

GRAND RIVER / NORTHWEST



City of Detroit
Office of Contracting &
Procurement

Request for Proposal
RFP #16WN589





**CITY OF DETROIT
THE OFFICE OF CONTRACTING AND PROCUREMENT
REQUEST FOR PROPOSALS**

**Northwest Detroit / Grand River + Fenkell Corridors
Comprehensive Neighborhood Revitalization & Green Stormwater Infrastructure Plan**

RFP #16WN589

ADVERTISE DATE

Monday, October 3, 2016

Question Deadline

Monday, October 10, 2016 by 2:00 P.M. EST
All questions must be submitted in writing via the BidSync web portal – www.bidsync.com

Response to Questions

Monday, October 17, 2016 by 5:00 P.M. EST
Response to all questions received to all parties attending the Pre-Proposal Meeting

Pre-Bid Meeting

Monday, October 24, 2016 @ 10:00 A.M. EST
Coleman A. Young Municipal Center
2 Woodward Avenue, Room 1008
Detroit, MI 48226

PROPOSAL DUE DATE

Sunday, October 30, 2016 by 5:00 P.M. EST
ALL PROPOSALS MUST BE SUBMITTED VIA THE BIDSYNC WEB PORTAL ONLY.

PROPOSALS MUST SUBMITTED VIA THE BIDSYNC WEB PORTAL AT OR PRIOR TO THE EXACT DATE AND TIME INDICATED ABOVE. LATE PROPOSALS SHALL NOT BE ACCEPTED.

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1. INTRODUCTION & VISION

The City of Detroit's Planning and Development Department (PDD), Department of Neighborhoods (DON), the Mayor's Office, Housing and Revitalization Department (HRD), and the Detroit Water and Sewerage Department (DWSD) (hereinafter the "City") are seeking proposals from qualified design teams to develop a comprehensive neighborhood, landscape, and Green Stormwater Infrastructure (hereinafter "GSI") strategy for the Grand River / Northwest portion of Detroit and implement a first phase green stormwater infrastructure project. Embracing neighborhoods with diverse levels of occupancy, economic strength, and stormwater challenges, this project seeks to revitalize an area of northwest Detroit that includes many neighborhoods such as Bentler-Pickford, Old Redford, Grandmont, Rosedale Park, and portions of Brightmoor along the Fenkell corridor. This proposal seeks synergetic strategies that improve quality of life for residents, strengthen economic development along the Grand River and Fenkell corridors, support a diversity of housing options, elevate neighborhood vibrancy, and address stormwater and flooding issues that have hampered the region.

2. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in this RFP. References that will verify project experience should be provided.

- If a contract is awarded as a result of this RFP, it will be a contract which is negotiated with the awardee based on the model city services contract, a copy of which is attached via BidSync¹. If any respondent requires modification(s) to the terms of the City's model services contract, a statement of such required modification shall be included as an exhibit with your sealed proposal. This Statement will be reviewed as part of the evaluation process and may have an effect on the scoring of the proposal.
- All respondents are required to submit clearance applications, affidavits and insurance documents with the response to the proposal. At the time Purchasing submits the supplier recommendation to City Council, approved clearances by the Income Tax and Revenue departments are required of the successful respondent.
- The City expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to the issuance of an award.

3. TEAM QUALIFICATIONS

Successful respondents to this RFP must present a team of individuals with a diversity of skill sets in order to provide and manage all required areas of scope work. Some respondent firms may be multi-disciplinary enough to offer all of the necessary skills "in-house." Well-developed proposals from either one single firm or a group of two or more firms are welcome and will be considered. The City strongly encourages respondents to consider inclusion of team members that are Detroit-based, minority led, and/ or otherwise have a substantive body of knowledge or

¹ It shall be the responsibility of the Respondent to thoroughly review the provisions of this RFP and the Services Contract. After executing the contract, no consideration will be given to any claim of misunderstanding. Respondents must state in their submission any clauses to which they take exception in the RFP and in the attached Contract. This will be factored in to the evaluation decision. Respondents are encouraged to review the entire contract, including, but not limited to the Assignment, Compliance with Laws, Termination, Insurance, Subcontracting, Indemnity, Payment and Waivers provisions.

experience with Detroit. The following is a detailed list of qualifications that the consultant team should provide, organized by area of expertise:

3.1 Project Management

- Demonstrated organizational excellence, assessment of range of planning issues, financial evaluation, and cross-sector leadership.
- Experience overseeing and managing efficient inter-agency processes and recruiting stakeholders to facilitate timely decision making and execution, and overseeing long-term project management of a similar scale neighborhood district.

3.2 Community Engagement Partnership

- Extensive experience with involving diverse communities in planning.
- Successful engagement in communities of color, low income, and/or depressed markets.
- Skill in researching and analyzing prior community planning documents and meeting with community stakeholders to establish neighborhood goals.
- Ability to develop unique strategies based on local goals, building community assets, improving quality of life, and supporting viable residential neighborhoods.
- Ability to translate complex planning and engineering ideas and designs into informative and understandable presentations for a variety of audiences, as well as providing public presentations and exhibits in a variety of forums.
- Willingness to work with local groups that have established neighborhood relationships to achieve community engagement goals.
- Commitment to incorporating citizen preferences with City directives.

3.3 Architecture, Landscape Architecture, and Urban Design Teams

- Demonstrated design excellence, technical competence, and innovative GSI and engineering designs in multi-consultant collaborative settings within an urban context.
- Experience with strategies that effectively manage stormwater and strengthen the quality of life for communities through innovative public space development and community asset building.
- Experience developing master plans, design guidelines (including for affordable and market rate new or rehabilitated housing), and urban design visions for a comprehensive neighborhood framework for housing and the public realm.
- Experience with technical design components such as infrastructure, land-use, utilities, streetscape, and both transit-oriented and non-motorized design. Design teams must also be able to identify physical assets worthy of preservation or adaptive reuse and have experience in deploying those strategies.
- Experience working with local municipal departments, shifting codes and zoning overlay guidelines.
- Strong record of robust inclusive design practices that integrate community feedback into the design process.

3.4 Strong Understanding of Economic Development, Housing and Vacant Property Reuse

- Experience identifying opportunities that support growth of existing businesses and attract new businesses and employment opportunities.
- Experience developing linkages between economic development, housing, and green space/energy uses, and working knowledge of metrics for measuring the benefits of infrastructure on economic development, housing, and revitalization.

- Experience and strong thinking around workforce development and creating a vision for linking green stormwater infrastructure to job, housing, and revitalization goals.
- Experience working with arts-based organizations as a generator of economic development and youth engagement.

3.5 Technical Surveying and Mapping Specialization

- Ability to perform surveys and technical assessments including but not limited to topography, slope, stormwater flow, piezometric head, soil type and infiltration rates.
- Knowledge in performing preliminary assessment of historical use to indicate potential soil contamination.
- Expertise and mapping proficiency with GIS and supporting graphic software to produce parcel level maps that show information such as but not limited to property ownership, zoning, site condition, vacancy, and use; create additional layers to show results of topography, flow, and soil surveys. [As needed and as appropriate, the City will provide access to existing data sets on parcel information and any supportive digital models and maps as a springboard to scope work.]

