property)**

**Questions Due By: 5pm on Friday, December 1, 2023**

**Submittal Due By: 10am on Friday, December 8, 2023**

**Public Bid Opening: 2pm on Friday, December 8, 2023**

**DLBA Designated Point(s)-of-Contact:**

**Procurement Manager:**

**[procurement@detroitlandbank.org](mailto:procurement@detroitlandbank.org)**

**All questions regarding this RFP should be submitted on BidNet**

**Administered By:**

**The Detroit Land Bank Authority (DLBA)**

**500 Griswold St., Ste. 1200**

**Detroit, MI 48226**

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**I. Introduction**

The Detroit Land Bank Authority (DLBA) respectfully requests proposals from pre-qualified general contractor vendors for the renovation of residential properties associated with this RFP.

The intent of this Request for Proposals (RFP) is to openly and responsibly procure the services of the eligible Respondent with the highest-ranked proposal.

**II. Designated Point(s) of Contact for this RFP**

The designated point(s) of contact along with relevant contact information is/are identified on the Cover Page of this RFP.

**III. Questions Regarding this RFP**

Interested vendors must submit any questions regarding this RFP through BidNet ([www.bidnet.com](http://www.bidnet.com)).

Interested vendors must submit questions no later than the deadline listed on the Cover Page of this RFP.

The DLBA will not respond to questions submitted in any other fashion or submitted at any time after the deadline.

The DLBA will post all answers to any questions on BidNet. All interested vendors are hereby notified that no oral interpretation, information, or instruction provided by an officer, employee, partner, or contractor of the DLBA is binding upon the Authority.

**IV. Pre-Bid Meeting**

The DLBA will not hold a Pre-Bid Meeting for this RFP.

**V. Eligibility for Award**

The DLBA will only evaluate proposals which are completed and submitted in accordance with the terms and conditions of this RFP. Instructions for accurately completing the proposal are defined in Sections **X to XII** and Section **XVIII** contains additional information on the DLBA's evaluation of each Respondent to determine their eligibility for award.

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Interested vendors may find a list of pre-qualified vendors identified below.

**PREQUALIFIED GENERAL CONTRACTOR VENDORS AS OF 09/06/23**

1. Beatrice Construction, LLC
2. Bridgestock Company, LLC
3. CML Enterprise, LLC
4. DMC Consultants
5. Inner City Contracting, LLC
6. Lake Star construction Services, Inc.
7. Landmark Properties Group, LLC
8. Lead Renovator Training, LLC dba CTI Contractor Services
9. Onsite Solutions, Inc.
10. P.C. Contracting, LLC
11. Prime Renovation & Construction, LLC
12. Smart Construction and Development
13. VR Homes, LLC

Interested vendors are strongly advised to read this RFP and the applicable DLBA Rehab Program Project Manual in their entirety prior to submitting a proposal. Furthermore, interested vendors are strongly advised to review the regular communication from the DLBA regarding their eligibility for award prior to submitting a proposal.

Vendors will be ineligible for award, contract and/or sub-contract on this RFP if the City of Detroit Office of the Inspector General, any Prosecutor's Office, State Attorneys General Office, or U.S. Attorneys General Office has informed the DLBA that the vendor or any principal or owner is responsible for committing fraud, fraudulent misrepresentation, negligence, theft-related crimes and/or any other illegal activity. If vendors are currently under investigation for any of the above activities, their eligibility will be determined on a case-by-case basis.

The DLBA reserves the right to determine that a proposal is ineligible for award if the DLBA discovers any of the following at any stage in the RFP process:

- That the Respondent is in arrears or default to the City of Detroit ("City") on any contract, debt or other obligation;
- That the vendor is debarred or suspended by the City, State of Michigan or the Federal government;
- That the vendor has committed a violation which resulted in the termination of a contract or other material sanction by the DLBA or the City within the last two (2) years immediately preceding the date of issuance of this RFP.

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**VI. Compliance with the Scope of Services**

The work solicited under this Request for Proposals is subject to the associated Scope of Services. The Scope of Services (“Services”) for this RFP is provided as a separate electronic (.pdf) file and may be obtained through BidNet. Respondents assume all responsibility for reviewing and understanding the Services sought through this RFP. By responding to this RFP, Respondents acknowledge familiarity with and acceptance of the Services.

