



Building Detroit

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Detroit Land Bank Community Development Corporation

Request for Quotation: Nonstructural Blight Removal Project

RFQ NUMBER: 1222016
DATE ISSUED: December 2, 2016



Bid Number: 12-02-2016



REQUEST FOR QUOTATION – BRIGHTMOOR BLIGHT REMOVAL PROJECT

INTRODUCTION

A. Overview

Nothing in this RFQ shall be construed to create any legal obligation on the part of the DLBCDC or any respondents. The DLBCDC reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall the DLBCDC be liable to respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from the DLBCDC for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of the DLBCDC. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known.

For further information regarding this RFQ, please contact Tammy Daniels at:

Detroit Land Bank Community Development Corporation

500 Griswold, Suite 1200

Detroit, MI 48226

313-502-5270

dlbarfq@detroitlandbank.org

A mandatory community engagement/scope of work meeting will take place at the Mission City Building 20405 Schoolcraft, beginning at 1 P.M., Detroit time, on Monday, December 12, 2016. Failure to attend this meeting will disqualify the contractor from consideration.

B. Time of Completion

Any contract awarded pursuant to this RFQ solicitation shall provide services within a mutually agreed upon an expedited timeframe.

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C. Term of Contract

Any contract awarded pursuant to this RFQ solicitation shall be for a contract period up to 12 months, with the possibility of an extension.

PROFESSIONAL SERVICES REQUESTED

D. SCOPE OF SERVICES AND DELIVERABLES

The Detroit Land Bank Community Development Corporation is initiating a nonstructural blight removal project, with the scope of services for this engagement to include the removal of blight within the target area bounded by: To the North: Schoolcraft; To the East: Southfield; To the South: the residential area south of Davison, but not including the non-residential area; To the West: I-96



Elements:

1. On all lots, remove dead, dying, and diseased trees.
2. On abandoned lots, remove trees under 8 inches in diameter and trees over 8 inches in diameter, clear branches 10 feet from ground.
3. Remove all illegal dumping and place in piles near curbs for pickup by the Detroit Public Works Department (“DPW”).
4. Mow grass, and seed exposed areas with a low growth seed.

To conserve project funds, the selected contractor will work with DPW on an exact protocol for non-vegetative waste and will work with local groups for the proper usage of mulch and wood chips from removal of the vegetative waste. Minimum Qualifications

The selected Contractor shall provide, with this package:

- a. Evidence of Insurance: Bidder must have, at minimum, the following insurance coverages:
 - i. Worker’s Compensation Insurance with Michigan statutory limits.
 - ii. Employer’s Liability Insurance with minimum limits of \$500,000 per accident, \$500,000 each disease, \$500,000 each disease/ each employee.

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- iii. Commercial General Liability Insurance with combined single limits of \$1,000,000 per occurrence with minimum aggregate of \$2,000,000.
 - iv. Automobile Liability Insurance covering 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 \$1,000,000.
 - v. A certificate of Insurance must be submitted with this proposal. Refer to the Completeness Checklist.
 - vi. The selected Contractor must secure Payment and Performance Bonds in an amount equal to one hundred percent (100%) of the total contract amount. Surety on such bonds shall be by a bona fide company authorized to do business in the State of Michigan. **[IF CONSTRUCTION IS NOT REQUIRED, PAYMENT AND PERFORMANCE BONDS ARE OPTIONAL]**
- b. Certificate of Good Standing or Certificate of Existence: Proposers shall provide a Certificate of Good Standing (Corporation) or a Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs- Corporations, Securities & Commercial Licensing Bureau. If respondent is a Joint Venture, a Certificate must be submitted for each entity.
 - c. Experience: Proposers must have at minimum 2 years of experience providing the services required by this RFQ.
 - d. Capacity: Proposers must demonstrate the capacity to complete projects within the project completion timetable.
 - e. Various Reporting Requirements: Proposers acknowledge the requirement to comply with all funding source specific requirements associated with this work.
2. Other Terms and Conditions
- In addition to Minimum Qualifications, the selected firm must comply with other governmental and administrative requirements.
- a. Project Oversight: The selected contractor is responsible for:
 - i. Providing and maintaining qualified personnel, equipment, materials and other resources necessary to perform activities identified in this RFQ in a timely and professional manner.
 - ii. Identifying a Project Manager or designated representative to serve as contractor's contact person. This designee will have final and binding authority for the contractor in all matters relating to the contract.
 - b. Records and Documentation: the selected contractor must maintain current, accurate and complete records in compliance with all federal, state and local requirements. All documents must be available for review by the DLBCDC authorized representative. Records must be maintained for a period of four years from the date of final contract payment.

- c. Compensation is based on the approved schedule of fees, satisfactory completion of work and the submission of a properly executed and complete payment application.
- d. Rescheduling, Postponement and Termination: The DLBCDC reserves the right, in whole or in part, to reschedule, postpone or terminate the services of the contract. The DLBCDC reserves the right to terminate this contract at any time, at its convenience, by giving the selected contractor a ten (10) day written notice of termination.
- e. Except as provided in the contractor's Proposal and approved by the DLBCDC, the awarded contract cannot be reassigned or transferred to subcontractors without DLBCDC's authorization in advance of such circumstance.
- f. The selected contractor will be responsible for the accuracy and completeness of work performed and is required to make any necessary revisions or corrections resulting from errors or omissions on the part of the contractor without additional compensation. Acceptance of the work by DLBCDC will not relieve the contractor from responsibility for subsequent correction of an errors or omissions.
- g. Permits: The selected contractor shall obtain all permits necessary to perform the work specified in this RFQ and assume any fees associated with doing so.
- h. Effective Date: Awarded contracts will become effective on the date which both the selected contractor and the DLBCDC's have executed the contract.
- i. Governing Laws and Regulations: The selected contractor will be required to comply with all applicable federal, state, local and DLBCDC requirements identified in the executed contract.
- j. The winning bidder must provide payment and performance bonds within **5 business days** of award of this contract. If a performance bond is not provided within the stated timeframe the contract will be null and void.