4. NEIGHBORHOOD BOUNDARIES & CONTEXT

4.1 Project Boundaries

The project area under consideration is bounded by 7 Mile (North), Telegraph (West), Puritan (South), Fenkell (South), I-96(South) and Southfield Highway (East) with Grand River extended to Greenfield (East) (the “RFP Study Area”). Included in this region are the contiguous neighborhoods of Old Redford, Minock Park, Grandmont, Rosedale, Brightmoor, Bentler-Pickford, Miller Grove, Riverdale, Evergreen, Seven Mile Rouge, and a few smaller neighborhoods. The bulk of this study will focus on the Grand River corridor and the Fenkell corridor. The area is land rich, contains a mixture of low and high vacancy neighborhoods, hosts a range of economic strengths in and along commercial pockets and corridors, and has a mixture of population densities, demographics, and housing conditions. In addition, there are specific project components embedded in this scope that extend north to the City limits and south along the Rouge River corridor. (see Sect. 4.5)



4.2 Neighborhoods

Northwest Detroit has many challenges within some very strong residential neighborhoods, strong community organizations, and a healthy commercial corridor. Neighborhoods such as Grandmont, Rosedale, and Rosedale Park are some of the strongest most stable owner-occupied residential neighborhoods in the City of Detroit. These areas have very well maintained bungalow homes, with manicured lawns and organized neighborhood associations. Area homeowners have expressed a need to stabilize surrounding communities, an interest in green stormwater infrastructure, as well as a desire for a greater diversity of housing typologies, especially along their borders with adjacent communities such as the Brightmoor neighborhood. In contrast Brightmoor has experienced high levels of vacancy which has resulted in high

concentrations of publicly-owned vacant parcels across the neighborhood, and has become a hub where many residents participate in urban agriculture. Brightmoor is unique in Detroit as one of the few areas with pronounced hilly topography; because of this and its adjacency to the Rouge River, DWSD has targeted the area as a location of high potential for managing stormwater.

Another neighborhood of interest within the RFP Study Area is Old Redford. Old Redford is experiencing a small renaissance as the community has branded itself an “Artists Village.” Contained in the area is a recently rehabbed theater that has become the cultural hub of the community. The Old Redford Theater is owned and managed by the 501(c)3 Motor City Theatre Organ Society with an all-volunteer staff. The building contains an auditorium, bakery, coffee shop, and salon with the second floor containing offices. All spaces are available for programs, events, and leasing with all proceeds going to the continued restoration and maintenance of the theater building. The building has a number of artist-in-residence programs which have permeated their creative energy in the streets, adjacent buildings, and even the alleys where programs and art also occur.

4.3 Green Stormwater Infrastructure, Landscape, and Parks

In August of 2014, the City of Detroit and the metropolitan region suffered from severe flooding caused by a 200 year storm. The rainwater flooded streets, submerged cars, filled below grade freeways, and overwhelmed the combined sewer system. This led to sewer backups in the basements of thousands of homes and resulted in untreated combined sewer discharges.

In August of 2015, on behalf of the U.S. Department of Housing and Urban Development (HUD) Secretary Castro announced the allocation of \$8.9 million in Community Development Block Grant Declared Disaster Recovery (CDBG-DDR) funds to the City of Detroit for the purposes of completing pre-development activities on place-making green stormwater infrastructure and clean power projects. The allocation was the result of the City’s funding requests concurrent with HUD’s National Disaster Resiliency Competition (NDRC). The City views the 2014 disaster and subsequent recovery assistance funds as an opportunity to create landscapes that improve quality of life for residents through a commitment to high quality public spaces that encourage future development and occupancy of new or rehabilitated housing, and to better manage stormwater to reduce future flooding.

Additionally, the City of Detroit is in the process of complying with National Pollutant Discharge Elimination System (NPDES) permit requirements for its combined sewer system. The permit requires the City to eliminate all untreated discharges from its combined sewers to the Detroit and Rouge Rivers. Over the past 20 years, the City has invested more than \$1 billion in combined sewer overflow treatment facilities which have eliminated 95% of the untreated overflows to the Detroit and Rouge Rivers. In 2013, the City’s permit was modified to allow the use of green stormwater infrastructure (GSI) for stormwater management. The northwest portion of Detroit is unique in that it has relatively hilly topography compared to the rest of the City, which gives it a greater potential for GSI installation. The other major landscape element in the northwest is the Rouge River and its adjacent drainage area that runs along the western border of Detroit. (see Sect. 14.3)

4.4. Economic Development

Because of the hard work of many local partners and community groups the economic development focus of the RFP will be structured around the Grand River and Fenkell corridors.

The Grandmont Rosedale Development Corporation (GRDC) is just one example of the strong partners that the City has been coordinating with in the RFP Study Area. GRDC has the responsibility of maintaining and strengthening many of the neighborhoods in the area with a specific interest in economic development and business maintenance along the Grand River corridor. GRDC was the primary organization that partnered with the Local Initiative Support Corporation's (LISC) to complete the "Quality of Life Plan" in 2012/2013. LISC also sponsored a plan with the Brightmoor Alliance in 2009 called the "Brightmoor Neighborhood Plan" that included many ideas and potential development efforts. Community groups have also expressed interest in the revitalization of the Fenkell corridor as an economic development hub. More specifically, they would like to establish an African Caribbean Marketplace that attracts people from the entire region to sample the food, culture, music, and wares of the African Caribbean community.

4.5 Embedded Project Components

In addition to strategic thinking around neighborhood and GSI development, this RFP is distinct in that it also includes two tangible development projects that chosen design teams will help steer towards implementation when the planning and design period for this RFP concludes. These two projects are as follows:

- **Rouge River Greenway:** The Rouge River Greenway Study is a conceptual look at how to connect various green space assets that roughly follow the Rouge River along the west side of Detroit. The City would like the consultants selected for this scope to review the routing of the Rouge River Greenway and propose ways to connect green space assets, connect study area neighborhoods to those assets, and manage stormwater along the Greenway. (see Sect. 14.4)
- **Rogell Golf Course:** Rogell Golf Course is a 120-acre parcel within the conceptual Rouge River Greenway that is no longer used as a golfing facility. In an effort to promote GSI development as well as create a beautiful walkable amenity for the region, the City would like the consultant to work with stakeholders and DWSD's engineering consultant to investigate, design, and define an overall strategy that could potentially redevelop the golf course into a low-maintenance GSI amenity that also could include trails, wetland systems, and nature habitats.

5. SUMMARY OF TASKS

This comprehensive neighborhood revitalization strategy as outlined in this scope of work requires multi-disciplinary teams to cohesively integrate five categories of work. They are 1) Research and Community Engagement/Communications; 2) Landscape Design and Green Stormwater Infrastructure; 3) Streetscape and Mobility; 4) Development: Economic, Housing, Historic Preservation; and 5) Zoning. Tasks for each work scope category are as follows:

5.1 Research and Community Engagement / Communications

The City has undergone and is still undergoing many robust community-led and philanthropically-funded planning initiatives. At times, these efforts are in parallel with City-led efforts. Design teams must understand that their work will use these platforms and their

respective outcomes as a reference to launch their design and development work for this RFP scope. The City will provide the selected design team a robust onboarding package and a schedule of onboarding orientations with key stakeholders when the contract commences. The following describes the initial tasks the design team will need to perform to better inform their planning approaches and design strategies as well as successfully communicating project intentions to the residents, public agencies, and partners.

- Current Land Conditions/Designations
Gain firm understanding of blight, land ownership, land vacancy, current land uses, land valuation, site conditions, designated and informal historic districts, zoning and land-use regulations, and demolition pipeline within RFP Study Area.
- Previous Land-Use History and Planning Efforts
Gain firm understanding of all State, City, and local community-led planning efforts conducted in this RFP Study Area to form the basis for all planning conducted under this RFP.
- Detroit “20-Minute Neighborhood” Initiative (see Sec. 14.5)
Gain firm understanding of citywide performance objectives to steer your work
- Project Approach
Building off the foundations of the points above, develop your decision-making framework and design approach for design process and project priorities.
- Community Engagement
Assist the City with meeting agendas, verbal presentations, and/or producing graphics, documents, and PowerPoints for approximately 6-10 (+/-) community engagement, strategic task force sessions, and/or education efforts throughout the entire planning and design process.
- Administrative Project Updates
Engage in regularly scheduled bi-weekly project meetings either by phone or in person when aligned with scheduled in-person visits.
- Meeting Preparation/Presentations
Prepare, present and/or assist the City with meeting documentation for in-house and public report-outs.

5.2 Landscape Design And Green Stormwater Infrastructure (GSI)

5.2.1 Existing Conditions/Site Readiness

Reference and analyze research material compiled by design team and/or provided by City and examine site conditions, previous land uses, and stormwater and/or environmental reports to better understand soil conditions, hydrology, landscape challenges, storm water system, and history of flooding.

