



**CITY OF DETROIT, OFFICE OF CONTRACTING AND PROCUREMENT ON BEHALF OF THE
PLANNING & DEVELOPMENT DEPARTMENT, MAURICE COX, DIRECTOR
MICHAEL E. DUGGAN, MAYOR
NOTICE OF FUNDING AVAILABILITY, REQUEST FOR PROPOSALS #18EJ2302**

Funded by the U.S. Department of Housing and Urban Development, Community Development Block Grant – Declared Disaster Recovery (CDBG-DDR), City of Detroit, Planning and Development Department (the “City”) is issuing a Request for Proposals (RFP) to obtain experienced technical experts for the following one year study to provide Landscape Design and Process Standards Services:

Landscape Design and Process Standards (RFP#18EJ2302): Technical expertise to support the development and communication of landscape design standards for land based ventures, along with complementary improvements to the City’s current permitting process. Components include: Community Engagement; Policy Analysis; Landscape Architecture; Urban Design; Graphic Design; Social Impact/ Communication Design; Process Improvements; Social Equity; Economic Development; and Project Management.

Evaluation Criteria:

Overall Strength of Concept: Demonstrates clear vision for achieving all objectives, tasks and deliverables, Strong and compelling evidence of ability to integrate experience in design and planning excellence, innovative stakeholder engagement, technical expertise and understanding of local context, Strategies and approach to stakeholder engagement and to delivering diverse, user-oriented outcomes, Proposed design approach, including specialized expertise, Clarity of the narrative supporting the proposed approach, including an ability to synthesize, prioritize and deliver a concise and thoughtful response across multiple media and platforms, Demonstrated capacity to deliver the work

Previous Project Experience: Successful examples of public-facing visualizations of government processes and/or design standards with client reference and description of professional services offered, Past performance on projects completed within urban municipalities and working between multiple government agencies and departments, Demonstrated experience connecting focus group input to project deliverables, Strong record of translating complex concepts to audiences with diverse levels of understanding, Demonstrated expertise with urban planning, urban design, landscape architecture and social impact communications / graphic design, Experience on similar projects

Price Proposal: Overall fees and team approach to complete the work, Inclusion of team members that are Detroit-based, minority led, and / or otherwise have a substantive body of knowledge or experience with Detroit

Proposed Timeline / Work Plan: Demonstrates ability to meet project deadlines, Lays out clear work plan to achieve deliverables, Identification of how soon firm could begin work after notification of award

Successful respondents will demonstrate: a strong track record of delivering quality projects on time; significant expertise in the various areas required and detailed in the scope; responsiveness to the City’s timelines and needs; passion for innovation and creativity; experience in engaging the community; and value for the role of stakeholders in developing effective recommendations.

A MANDATORY 45-minute Pre-Proposal Submission Meeting and Tele-Conference for RFP#18EJ2302 will be conducted in the Office of Contracting and Procurement, 2 Woodward Avenue, Suite 1008, Detroit, MI 48226 on Thursday, October 4, 2018 at 1:30 p.m., Tele-Conference Line: 866-434-5269, Access Code: 3964948

To view the RFP, visit the City of Detroit web site at <http://www.detroitmi.gov/How-Do-I/Do-Business-with-the-City/Open-Bids-for-the-City-of-Detroit> Or, view the RFP at the City’s HUD Contract Opportunities site at <http://www.detroitmi.gov/How-Do-I/Do-Business-with-the-City/Office-of-Contracting-Procurement/City-of-Detroit-HUD-Contract-Opportunities> Register with Bid Sync for free at <http://www.detroitmi.gov/How-Do-I/Do-Business-with-the-City/Office-of-Contracting-Procurement/New-BidSync-System>

All RFP questions and proposals must be submitted through www.bidsync.com. PROPOSALS ARE DUE in Bid Sync before or by 10:00 A.M. (Eastern Standard Time), THURSDAY, OCTOBER 18, 2018. Public Recording of Proposal Submissions takes place at 10:30 a.m., Thursday, October 18, 2018 in the Office of Contracting and Procurement, Suite, 1008, 2 Woodward Ave, Detroit, MI 48226. Additionally, suppliers submitting proposals must register (free) with the U.S. Federal Government’s System for Award Management at <https://sam.gov/portal/SAM/##11>. Qualified Minority Owned Enterprises, Women Owned Enterprises, Disadvantaged Business Enterprises, Veteran Owned Enterprises, Detroit Businesses, and HUD Section 3 Certified Business Concerns are encouraged to submit proposals.

Office of Contracting and Procurement RFP Contact: Elizabeth C. Ayana Johnson, Contracting Specialist, (313) 224-4616, Email: JohnsonEA@detroitmi.gov

Notice of Non-Discrimination: The City of Detroit does not discriminate on the basis of race, color, creed, national origin, age, handicap, sex or sexual orientation. Complaints may be filed with the City of Detroit, Civil Rights, Inclusion, & Opportunity Department (formerly Human Rights Department), 12TH Floor, Coleman A. Young Municipal Center, Detroit, Michigan 48226.