REQUEST FOR SERVICE DESCRIPTION QUOTES

Please submit a Service Description and Quote Sheet, be sure to include pricing for volume discount rates for the outlined service descriptions, and include any additional services that are being offered by the bidder. This will act as the pricing proposal template needed for the evaluation criteria, and attached to any contract that is awarded.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Quotation, the DLBCDC will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

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Experience and Capacity

The following point system will be used to evaluate the experience and capacity of the Respondent.

40 POSSIBLE POINTS- The confirmed statement of qualifications, recent experience on similar size and scope projects, the quality and experience of the team committed to the project, the resources committed to the project and timeframe for completion.

50 POSSIBLE POINTS- for competitive pricing proposals. Please refer to the Service Description and Quote Sheet – Exhibit B for the pricing proposal template.

10PTS for a Detroit-based and head-quartered business as the prime contractor for the RFQ. **5PTS** will be provided for those entities with a staffed Detroit office. 0 points will be provided for those entities that are not local Detroit-based business concern, and do not have a staffed Detroit office.

SUBMITTAL REQUIREMENTS

RFQ responses must be submitted via pdf attachment sent with an email to Tammy Daniels at dlbarfq@detroitlandbank.org no later than end of business on Friday, December 9, 2016. Each respondent shall submit one (1) copy of the full submittal, including all required documents, in a clear, legible, 12-point font, and 8.5 by 11 inch format. No hard copy responses are required. However, all documents must be legible or submittal will not be considered. Responses not submitted by e-mail by the due date will not be considered. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.

The DLBCDC reserves the right to seek additional information to clarify responses to this RFQ.

Each response must include the following:

1. Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

- a. The principal place of business and the contact person, title, telephone/fax numbers and email address.
- b. A brief summary of the qualifications of the Respondent and team.
- c. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
- d. The names and business addresses of all Principals of the Respondent. For purposes of this RFQ “Principals” shall mean persons possessing an ownership interest in the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent

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of the parent organization's approval rights, if any, over the activities of the Respondent.

- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.
- e. The Certification attached hereto at the end of this RFQ and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

Threshold Requirements

These documents must be submitted and be deemed acceptable before the DLBCDC and its RFQ Review Committee will review the Experience and Capacity proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- f. Evidence of License and Insurance: Evidence that insurance is in place or can be obtained if selected. Appropriate licenses to be provided.
- g. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist the DLBCDC in determining the Respondent's financial condition. The DLBCDC is seeking this information to ensure that the respondents have the financial stability and wherewithal to assure good faith performance.
- h. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
- i. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the DLBCDC. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

Main Proposal

Please provide the following information:

1. Describe relevant experience in providing title search, review, report, closing and escrow services for residential properties in the city of Detroit, including tax foreclosed properties.
2. Statement of Qualifications.
3. If applicable, Evidence of local Detroit-based Business License, Paid City of Detroit Income Taxes for Respondent to documents Detroit business location and Headquartered

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business concern as the prime contractor for the RFQ, Section 3 business concern, Disadvantaged Business Concern etc.

4. A competitive pricing proposal.

SELECTION PROCESS

The Selection Committee comprised of DLBCDC staff and others deemed appropriate who will review qualifications in accordance with the evaluation criteria set forth herein and in accordance with DLBCDC policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ. Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest price. Instead, contract(s) shall be awarded to vendor(s) whose proposal received the highest score and is the most responsible bid, in accordance with criteria set forth in the RFQ. This RFQ will result in a pool of qualified vendors selected based on pricing and other criteria as defined within this RFQ, and it is anticipated that notification of the candidate pool will be made by **December 20, 2016**. There will be no guarantee of assignments to anyone in the qualified candidate pool. The particulars of the assignment and cost proposals will determine the best candidate for any assignment.

The Detroit Land Bank Community Development Corporation is an equal opportunity employer. No applicant shall be discriminated against on the basis of race, religion, color, age, gender, national origin, disability, or other criteria prohibited by the City, State or Federal law.

QUESTIONS

Questions regarding this RFQ should be submitted in writing via email to Tammy Daniels at dlbarfq@detroitlandbank.org. The last date to submit questions regarding the RFQ is **Thursday, December 15, 2016 at 3:00pm**.

A mandatory community engagement/scope of work meeting will take place at the Mission City Building 20405 Schoolcraft, beginning at 1:00 P.M., Detroit time, on Monday, December 12, 2016. Failure to attend this meeting will disqualify the contractor from consideration.

SUBMITTAL DUE DATE

Responses to this RFQ are due by **3:00 pm on Friday, December 16, 2016**. Responses to this RFQ must be e-mailed to: tdaniels@detroitlandbank.org

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CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFQ submittal to the DLBCDC is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

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RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQ

- Letter of Interest
- Certification
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- State License and or Certification
- Evidence of Financial Stability
- References
- Conflict of Interest Statement & Supporting Documentation
- Description of Company
- Capacity of Company
- Pricing Proposal
- MBE/WBE, Local Hiring, HUD Section 3, if applicable

RFQ Submittal Requirements Checklist

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