5.2.2 Master Strategy

- **GSI Site Identification**

Collaborate with DWSD and their engineering consultants to evaluate and assess needs of neighborhood interior and infrastructure components at and below grade level that 1) can address stormwater and flooding challenges and 2) identify most appropriate locations and design for network of impactful green stormwater infrastructure strategies and capital improvement infrastructure that can assist DWSD sewer and stormwater efforts and meet NPDES objectives and requirements. These practices may include infiltration, retention, detention interventions, and re-engineering strategies on impervious surfaces.

- **Drainage District Strategy**

Collaborate with DWSD and their engineering consultants to assist in the development of concept designs, preliminary engineering material preparation, stormwater mitigation performance projects, and preliminary cost estimates for a blue-green drainage district from 7-Mile Road to I-96 along the Rouge River.

- **Neighborhood Design Strategy**

Identify and design strategies for vacant land and parcels to be utilized in neighborhood interior to manage stormwater and create a network of enjoyable community spaces for neighborhood and City residents.²

- **Corridor Design Strategy**

Identify and design strategies for how long stretches of vacant land along east-west thoroughfares can be improved to support City and community-led open space efforts and improve the travel experience through these corridors while enhancing curbside appeal for economic development opportunities.

- **Connections Strategy**

Identify and design strategies for additional smaller-scale greenway connections and opportunities that can extend within and throughout the RFP Study Area (as needed and as appropriate).

5.2.3 Project Analysis And Design

- **Rouge River Greenway Development**

Conduct survey work, feasibility studies, design, and development in order to propose a phased approach for connecting assets to complete the Rouge River Greenway.

- **Rogell Golf Course Feasibility & Schematics**

Explore innovative site and landscape design options for the redevelopment of the Rogell Golf Course as a GSI project, wetland restoration site, and nature preserve park. Efforts should be synergetic with landscape and GSI strategies.

² i.e. factor in practices that improve social, economic, and ecological sustainability, including but not limited to: increasing tree canopy cover, microclimate mitigation, biodiversity and habitat, creating social spaces, developing productive uses such as urban forestry, energy production, or horticulture; edge and corner street conditions of parcels that address public visibility, image, and the cohesive identity for neighborhood

- **Future Project Feasibility Study**

Using Master Strategy framework developed above, along with community input, develop a priority list of feasible projects that can be executed in the next 18-24 months, and identify potential funding sources and financing schemes.

5.3 Streetscape And Mobility

5.3.1 Existing Conditions

Conduct comprehensive assessment and survey of streetscape, sidewalk, and existing transit/mobility options and strategies for a wide variety of users inclusive of youth, the elderly, and people living with disabilities.³

5.3.2 Master Strategy

- **Opportunities for Solutions**

Investigate, identify, and map re-occurring neighborhood conditions that may require specific infrastructural interventions, streetscape design tactics, traffic-calming needs, neighborhood branding (graphics) / way-finding signage, lighting strategies, and installation of security cameras.⁴

- **Connections Strategy**

Identify and design strategies to enhance connectivity, safety, and vibrancy between and through neighborhoods as well as connecting open space and greenway systems, including a comprehensive mobility strategy for the Rouge River Greenway and its potential connections to RFP Study Area neighborhoods. ^(see Sect. 14.5) of Bentler –Pickford, and the Brightmoor regions of the RFP region.

- **Transit and Mobility Strategy**

Identify and design strategies to strengthen existing and proposed citywide transit and mobility initiatives for a wide range of users inclusive of youth, the elderly, and people living with disabilities.

- **Urban Forestry Framing Strategies:**

Identify and design edge conditions that allow proposed urban forestry initiatives in RFP boundary to benefit residents and support intentional land stabilization effort

5.4 Development: Economic, Housing, Historic Preservation

The region covered in this RFP Study Area contains rich physical, historical, and cultural assets that can be targeted for reinvestment and development. This scope of work is asking the design

³ i.e. consider safety conditions including quality of hardscape materiality and conditions, lighting infrastructure, tree integrity and canopy conditions, medians, landscape features, lighting, signage, pedestrian, bicycle, and/or auto accidents, physical characteristics of street, bicycle and pedestrian grid network

⁴ i.e. work closely with engineering and design teams to ensure strategies are closely integrated to promote safety, accessibility, user-friendliness, and low-maintenance operation

team to understand the existing conditions in the RFP Study Area and assess its capacity to preserve and/or support new economic and housing development. The design team will work in collaboration with City partners ^(see Sec. 14.7) and other key development stakeholders to produce a coordinated master framework for future development.

5.4.1 Existing Conditions

- **Market Conditions**

In collaboration with City partners, identify key regions in RFP Study Area in which to conduct market studies to determine development needs and opportunities. As regions and market study scopes are identified, conduct, analyze and present current market data for the RFP Study Area that provides indicators for economic and housing development interest and opportunities. The market study must be consistent with Targeted Multi-Family Housing Area 2016 map, ^(see Sec. 14.8) and focus its efforts on the commercial corridors of Grand River from Greenfield to 7 Mile and Fenkell from Lahser to Grand River.

- **Current Development Efforts**

Investigate, reference, and/or analyze research material compiled by design team and/or provided by City to assess existing and current economic and housing developments and preservation efforts in City's pipeline; this includes the Grand River commercial corridor and the Fenkell Commercial Corridor.

5.4.2 Master Strategy

- **Preservation Strategy**

In collaboration with PDD Historic Preservation staff, define the strategy and process for identifying physical and cultural assets within neighborhoods, along prominent commercial corridors, designated local and national historical registers and districts and determine the strongest candidates to incorporate into master development strategy

- **Development Strategy**

Building off development frameworks currently envisioned by the City and its partners ^(see Sec. 14.7), produce a strengthened and coordinated master strategy that identifies strongest development opportunities and rationale for preservation, adaptive reuse, commercial façade improvements, new economic development sites, workforce training sites, new or rehab mixed-use medium density multifamily development, and single-family housing rehabilitation. These efforts together must work in tandem to elevate neighborhood residential and commercial conditions and proximity to community offerings. ONLY Fenkell between Lahser and Grand River and Grand River between Greenfield and 7 Mile are to be considered for this element of the scope of work.

5.4.3 Project Design And Development

- **Brightmoor LIHTC Homes Initiative**

In collaboration with HRD and the team developing a strategy for recapitalization of single-family scattered site LIHTC homes in Brightmoor, identify possible target sites for the relocation of single-family homes. The sites should be vacant, owned by the Detroit Land Bank Authority, and located within the 2016 Targeted Multifamily Housing Areas.

The receiving sites for the homes should also be located near neighborhood assets in stable areas that would benefit from the addition of new housing units.

5.4.4 Finance Strategy

In collaboration with City staff and their partners, assist with economic development strategies to provide gap financing for different developments identified and prioritized by design teams.

5.5 Zoning

The City of Detroit understands that much of the recommendations that will come forth in the design and development vision will require many modifications and variances to the City's zoning ordinance and established land uses. Design teams are being asked to not only track specific parking, zoning, and/or land-use amendments, but also to investigate and identify regions in which large-scale zoning and/or land use modifications can occur to more efficiently deliver and produce the urban environments Detroit wishes to re-establish. Specific tasks are as follows:

5.5.1. Zoning Variance / Amendment Index

As the City of Detroit is investigating comprehensive modifications to its zoning ordinance and land-uses, design teams need to help envision robust parking, zoning, and land-used strategies to help re-establish vibrant urban communities for Detroit's future. Design teams are being asked to 1) Submit a comprehensive report outlining large-scale zoning and/or land use amendment recommendations that can help usher in design and master strategy recommendations more efficiently and can streamline interfaces with municipal regulatory agencies; 2) provide an itemized list of specific zoning changes required on specific sites and/or projects; and 3) illustrate and summarize any additional insights towards ongoing PDD "Pink Zoning" efforts. (see Sec. 14.6)

6. SUMMARY OF DELIVERABLES

At the conclusion of the design and planning process, the selected design teams will be required to deliver a comprehensive set of documents and digital files that will allow Detroit to move forward with a transformative, practical, and actionable design framework ripe for implementation. The deliverables are as follows:

6. 1 General (All Scope Categories)

- **Phased Approach**
Develop a 3-phase approach for implementation for entire scope of work ranked by priority.
- **Timeline**
Produce master timeline and schedule encompassing all work scope categories.