**VII. Term of Performance**

The Successful Vendor must complete all work included under this RFP within sixty (60) calendar days of an executed Agreement and a Notice to Proceed. For the purposes of this stipulation, “complete” shall mean that (a) all properties associated with this RFP have received a final Certificate of Acceptance (COA) with corresponding permit numbers and (b) the DLBA has received all invoices associated with this work and determined that all invoices are complete and correct.

**VIII. Property Information and Documentation**

All properties associated with this RFP are identified on both the Price Sheet (Exhibit A) and on the Property Information Sheet (provided as a separate .pdf through BidNet).

Interested Vendors are required to visit the properties associated with this RFP to understand the current conditions which may affect the bid price. Respondents assume all responsibility for reviewing and understanding any information or documentation associated with these properties prior to submitting a proposal.

**IX. Proposal Form and Content**

**A. Proposal Form.** Respondents must prepare and submit one (1) electronic copy of all required forms/documents in the proper file formats which are identified in Section **IX.B.** below.

**B. Proposal Content.** Respondents must submit the following forms/documents with their proposal in the templates provided by the DLBA:

- i. Price Sheet (in .xlsx format)
- ii. RFP Submission Affidavit (in .pdf format)

Interested vendors may obtain the documents associated with this RFP through BidNet.

**X. Instructions on Completing the Price Sheet for this RFP**

Respondents must submit proposals using only the forms/documents provided with this RFP, in the templates provided by the DLBA in their original file format (i.e., Price Sheets must be submitted in Excel - .xlsx format). Therefore, the submitted Price Sheet must have the same properties listed as the posted Price Sheet as part of the RFP. Additionally, the Price Sheet for the correct RFP group must be submitted in order to be considered for evaluation. The DLBA reserves the right to consider the proposal ineligible for award if the aforementioned criteria are not met.

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- A. **Contact Information.** Respondents must complete the Business and Contact Information on the Price Sheet. The legal entity identified on the Price Sheet must match the legal entity identified on the Resolution of Corporate Authority provided in response to the Request for Qualifications (RFQ). At least one point-of-contact identified on the Price Sheet must be an Authorized Agent of the Respondent identified on the Resolution of Corporate Authority provided in response to the RFQ.
- B. **Grant Program.** The Grant Program is pre-populated by the DLBA for Respondents. The Successful Vendor should use the Grant Program for future invoicing.
- C. **Cost Fields.** For every property associated with this RFP, Respondents must enter a dollar value for each of the following costs and the unit of measure.

Respondents may only submit costs in each cell with a decimal value to the hundredth place. Any value exceeding the hundredth place may cause rounding discrepancies and affect the overall summation of each column and/or row. Any blank cost fields and non-numeric cost fields will be interpreted as a zero-dollar (\$0.00) input. The DLBA reserves the right to determine any Price Sheet with a missing cost as an incomplete form and a non-responsive proposal which may be subject to a determination of ineligibility of award.

If a Respondent alters a pre-populated formula and the costs do not add correctly the DLBA reserves the right to consider a proposal ineligible for award.

**XI. Instructions on Completing the Submission Affidavit**

Respondents must fully complete and submit the RFP Submission Affidavit in response to this RFP. The legal entity identified on the Resolution of Corporate Authority provided in response to the Request for Qualifications (RFQ) must match the legal entity identified on the Submission Affidavit. Furthermore, the Authorized Agent identified and signing the RFP Submission Affidavit must be an Authorized Agent of the Resolution of Corporate Authority provided in response to the RFQ.

The RFP Submission Affidavit must be completed, signed, and notarized after the bid-release date. The DLBA reserves the right to consider the submission ineligible for award if the aforementioned criteria are not met.

**XII. Proposal Submittal**

- A. **Submittal through BidNet.** Respondents must upload all required documents in the proper file format through BidNet ([www.bidnet.com](http://www.bidnet.com)).
- B. **Submittal by Facsimile, E-mail, or Any Other Means.** The DLBA will not accept any proposal submitted by facsimile, e-mail or any other means not explicitly articulated in this RFP. This includes an electronic copy of the required documents which are submitted on a flash drive. The DLBA will not accept or review proposals which are submitted on a flash drive.