- **Performance Projections**
Develop report describing performance objectives for each category of work outlining rationale for design recommendations, particularly how development priorities help City meet citywide 20-minute neighborhood objectives. (See Sec. 14.5)
- **Acquisition/Assemblage Strategy**
Identify necessary land acquisitions, land assemblages, and land remediation requirements to implement scope of work.
- **Project Budget**
Prepare a comprehensive cost budget and pro forma for the entire scope of work broken down by priority phases.
- **Implementation Plan**
Develop a detailed implementation plan and timeline for Phase 1 projects for construction to begin in Spring/Summer 2017; financing models, development summaries, and incentive structures for Phase 1 sites will be done in collaboration with City agencies and affiliated partners.
- **Proposed Workforce Strategy**
Identify strategic opportunities to train a local workforce in the implementation of design recommendations. Design team to identify and communicate these opportunities to employment and development agencies (see Sec. 14.7) to strengthen neighborhood employment strategies for the City.
- **Record of All Work Performed**
Deliver full rights to and digital copy of all work produced by this scope of work on two (2) portable hard drives.

6.2 Research and Community Engagement & Communications

- **Resource Archive**
Compile documentation and comparison matrices of all previous and existing planning documents and reports regarding RFP Study Area in relation to final recommendations
- **Engagement Archive**
Compile documentation of all community engagement sessions, associated activities, handouts, and meeting minutes, including photo documentation of sessions

6.3 Landscape Design / Green Stormwater Infrastructure (GSI)

- **Existing Conditions Report**
Provide detailed written and visual report that documents existing land and flood patterns, land typologies, lot sizes typologies, lot sizes, topography, tree cover, parks, and available open space within RFP Study Area to support design recommendations.

- **Master Landscape Design / GSI Strategy**
Produce a landscape design strategy for entire RFP Study Area that illustrates the design vision and recommendations through map graphics and illustrative renderings at key locations. Consultant must collaborate with City partners to develop a strategy that incorporates GSI that meets the City's stormwater management objectives, complies with DWSD's NPDES permit requirements, and aligns with guiding principles. (see Sect. 8)
- **Project Planning And Design:**
 - **Rouge River Greenway Phase 1**
Once consultant has worked with the City and its partners to develop an agreed upon Phase 1 of the Rouge River Greenway, prepare schematic design, design development, and construction documents, provide construction bidding support, and assist with construction administration and design guidance for Phase 1.
 - **Rouge River Greenway (Extensions into Neighborhoods) Phasing**
Produce schematic drawings for additional phases to connect Rouge River Greenway to the neighborhoods within this study area by proposing green pathways.
 - **Rogell Golf Course (Redevelopment) Schematic**
Collaborate with City consultants to produce a set of overall design guidelines and feasible schematic at-grade landscape design strategy for the development of the Rogell Golf Course into a stormwater park, nature sanctuary, and overall wetland system.
 - **Schematic / Design / Construction Drawings:**
Produce schematic design, design/development documents, construction documentation, and technical specifications robust enough to produce realistic cost budget for any other projects identified in the planning process.

6.4 Streetscape And Mobility

- **Existing Conditions Report**
Provide a detailed written and visual report that documents existing physical streetscape conditions and mobility circulation and challenges for a wide variety of users inclusive of youth, the elderly, and people living with disabilities.
- **Streetscape and Mobility Master Strategy**
Produce a streetscape and mobility master strategy for the Grand River corridor from Greenfield to 7 Mile and Fenkell from Lahser to Grand River specifically within the RFP boundary that illustrates design vision and recommendations through map graphics and illustrative renderings at key locations. The master strategy should highlight key neighborhood streets and segments needing critical streetscape and/or infrastructural improvements to support GSI, housing, commercial, and neighborhood strength.

- **Design Guidelines**
Provide a booklet outlining prototypical streetscape design guidelines that outlines conditions that will require specific interventions to improve safety and increase neighborhood vibrancy.
- **Schematic / Design / Construction Drawings**
For recommended design strategies and interventions, produce schematic design, design/development documents, construction documentation, and technical specifications robust enough to produce realistic cost budget.
- **Street Improvement Index**
For recommended sidewalk and streetscape resurfacing and repair, or complete street development, produce an illustrative report with key sections and elevations that identifies specific neighborhood sections that should undergo resurface, repair, and/or redevelopment.
- **Maintenance Manual**
In collaboration with community partners and City agencies, compile maintenance agreements that outline long-term maintenance strategies for streetscape and mobility initiatives.

6.5 Development: Economic, Housing, Historic Preservation

- **Existing Conditions Report**
Provide detailed written and visual report that documents 1) key existing commercial and residential properties and pipeline developments, and 2) notable physical assets within the RFP scope boundaries
- **Economic / Housing Development Framework**
Develop an overall master strategy that identifies strongest sites and describe rationale for preservation, adaptive reuse, commercial façade improvements, new economic development sites, new or rehab mixed-use medium density multifamily development, and single-family housing rehabilitation opportunities to elevate neighborhood residential and commercial conditions and proximity to community offerings.

Project Plans

Document how projects currently in PDD, HRD, DWSD, Department of Public Works (DPW), General Services Department (GSD), and Department of Transportation (DDOT) fit into the framework developed above, and identify and prioritize projects for delivery in the next 18-24 months. Develop projects feasibility analysis to inform this prioritization.

- **Feasibility and Pro-forma Conclusions**
Collaborate with City departments and consultants sharing pro-formas that would confirm and encourage/or discourage any new residential or economic development initiatives within the Fenkell and Grand River corridors.

6.6 ZONING

- **Zoning Variance / Amendment Index**

Develop a report that 1) lists all required rezoning, variances, and/or amendments for each category of work; verify these requirements with PDD zoning innovation staff before submittal; 2) illustrates and summarizes any additional insight to ongoing PDD “Pink Zoning” efforts (see Sec. 14.6); and 3) provides a set of strategic recommendations that can streamline interfaces with municipal regulatory agencies.

7. ANTICIPATED PROJECT TIMELINE

Contract Period – 1 Year

Oct 2016	RFP Announced
Oct 2016	Proposals Due
Late Oct / Early Nov	Design Team Selected
Nov 2016	Procurement
Dec 2016	Onboarding Orientation / Preliminary Engagement
Jan – May 2017	Engagement / Scope Development / Report Outs
Mid-May 2017	Planning and Design Phase Ends
Jun – Sept 2017	Design and Construction Administration Advisement and Project Support

8. GUIDING PRINCIPLES

Support market recovery and stimulate private reinvestment

- Increase rate of housing development and re-occupancy to allow area to reach full potential
- Spur economic development and job creation along neighborhood and industrial corridors

Improve the quality of life and strengthen neighborhood amenities, housing, and inviting spaces for existing residents and spur population growth and/or attract visitors to the area

- Creatively connect jobs and housing to ensure mutually beneficial residential-industrial mix
- Encourage range of practical and innovative open space and GSI development strategies that simultaneously address water challenges and livability and commuter needs
- Encourage reinvestment in vacant corner lot conditions to stabilize nearby streets and blocks
- Elevate aesthetics and safety through streetscape and public realm improvements
- Augment existing urban forestry and permaculture initiatives through infrastructure designs

Create productive environment for business and industrial uses adjacent to proposed infrastructure

- Support efforts to attract commercial investments to neighborhood interior and corridors
- Explore renewable energy sources to attract new and sustain existing businesses

Improve stormwater management

- Reduce surface flooding and prevent basement sewer backups and combined sewer overflows in the Northwest Drainage District

Energize a healthy active living environment through multi-modal connectivity

- Introduce network of non-motorized linkages between riverfront and adjacent neighborhoods
- Connect to existing and potential intermodal transportation options accessible to residents

Encourage access for all

- Create a landscape that is a true public open space and accessible to people of all ages
- Elevate neighborhoods as regional assets and family-friendly gathering places
- Promote workforce development along identified corridors and neighborhood interior

Engage the community

- Incorporate inclusive design recommendations from City and community stakeholders where projecting future land uses, and preserves, as appropriate, local cultural and historic assets
- Work with City to engage with community and resolve concerns during planning and design

Promote environmental stewardship and community health

- Include environmental justice, health, and sustainability in both the natural environment (e.g., wetlands, native plant species) and built environment (e.g., stormwater mitigation, LED lighting, renewable energies)

9. EVALUATION CRITERIA

A selection committee composed of City staff and other invited parties will be formed. A list of shortlisted respondents will be chosen to be interviewed based on qualifications, previous completed work, and approach to community engagement. The selection committee may request additional meetings or information of respondents before making a final selection.

Overall Strength of Concept/Proposal 30pts

- Demonstrates clear and practical vision for achieving all objectives, tasks and deliverables
Proposed design approach, including specialized expertise within design team
- Strategies and approach to community engagement
- Demonstrates capacity to deliver material that can immediately begin Phase I construction shortly after design and planning period concludes
- Teams need to ensure majority of Phase 1 construction can be completed within 18-24 month period from the start of planning and design work

Previous Project Experience 25pts

- Successful examples of creating place-making GSI projects from data analysis, conceptual design, and schematics to engineering specifications with client reference and description of professional services offered
- Successful examples of delivering functioning green stormwater infrastructure projects still in operation that are meeting performance expectations as designed
- Successful examples of completing technical surveying and mapping products with client reference and description of professional services offered
- Successful examples of administering all elements of construction process
- Strong record of performance on projects completed within urban municipalities
- Demonstrated expertise on incentives structures, financing, and feasibility analysis
- Experience of proposed project leaders/ team members on similar projects

Design and Engineering Excellence 20pts

- Description of vision, leadership and commitment to high quality and exceptional design in the public realm and identification of differentiators from peers
- Recognition and awards from professional associations of project leads, design team and firms (ASLA, AIA, AICP, ASCE, others)
- Incorporation of sustainable, innovative and resilient practices
- Inclusion of team members that are Detroit-based, minority led, and/ or otherwise have substantive body of knowledge or experience with Detroit

Price Proposal 15pts

- Overall fee and team approach to complete, broken down into each individual Scope area.

Proposed Timeline / Work Plan 10pts

- Demonstrates practical ability to meet project deadlines within budget and on time
- Lays out clear work plan to achieve deliverables
- Identification of how soon firm could begin work after notification of award
- Includes key dates for completion of analysis, preliminary recommendations, conceptual design, schematic design, and construction documents, with periodic community engagement and City review periods.
- Proposes a plan to complete designs in year one and achieve Phase 1 construction by the end of year two

10. EVALUATION PROCEDURE

Following the receipt of the qualified firm, a City 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 requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The City 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. **All decisions reached by the Evaluation Committee will be by consensus.**

11. PROPOSAL CONTENT REQUIREMENTS

To be considered responsive, each proposal must, at a minimum, present and/or respond to the following RFP sections in their entirety. All pages of the submission must be numbered, excluding exhibits and other supplemental information which may be added as Attachments. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential.

11.1 Table of Contents

A table of contents must be provided with all RFP Submissions.

11.2 Signature Page (Form attached)

11.3 Statement of Submission (up to 2 pages, not including resumes)

In your Statement of Submission, please include, at a minimum, the following information and/or documentation:

- 1) A design statement describing relevance of work samples as an indicator of team's capacity to perform the work requested in this scope of work;
- 2) A brief description of your firm, including the Federal Employer Identification Number, the age of the firm's business and the average number of employees during each of the last three (3) years;
- 3) The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- 4) A commitment to perform the requested work in accordance with the requirements outlined in this RFP; and
- 5) The name and contact information of the overall project manager and firm that will be in charge of all teams on this project.

11.4 Scope of Work Schedule

Provide a detailed timetable with action steps required to complete entire planning/design scope described in this RFP, including start and completion deadlines and major activity milestones.

11.5 Pricing Proposal

Proposals must provide a Price Proposal and cost all activities based on a maximum contract length of **one year**. Proposals must provide a line-item cost estimate to complete the scope of services described in RFP by category -- (1) Research/Community Engagement/Communications; (2) Landscape Design/GSI; (3) Streetscape and Mobility; (4) Development: Economic, Housing, Historic Preservation; and (5) Zoning

11.6 Respondent Performance History

- 1) Identify in detail a portfolio of no more than (5) five similar projects by name, subject matter, location, services provided and the length of time services were provided on each. Include a reference, description of services provided and dates during which the services were provided; project examples should be comparable to the proposed project and should include primary involvement from members of the proposed respondent team or their key personnel;
- 2) Identify vendor's key personnel on the projects identified above;
- 3) Identify any projects in which the vendor's contract was terminated for any reason;
- 4) Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last five (5) years; and
- 5) Provide an organization chart indicating the team structure and core team members who will provide services for the five primary categories -- (1) Research/Community Engagement/Communications; (2) Landscape Design/GSI; (3) Streetscape and Mobility; (4) Development: Economic, Housing, Historic Preservation; and (5) Zoning. Also provide 1-page accompaniment for each core team member

12. SUBMITTAL INSTRUCTIONS AND OTHER KEY INFORMATION

- A. RFP Issue Date
Monday, October 3, 2016
- B. Question Deadline
Monday, October 10, 2016 by 2 pm EST
All questions must be submitted via the Bidsync web portal to www.Bidsync.com.
- C. Response to Questions
Monday, October 17, 2016 by 5 pm EST
- D. Pre-Bid Meeting
Monday, October 24, 2016 @ 10 am EST
Coleman A. Young Center, 2 Woodward Avenue, Room 1008, Detroit, MI 48226
- E. Proposals Due
Sunday, October 30, 2016 by 5 pm EST
ALL PROPOSALS MUST BE SUBMITTED VIA THE BIDSYNC WEB PORTAL

13. PROPOSAL DISCLAIMERS AND CONDITIONS

Rejections, Modifications, Cancellations

The City of Detroit 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) re-advertise for proposals; 4) withhold the award for any reason the City 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 City. This RFP does not commit the City of Detroit 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.