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**XIII. Submittal Deadline**

Proposals are due by the date and time specified on the Cover Page of this RFP. The DLBA will not accept late proposals under any circumstances. Interested vendors assume all responsibility for submitting a proposal and ensuring receipt of that proposal prior to the deadline.

The DLBA reserves the right to change the deadline for this RFP at any time prior to the date and time specified on the Cover Page of this RFP. The DLBA will notify pre-qualified vendors of any change in the deadline through BidNet.

**XIV. Conditions on Proposals**

- A. **Voluntary Submittal**. Proposals are strictly voluntary on the part of the Respondent, and the Respondent assumes all responsibility for the preparation and submittal of the proposal in accordance with the terms and conditions of this RFP. The DLBA accepts no responsibility for and shall not reimburse the Respondent for any costs incurred in the preparation and submittal of any proposal.
- B. **One Proposal per Respondent**. A Respondent may only submit one (1) proposal in response to this Request. The submittal of more than one (1) proposal by any Respondent will result in the determination of ineligibility of all proposals. This includes any proposal which is submitted by a subsidiary, affiliated company, or franchise.
- C. **Public Disclosure**. All proposals are subject to public disclosure in accordance with Federal and State law (Freedom of Information Act).
- D. **Property of DLBA**. Unless withdrawn, all proposals which are submitted in accordance with the terms and conditions of this RFP will become property of the DLBA, and the DLBA will keep and maintain the proposals in accordance with all applicable policies and rules.
- E. **Withdrawal of Proposal**. A Respondent may withdraw a proposal prior to the deadline by submitting a request for withdrawal to the designated point(s) of contact for this RFP through BidNet. The DLBA will not accept any other request to withdraw. Failure to follow these instructions may result in the acceptance, evaluation, and tabulation of the proposal.
- F. **Binding Proposal**. A proposal shall remain binding upon the Respondent for a period of one hundred and twenty (120) calendar days after the deadline.

**XV. Request for Explanation if Not Responding to this RFP**

The DLBA respectfully requests, without obligation, an explanation as to why any pre-qualified vendor does not respond to this RFP. Pre-Qualified vendors should submit the explanation through BidNet at their earliest opportunity.

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**XVI. Opening and Reading of Proposals**

The DLBA invites interested vendors to attend a virtual meeting at which the DLBA will open and read aloud all of the price proposals which were submitted through BidNet in response to this RFP. The virtual bid opening meeting is optional, and therefore it is not DLBA's responsibility if a vendor is unable to access and/or attend the meeting. The virtual meeting will be held on the date and time specified on the Cover Page of this RFP. Interested parties can attend the virtual meeting via the following web link and conference call dial-in number:

**DLBA Procurement is inviting you to a scheduled Zoom meeting.**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/7259740019>**

**Meeting ID: 725 974 0019**

One tap mobile

+13052241968,,7259740019# US

+13092053325,,7259740019# US

Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 669 444 9171 US
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US

Meeting ID: 725 974 0019

Find your local number: <https://us06web.zoom.us/j/7259740019>

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Authorized Use Only



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XVII. **Evaluation and Tabulation of Proposals**

A. **Threshold Criteria.** Prior to evaluating the proposals, the DLBA will evaluate each Respondent to determine their eligibility for an award. If a Respondent is ineligible for an award, the DLBA will determine that the proposal is similarly ineligible for consideration. All Respondents which meet the following threshold criteria shall constitute the total pool of eligible Respondents:

- i. **Pre-Qualified Vendor.** The DLBA will only evaluate proposals submitted by pre-qualified vendors. If a Respondent has not been pre-qualified prior to the date that submittals are due for this RFP, the DLBA will determine that the proposal is ineligible for award. If any qualification form/document has expired, the DLBA reserves the right to request a current and valid form/document at any time in the RFP process prior to Notice of Award. Failure to respond to any such request may delay or result in a determination of ineligibility for the award.
- ii. **Disciplinary Action.** The DLBA will only evaluate proposals from Respondents who are not currently subject to disciplinary action by the DLBA. If a Respondent is currently subject to disciplinary action by the DLBA, the DLBA will determine that the proposal is ineligible for award.