News Releases and Other Communications

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

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

Confidentiality of Proposals

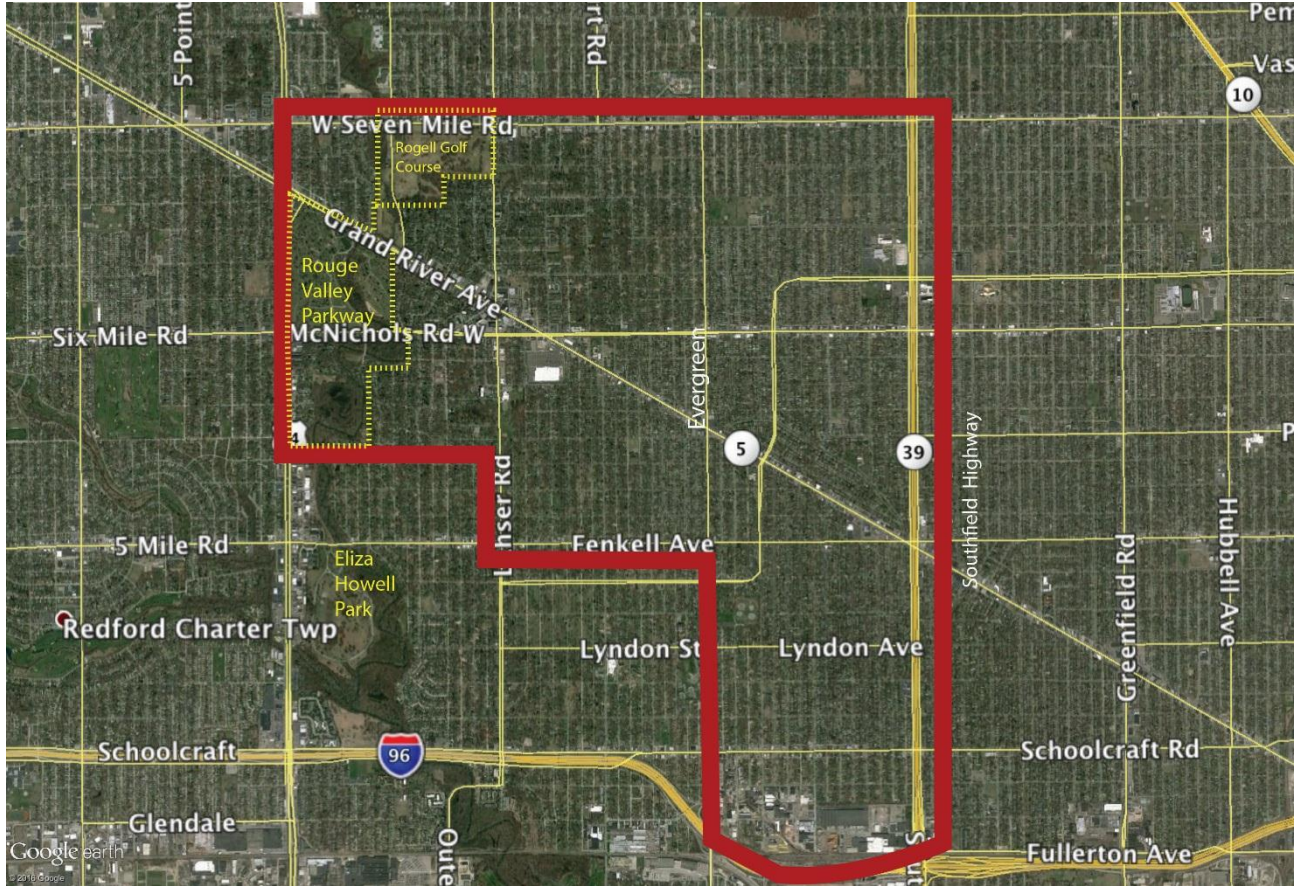
Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

14. APPENDIX

14.1 Project Boundaries map

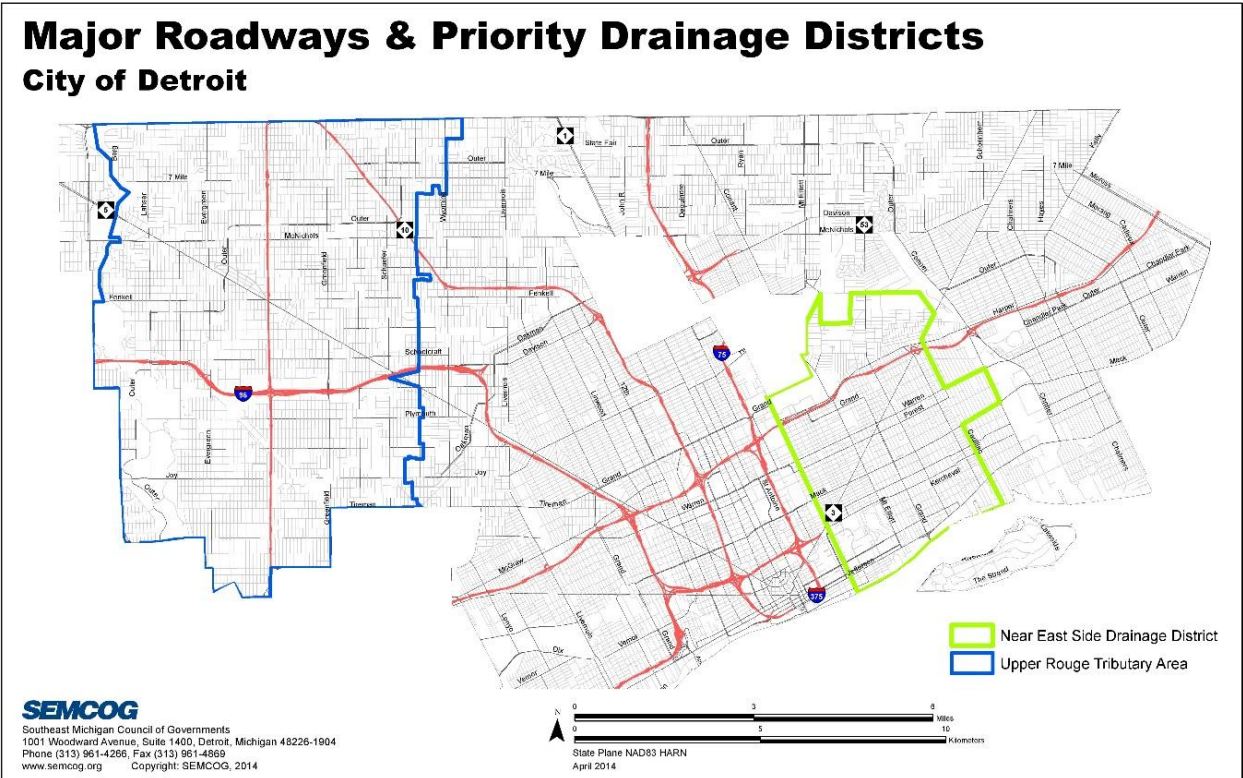


14.2 Project Boundaries Aerial Map with Park Areas



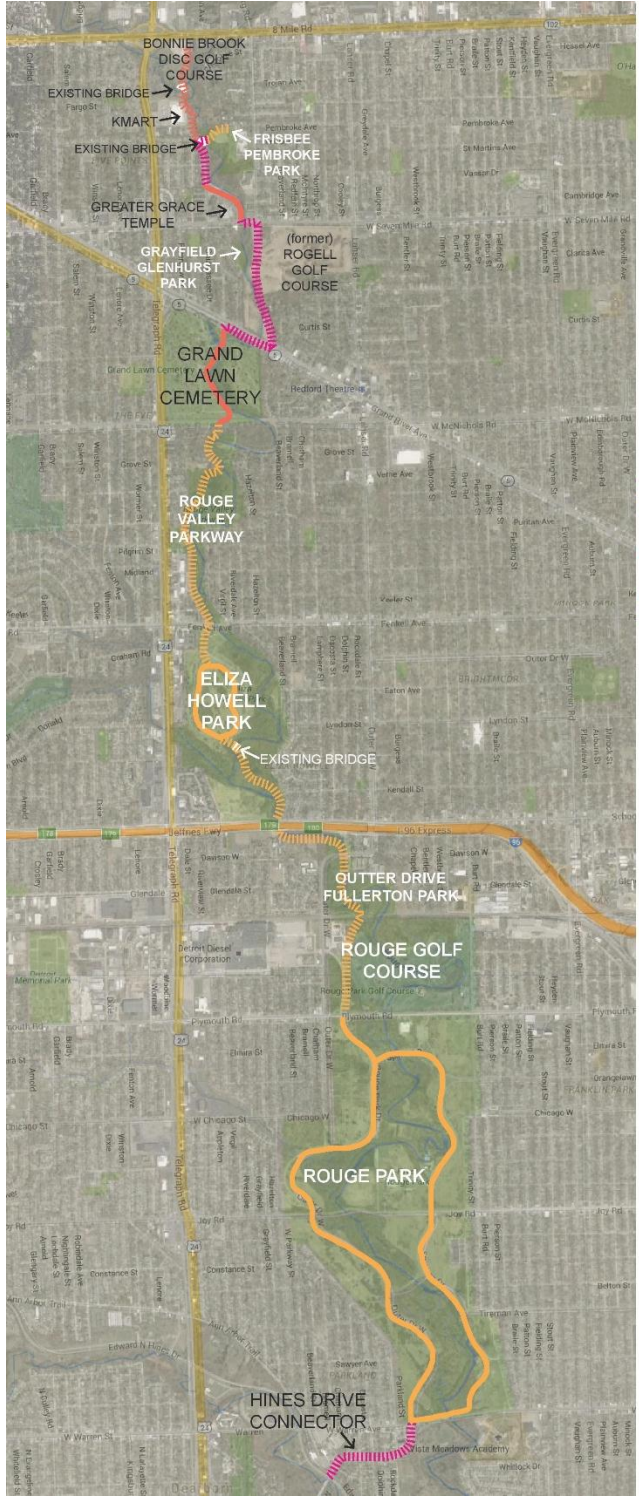
14.3 Priority Drainage District Map

The RFP Study Area falls within the Northwest Drainage District (in blue), an area that will need additional stormwater controls in coming years in order for Detroit to be in compliance with its NPDES permit. Particularly challenging to the northwest area specifically is its aging and highly impervious industrial corridor along Grand River, Lahser, 8 Mile, and 7 Mile roads; stormwater from this area could be routed southward and mitigated through strategic GSI design utilizing the area's vacant and publicly owned parcels of land. The neighborhood has naturally occurring drainage routes along a historic streambed of the Rouge River that have potential advantages for stormwater management, and there are a number of existing community-developed concepts for GSI-related land use projects in the neighborhood.



14.4 Rouge River Greenway Study

The Rouge River Greenway Study is a conceptual look at how to connect various green space assets that roughly follow the Rouge River along the west side of Detroit. This map was created by the General Services Department.



ROUGE RIVER GREENWAY STUDY

KEY

TEXT
 PARKS & REC PROPERTY
 NON-CITY OWNED PROPERTY

PATHS
 Existing off-Road Path in Park
 Potential off-Road Path in Park
 Potential on-Road Path
 Potential Path on Partner Property
 Existing Path on Partner Property

14.5 “20-Minute Neighborhood” Performance Objectives

Mayor Duggan has set a citywide goal to design and develop walkable neighborhoods in areas wherein residents can access quality retail, enjoy open space amenities, travel to transit and/or multi-modal alternatives within a 20-minute walk. The initiative seeks to ensure residents have a 20-minute walk radius through land that is productive, safe and beautiful. Recommendations from design teams must support Detroit 20-Minute Neighborhood objectives within this context for these efforts will set the foundation for the future success of Detroit’s northwest side.

METRICS:

- **20 minutes to Retail**
(Includes shopping, restaurants, grocery stores, services, coffee shops, etc.)
- **20 minutes to Transit**
(Includes bus stops, BRT, light rail, carpools, etc.)
- **20 minutes to a Park**
(Includes greenways, waterfronts, public plazas, public recreation facilities, natural areas, etc.)
- **20 minutes from Blight**
(One should not encounter blighted buildings, derelict streetscapes, nor crumbling infrastructure within a 20 minute walking radius)



20 MINUTES TO RETAIL



20 MINUTES TO A PARK



20 MINUTES TO TRANSIT



20 MINUTES FROM BLIGHT

14.6 “Pink Zoning” Efforts

A bold new initiative in municipal regulatory reform.



More information can be found at: <http://www.pinkzoningdetroit.org/>

The City of Detroit “Pink” Zoning refers to a lessening of the “red tape” that can quickly thwart revitalization initiatives. *Pink Zoning Detroit* is currently an initiative being piloted along select corridors around Detroit. “Pink Zones” would enable the City of Detroit to redesign its regulatory approach to development along particular corridors. This might include: allowing small-scale development to bypass certain review processes, preemptive approval of certain building types, or expedited permitting. The idea is to smooth the path for small business owners, developers, and entrepreneurs seeking to bring commercial vitality back to Detroit’s neighborhoods.

While selected design team will not be engaging in the City’s Pink Zoning efforts directly, the scope of work in this RFP will be asking teams to be mindful of short and long-term zoning modifications that may be required to achieve the final design recommendations and provide insight into a “lean” ordinance, as applicable, across Detroit’s neighborhoods and commercial corridors.

14.7 City Agencies and Partners

Detroit Mayor's Office, Jobs and Economy Team (JET)

The Jobs and Economy Team within the Mayor's Office coordinates with City agencies, public partners, and the non-profit and business communities in order to design and execute programs that create jobs and attract residents to Detroit. Areas of focus include land use and real estate development, business attraction and retention programs, small business and entrepreneurial promotion, and transportation and logistics.

Department of Neighborhoods (DON)

The City of Detroit Department of Neighborhoods works closely with individual neighborhoods and other community organizations, CDCs, faith-based organizations and local businesses in teams across all seven districts to identify and prioritize concerns, and then coordinate with the appropriate City department to deliver results. The DON helps neighborhoods to address all blight-related issues, including dangerous building demolition, repurposing vacant lots and structurally sound vacant buildings, as well as non-structural blight.

Planning and Development Department (PDD)

The City of Detroit Planning and Development Department provides professional and technical expertise in planning, design, and development that helps to inform and seed sustainable environments, and neighborhoods for citizens and businesses. PDD works to create an infrastructure that supports citizens, investors, and other partners in their expressed efforts to advance initiatives that create walkable urban places that serve the largest and broadest needs of the Detroit community.

Housing and Revitalization Department (HRD)

The City of Detroit Housing and Revitalization Department manages the nearly \$37 million that City receives from the US Department of Housing and Urban Development (HUD) annually to support housing programs and community development activities, such as Community Development Block Grants. HRD invests the City's entitlement funding in appropriate housing, economic development and related infrastructure projects. HRD works with PDD, DBA and DLBA to provide the public sector project management required to produce housing and economic development projects.

Detroit Water and Sewerage Department (DWSD)

The Detroit Water and Sewerage Department (DWSD) is one of the largest water and sewer utilities in the United States serving more than 200,000 Detroit residential and commercial customers. DWSD's water network consists of more than 2,700 miles of transmission and distribution mains and nearly 3,000 miles of sewer collection piping.

Department of Public Works (DPW)

The City of Detroit Department of Public Works (DPW) manages garbage collection services, provides construction, maintenance, demolition and engineering of streets, alleys and public buildings, and plans, establishes and maintains traffic control systems. DPW also enforces any environmental ordinances not covered by the Buildings, Safety Engineering and Environment Department.

14.7 City Agencies and Partners, *continued*

Detroit Building Authority (DBA)

The Detroit Building Authority supervises and manages all construction activities on behalf of the City as well as demolition, including the blight demolition program in coordination with Detroit Land Bank Authority (DLBA) and commercial property disposition.

General Services Department (GSD)

The mission of the General Services Department is to improve City services and achieve operational efficiencies by consolidating support functions from various agencies. It provides repair, maintenance, lawn-mowing, and trash collection services to all City-owned properties, facilities and vehicular fleets. It also designs, constructs, and maintains the City's public parks.

Detroit Department of Transportation (DDOT)

The Detroit Department of Transportation is the public transportation operator of City bus service in Detroit. DDOT has a fare and ride agreement with the Suburban Mobility Authority for Regional Transportation (SMART) as it supplements the City with bus service linking the City to the rest of Metro Detroit and Detroit Metropolitan Wayne County Airport. Along with operating fixed-route bus service, DDOT also operates MetroLift, an on-demand paratransit service with wheelchair accessible vehicles.