B. **Evaluation of Proposal Forms/Documents.** Prior to tabulating the Grand Total Costs, the DLBA will evaluate the proposal of each eligible Respondent to determine the eligibility for award. All proposals which meet the following standards shall constitute the total pool of eligible proposals:

- i. **Alternate, Incorrect or Missing Forms/Documents.** Respondents must fully complete and submit all required forms/documents associated with this RFP and documents that have been shared as part of this RFP. If an eligible Respondent uses an alternate or incorrect form/document or fails to submit any of the required forms/documents, the DLBA will consider the proposal non-responsive and ineligible for award.
- ii. **Incomplete or Inaccurate Forms/Documents.** Respondents must complete and submit all required forms/documents associated with this RFP following the instructions above. The DLBA may consider any proposal with incomplete or inaccurately filled-out forms/documents as non-responsive and subject to a determination of ineligibility for award.
  - a. **Form/Document Irregularity or Deficiency.** The DLBA reserves the right to waive any reasonable, nonmaterial irregularity or deficiency in any form/document if it is determined to be in the best interests of the Program.

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- b. **Request for Complete Forms/Documents.** After a review and evaluation of the proposal and the identification of any reasonable, nonmaterial irregularities or deficiencies, the DLBA reserves the right to request, as necessary, complete forms/documents from the eligible Respondent. The Respondent must provide complete forms/documents within twenty-four (24) hours of request. The DLBA reserves the right to determine that a proposal is ineligible for award if the Respondent fails to respond within the allotted time.
- iii. **Request for Clarification.** The DLBA reserves the right to request clarification on any form/document included in the proposal. This includes clarification of any cost for any property on the Price Sheet. The Respondent must provide clarification within twenty-four (24) hours of the request. The DLBA reserves the right to determine that a proposal is ineligible for award if the Respondent fails to respond within the allotted time.

### C. Completion of the Bid Tabulation Sheet

## Evaluation Criteria

- i. **Capacity-Max of 40 Points Awarded**
    - a. **Ability to Perform as Outlined in RFP Scope**-Max of 30 points awarded. 30 points awarded for no capacity concerns, 15 points awarded for some capacity concerns, and 9 points awarded for significant capacity concerns.
    - b. **Team Size**-Max of 10 points awarded. 10 points awarded for sufficient team size and 5 points awarded for team size insufficient team size.
  - ii. **Price-Max of 40 Points Awarded**
    - a. The top 1/3 of lowest pricing awarded 40 points, middle 1/3 of lowest pricing awarded 24 points and bottom 1/3 with highest pricing awarded 0 points.
  - iii. **Detroit Skilled Trade Participation-Max of 20 Points Awarded**
    - a. Contractors that have a partnership with a Detroit based skilled trade school (partnership letter required) 20 points awarded for partnership letter and 10 points for no partnership.
- D. **Assessment of Cost Reasonableness.** The DLBA reserves the right to evaluate the reasonableness of any cost for any property included in this RFP Group. Furthermore, the DLBA reserves the right to remove any property from this RFP Group for cost reasonableness concerns.
- E. **Grand Total Costs Rank.** The eligible proposal with the lowest Grand Total Costs will receive a rank of "1." The eligible proposal with the second lowest Grand Total Costs will receive a rank of "2" and so on until all eligible proposals are ranked.

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- F. **Total Points Awarded Rank.** The eligible proposal with the highest awarded points will receive a rank of “1.” The eligible proposal with the second highest awarded points will receive a rank of “2” and so on until all eligible proposals are ranked. The eligible proposal with a Total Points Awarded Rank of “1” will be identified as the presumptive RFP winner.

**XVIII. Clarifications, Modifications, or Amendments to this RFP**

The DLBA reserves the right to clarify, modify or amend this RFP at any time prior to award. The DLBA will communicate any clarifications, modifications, or amendments through BidNet.

**XIX. Cancellation or Withdrawal of this RFP**

The DLBA reserves the right to cancel or withdraw this RFP at any time prior to award. The DLBA will communicate the cancellation or withdrawal of this RFP through BidNet.