Detroit Land Bank Authority (DLBA)

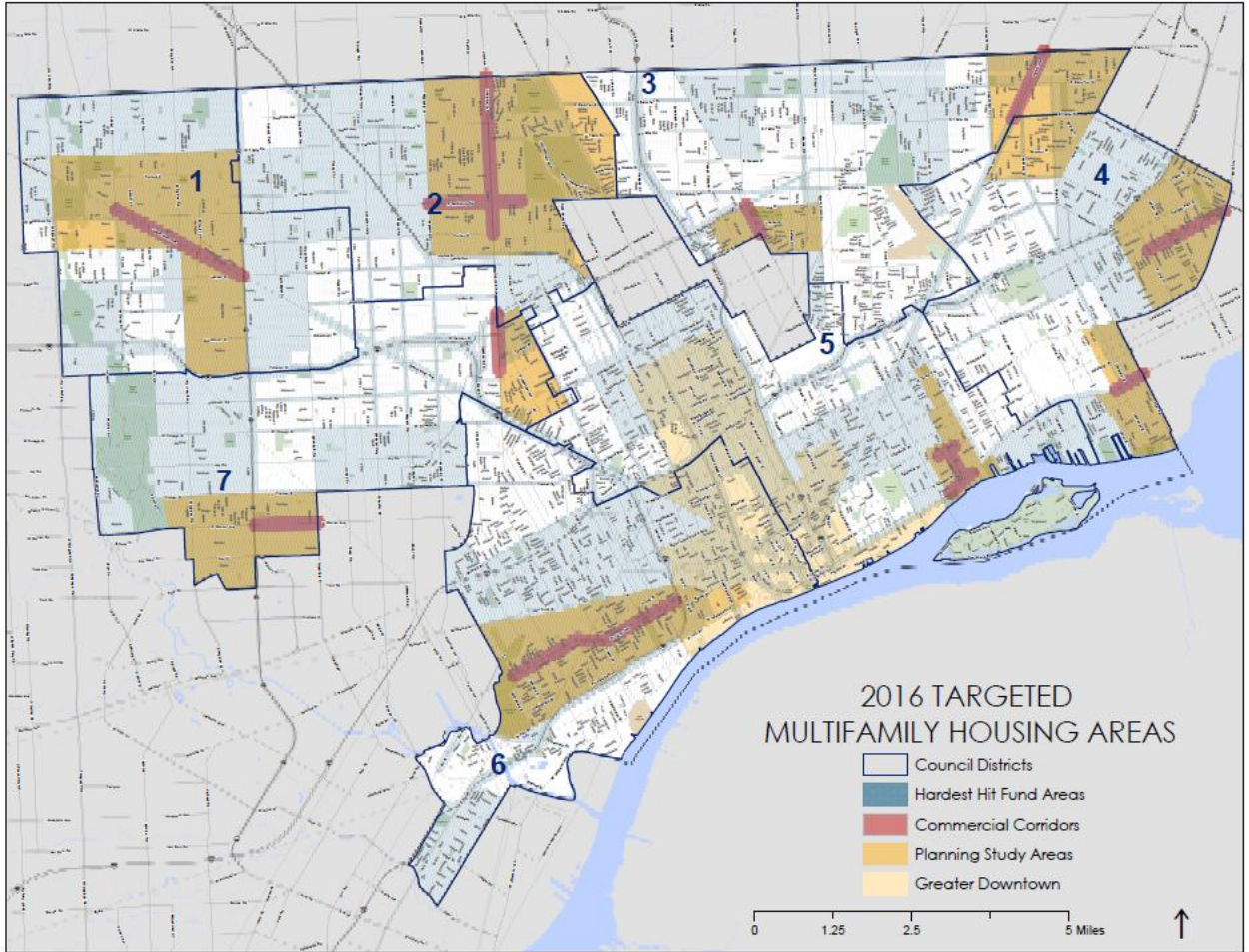
The Detroit Land Bank Authority is a public authority dedicated to returning Detroit's vacant, abandoned, and foreclosed property to productive use. Its current programs include Hardest Hit Fund/Demolition, Nuisance Abatement, Home Auction Program, Side Lot Sales, Own It Now, and the Community Partnership Program.

Detroit Economic Growth Corporation (DEGC)

Detroit Economic Growth Corporation is a non-profit organization that works closely with the City of Detroit and other partners to support existing businesses and to bring new companies and investments to the City. DEGC offers a broad range of financial, technical, and development assistance to commercial, industrial and service firms, as well as developers and investors wanting to do business in Detroit. The DEGC staffs several of public authorities that play a key role in Detroit's economic development including the Detroit Economic Development Authority and the Detroit Brownfield Redevelopment Authority.

14.8 Targeted 2016 Multifamily Housing Map

The City believes that attractive, well-designed, GSI projects will support new housing opportunities and population growth in areas targeted as near-term Targeted 2016 Multifamily Housing Areas.



14.9 For Reference Only: HUD Documents

**These summaries are not officially recognized by HUD and are not a substitute for the actual terms and language. Please visit official HUD website for official language of sections and parts that may be relevant to this RFP scope*

24 CFR (4–1–03 Edition)

Code of Federal Regulations (annual edition) - Title 24 - Housing and Urban Development

Subtitle A - Office of the Secretary, Department of Housing and Urban Development (Parts 0 - 92)

Part 42—Displacement, Relocation Assistance, and Real Property Acquisition for HUD and HUD-Assisted Programs

Defines rules for the relocation or displacement of residents as well as property acquisition, appeals, applicability, and relocation assistance

Part 50—Protection and Enhancement of Environmental Quality

Explains basic environmental policy and responsibilities under HUD program coverage as well as decision points for projects and policy actions

Part 51—Environmental Criteria and Standards

Continues explanations of Part 50 pertaining to basic environmental policy and responsibilities under HUD program coverage; specifically noise abatement and control, siting of projects near hazardous chemical operations, civil airports, and military airfields

Part 55—Floodplain Management

Defines responsibilities, environmental review policies and procedures for making determinations on floodplain management

Part 58—Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities

Explains environmental review processes (documentation, range of activities, project aggregation and classification), as well as the processes for Environmental Assessments and Environmental Impact Statement Determinations

Part 70—Use of Volunteers on projects

Defines ‘volunteers’ (an individual who performs service for a public or private entity for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, on a HUD-assisted or insured project which is subject to a requirement to pay prevailing wage rates) and the procedure for implementing prevailing wage exemptions for volunteers

Part 85—Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments

Defines pre-award requirements (standards for financial management systems, etc.), post-award requirements (payment, allowable costs, period of availability of funds, matching or cost sharing, program income, non-federal audit, monitoring and reporting program performance, financial reporting, etc.), and after-the-grant requirements (closeout, later disallowances and adjustments, etc.)

Part 91—Consolidated Submissions for Community Planning

Explains citizen participation and consultation plans at the local and state levels as well as monitoring, housing market analysis, and housing and homeless needs assessments

Subtitle B - Regulations Relating To Housing and Urban Development (Continued) (Parts 100 - 4100)

Part 570—Community Development Block Grants

Defines Community Development Block Grant (CDBG) funding and how it may be allocated, as well as eligibility requirements, restrictions, administrative review, and special purposes

*****UNSIGNED BIDS CANNOT BE CONSIDERED*****

ASSIGNMENT: A Contractor shall not assign any Purchase Order or Contract or any monies due therefrom without prior approval of the Purchasing Director, the Finance Director and in some cases the City Council. Contact the Purchasing Agent for proper procedure.

**IN THE FURTHER DESCRIPTION OF THIS PROPOSAL, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:
BIDDING UNDER THE NAME OF:**

(PRINT FULL LEGAL NAME)

(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)

MAILING ADDRESS:

(ZIP CODE)

PAYMENT MAILING ADDRESS:

(IF DIFFERENT FROM ABOVE)

(ZIP CODE)

BUSINESS ADDRESS:

(CHECK ONE):

LEASE _____ RENT _____ OWN _____ _____ **(ZIP CODE)**

FEDERAL EMPLOYER ID #:

CHECK ONE:

CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? _____ **YES** _____ **NO**

PARTNERSHIP, Consisting of (List Partners)

ASSUMED NAME (Register No.)

INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM CONTRACTUALLY TO THIS BID.

The authorized signature affirms that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until withdrawn, in writing, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.

E-MAIL _____

AUTHORIZED SIGNATURE:

DATE _____

SIGNED: _____

TELEPHONE NO. _____

PRINTED _____

FAX NO. _____

TITLE _____

CELL PHONE NUMBER _____

TITLE/POSITION _____

ALTERNATE COMPANY CONTACT

THIS FORM MUST BE FILLED IN ITS ENTIRETY. FAILURE TO COMPLETE FORM WILL BE CAUSE FOR REJECTION.

CITY OF DETROIT FINANCE DEPARTMENT PURCHASING DIVISION