**XX. Discovery of Discrepancies, Errors, or Omissions in any RFP Document**

If an interested vendor discovers any discrepancy, error or omission in any RFP document, the interested vendor must immediately notify the DLBA through BidNet. Any RFP document includes, but is not limited to, this RFP, the Price Sheet, or the Hazardous/Regulated Materials Report for any property.

**XXI. Notice of Award and the Responsibilities of the Successful Vendor**

- A. **Notice of Award.** After evaluation and tabulation, the DLBA may issue a Notice of Award (“Notice”) and the contract (“Agreement”) to the Successful Vendor via e-mail. The Successful Vendor will have five (5) business days from the date of the Notice to submit the following documentation to the DLBA:

- i. Partially-executed Agreement;
- ii. Payment and Performance Bonds;
- iii. Certificate(s) of Insurance;
- iv. Fraud, Waste & Abuse Affidavit;
- v. Copy of the Successful Vendor’s W-9 (if necessary)

The DLBA reserves the right to rescind an award at any time prior to full execution of the Agreement. The DLBA will rescind an award via e-mail to the designated point(s) of contact for the Successful Vendor.

- B. **Partially-Executed Agreement.** The Successful Vendor assumes all responsibility for thoroughly reviewing and understanding the terms of the Agreement prior to execution. The Successful Vendor may NOT edit the Agreement. Any edits to the Agreement may void the award. The Successful Vendor must appropriately execute and return the Agreement.

- C. **Payment and Performance Bonds.** The Successful Vendor must secure and submit both a payment and performance bond for the total amount (100%) of the work covered under

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the Agreement. The bonding agent must be authorized to do business in the State of Michigan.

**D. Certificate(s) of Insurance.** The Successful Vendor must submit a current and valid copy of any and all Certificate(s) of Insurance which provide(s) evidence of the following coverages:

- i. **Workers' Compensation Insurance.** Policy with Michigan statutory limits;
- ii. **Employer's Liability Insurance.** Minimum limits of \$500,000.00 per accident, \$500,000.00 per disease, and \$500,000.00 per disease/employee;
- iii. **Commercial General Liability Insurance.** Combined single limits of \$1,000,000.00 per occurrence and a minimum aggregate of \$2,000,000.00. Commercial General Liability must include Explosion, Collapse and Underground (XCU) coverage;
- iv. **Automobile Liability Insurance.** Coverage must include all owned, hired, and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$100,000 per occurrence;
- v. **Professional Liability Insurance.** Minimum coverage of no less than \$1,000,000.00 per claim and \$2,000,000.00 in the aggregate;
- vi. **Pollution Liability Insurance.** Minimum policy limits of no less than \$2,000,000.00 in the aggregate.

All coverages except for Workers' Compensation and Automobile Liability must name the Detroit Land Bank Authority, Detroit Building Authority and the City of Detroit as additionally insured.

**E. Fraud, Waste & Abuse Affidavit.** The Successful Vendor must complete, execute, and have notarized the Fraud, Waste & Abuse Affidavit.

**F. Form W-9.** If not already on file with the DLBA, the Successful Vendor must submit a copy of the Form W-9. The legal entity identified on the W-9 must match the legal entity identified in the Resolution of Corporate Authority which was submitted in response to the RFQ.

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**XXII. Ethics and Compliance Hotline**

The DLBA Board of Directors has hired Lighthouse Services to provide an ethics and compliance hotline for all DLBA employees, vendors and customers and the general public, to ensure that all reports may 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, embezzlement, discrimination, conduct violations, alcohol and substance abuse, threats, fraud, bribery and kickbacks, conflicts of interest, improper conduct, 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 within the USA and Canada: 844-446-0004
- Spanish-speaking within 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)

**XXIII. Technical Difficulties with BidNet**

If an interested vendor experiences any technical difficulties with BidNet, the vendor must immediately contact BidNet customer support at (800) 990-9339 or [support@bidnet.com](mailto:support@bidnet.com). If the matter is not resolved, the vendor must send an e-mail to the designated point(s) of contact for this RFP.

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**XXIV. Definition of Terms**

- A. **Affidavit**. A sworn statement in writing made especially under oath or on affirmation before an authorized agent, magistrate, officer, or notary.
- B. **Authorized Agent**. An officer or employee of the corporation who is authorized to execute or guarantee and commit the corporation to the conditions, obligations, stipulations, and undertakings entered into between the DLBA and the corporation in order to perform the Services outlined in the Agreement.
- C. **City**. The Charter City of Detroit, Michigan.
- D. **Detroit Land Bank Authority (DLBA)**. A Michigan public body corporate.
- E. **Eligible Proposal**. A complete and correct proposal with no flat rate bids which was submitted by an Eligible Respondent who has Adequate Capacity prior to and at the time of tabulating this RFP. Refer to Sections V, X through XII, and XIII for further information on criteria that may be deemed as an ineligible proposal.
- F. **Eligible Respondent**. A Respondent who is a pre-qualified vendor and who is NOT currently subject to any disciplinary actions by the DBA.
- G. **Grand Total Costs**. The Grand Total Costs for all properties included in this RFP Group.
- H. **Pre-Qualified Vendor**. A Respondent who has been granted a conditional status by the DLBA which allows that vendor to respond to Requests for Proposals.
- I. **Proposal**. One (1) electronic copy of forms/documents which is submitted by a Respondent in accordance with the terms and conditions of this RFP.
- J. **Remaining Capacity**. The Available Capacity of an Eligible Respondent after tabulating this RFP. For the presumptive winner, this is the difference between the Current Capacity and the Grand Total Costs for this RFP.
- K. **Respondent**. An interested vendor who submits a proposal in response to this RFP.
- L. **Request for Qualifications**. A request by the DLBA, previously administered by the DBA on behalf of the DLBA for qualification forms/documents in order to establish a list of pre-qualified vendors to bid on property rehabilitation services for the DLBA.
- M. **RFP Document**. This document or any other document incorporated herein by attachment, exhibit, or reference.
- N. **Successful Vendor**. The eligible Respondent who receives the Notice of Award for this RFP.

## **Scope of Services**

### 4821 Maryland Partial Renovation

#### **Project Description:**

This project entails a targeted renovation of select areas within the property. Focused on enhancing specific elements, the endeavor involves a series of improvements designed to elevate the functionality, safety, and aesthetics of designated sections of the property.

The renovation aims to address key aspects such as demolishing and replacing worn-out structures, upgrading essential systems, and enhancing various features while leaving unaffected areas untouched. By strategically targeting areas for improvement, the renovation seeks to ensure a comprehensive transformation while maintaining the integrity and unique characteristics of the property. This partial renovation endeavor aims to deliver a refreshed and improved space while preserving the inherent charm and character of the original design and leaving the finishes to the purchaser.

#### **Scope of Work Summary**

##### 1. Demolition & Disposal:

- Demolish garage and remove concrete walk and garage pad.

##### 2. Concrete & Paving:

- Replace the concrete walkway, ensuring proper waterproofing and sloping away from the foundation.

##### 3. Masonry:

- Seal boiler/furnace openings and install glass block windows.
- Inspect fireplace and chimney, install chimney cap, and replace front porch.

##### 4. Rough Carpentry:

- -Secure security door hardware, adjust floor elevation, replace underlayment, install door hardware, and reinforce framing elements.

##### 5. Roofing:

- Cut and fill existing gutter drains.

6. Conservation:

- Conduct blower door test, perform air sealing, install wall and attic insulation, insulate rim boards, and ensure proper sealing of penetrations.

7. Drywall & Plaster:

- Hang and prepare sheetrock and cement board for paint.

8. HVAC:

- Obtain necessary permits, install a high-efficiency furnace, and lay new HVAC ductwork.

9. Plumbing:

- Obtain plumbing permits, replace and install new plumbing, stack, floor drain cap, gas line, and water heater.

10. Electric:

- Obtain electrical permits, install exhaust fans, rough-in new electrical systems, and install smoke detectors, exterior lights, and doorbell.

11. Metal Railings:

- Install metal railing at the front porch.

12. Security Doors:

- Supply and install standard security doors.

13. Windows:

- -Replace old windows with vinyl windows.

14. Siding & Roofing:

- Install vinyl clapboard siding, frieze, downspouts, gutters, gutter guards, fascia, and soffit.



## Alternative Product/QTY Template

### Instructions for Alternative Lines

Please use this form to negotiate product swaps, substitution of materials, discrepancy of measurements or quantity, etc. For these scoped lines, you can propose one or more alternatives by entering information for each alternative line in the format given below.

Print or type the requested information. Insert multiple copies as per your requirement.

Scoped Line: List the line number, current description, QTY and unit of measurement.	Scoped Line Number	Current Description	QTY and/or Unit of Measurement
<b>Example</b>	<b>25</b>	Kitchen-Smoke and CO Detectors Hardwired-Hardwired Interconnectable 120-Volt Smoke Alarm with Battery Backup	<b>1</b>
<b>Alternative Line: List the product swap, substitution of material, measurements, or quantity updates, etc.</b>	Scoped Line Number	Updated Description (product swap, substitution of material)	Updated QTY and/or Unit of Measurement
<b>Example</b>	<b>25</b>	Kitchen-Smoke and CO Detectors Hardwired-Hardwired Interconnectable 120-Volt Smoke Alarm with Battery Backup	<b>3</b>

Alternative Product/QTY Template

Scoped Line: List the line number, current description, QTY and unit of measurement.	Scoped Line Number	Current Description	QTY and/or Unit of Measurement
Alternative Line: List the product swap, substitution of material, measurements, or quantity updates, etc.	Scoped Line Number	Updated Description (product swap, substitution of material)	Updated QTY and/or Unit of Measurement

Alternative Product/QTY Template

<b>Scoped Line: List the line number, current description, QTY and unit of measurement.</b>	<b>Scoped Line Number</b>	<b>Current Description</b>	<b>QTY and/or Unit of Measurement</b>
<b>Alternative Line: List the product swap, substitution of material, measurements, or quantity updates, etc.</b>	<b>Scoped Line Number</b>	<b>Updated Description (product swap, substitution of material)</b>	<b>Updated QTY and/or Unit of Measurement</b>

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Add additional pages is needed

## RFP SUBMISSION AFFIDAVIT

I, \_\_\_\_\_, state under oath:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ [CONTRACTOR] (hereafter "Organization"), and am authorized to execute this affidavit and contractually bind the Organization.
2. I acknowledge that all information submitted to the Detroit Land Bank Authority in response to this Request for Proposal ("RFP") is (a) true, complete, and correct to the best of my knowledge and belief, and (b) shall remain binding on the Organization for one hundred and twenty (120) calendar days after the RFP deadline.
3. I acknowledge that should the Organization discover that any information submitted in response to this RFP be false, incomplete, or incorrect, the Organization is under a duty and obligation to immediately provide the Detroit Land Bank Authority with the true, complete, and correct information.
4. I acknowledge that the Organization has submitted only one (1) proposal in response to this RFP, including any proposal submitted by a subsidiary, affiliated company, or franchise.
5. I acknowledge that the Organization assumes all responsibility for reviewing and understanding any information or documentation associated with these properties prior to submitting a proposal. This includes visiting the properties associated with this RFP to understand the current conditions which may affect the bid price.
6. I acknowledge that neither the Organization nor any principal/owner has been found responsible, by the City of Detroit Office of Inspector General or any Federal, State or local prosecutor's office, for committing fraud, fraudulent misrepresentation, demolition-related negligence, theft-related crimes and/or any other illegal activity related to demolition activities.
7. I further acknowledge that the Organization is under an ongoing duty and obligation to submit additional documents and information as the Detroit Land Bank Authority may require.

***[Signatures commence on the following page]***

\_\_\_\_\_  
[ORGANIZATION]

Dated: \_\_\_\_\_

\_\_\_\_\_  
By:

Its:

This document was acknowledged, subscribed and sworn before me this \_\_\_\_ day of

\_\_\_\_\_, 202\_, by \_\_\_\_\_, \_\_\_\_\_, of  
(Authorized Agent) (Title)

\_\_\_\_\_.  
(Organization)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed name of Notary

Notary Public, State of Michigan, County of: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_