

REQUEST FOR PROPOSALS
RFP#20EJ18918
OFFICE OF CONTRACTING
AND PROCUREMENT ON
BEHALF OF MICHAEL E. DUGGAN, MAYOR
CITY OF DETROIT
HOUSING AND REVITALIZATION DEPARTMENT

NOTICE OF REQUEST FOR PUBLIC FACILITY REHABILITATION PROGRAM FUNDING TO APPLY FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) and EMERGENCY SOLUTIONS GRANT – CARE FUNDS PROPOSALS

Funded by the U.S. Department of Housing and Urban Development (HUD), City of Detroit, Housing and Revitalization Department (HRD) is issuing a Request for Proposals (RFP) for infrastructure projects to be funded with 2020-2021 & 2021-2022 Public Facility Rehabilitation Community Development Block Grant (CDBG) funds and Emergency Solutions Grant - Cares (ESG-CV) funds.

HRD invites all non-profit organizations that operate emergency shelters within the City of Detroit to submit proposals for the new construction of emergency homeless shelters or infrastructure improvements in response to the novel coronavirus COVID-19 and/or the removal of architectural barriers to provide ADA accessibility and the elimination of hazardous conditions.

This year, all proposals must be prepared and submitted online using the City's "Oracle" system. Proposal applicants must register on Supplier Portal- Oracle before a proposal can be submitted. Proposals must be submitted via Oracle by **10:00AM (Eastern Daylight Time) on Friday, December 18, 2020**. Paper copies of Proposals will not be accepted. Public Recording of Proposal Submission takes place at **11:00AM (Eastern Daylight Time), Friday, December 18, 2020**, via Zoom Meeting. Please visit <https://detroitmi.gov/departments/housing-and-revitalization-department/public-notice> for the meeting link.

To obtain information regarding Oracle, please visit <https://detroitmi.gov/supplier>.

PROPOSAL SELECTION & EVALUATION CRITERIA

Proposals submitted by the deadline **Friday, December 18, 2020 by 10:00AM** (Eastern Daylight Time) and meeting the minimum threshold requirements will be reviewed and ranked by a proposal review panel. All applications will go through a selection and ranking process. Proposals will be selected and funded based on the applicant's ability to provide a quality proposal, demonstrate the need for funding, their proposal ranking and available funding.

Selected proposals must meet **all** of the CDBG and ESG-CV basic eligibility requirements to be considered for funding. Proposals that do not meet the eligibility requirement will be eliminated from consideration. Proposals will only be considered for funding if they meet the Threshold Requirements outlined in the RFP. Proposals passing threshold criteria review will be ranked and scored. Application and Scoring Criteria is as follows:

Application Section	Total Points Possible
1. Organizational Experience in Addressing Homelessness <ul style="list-style-type: none"> a. Organizational background and services provided b. Strength of Board; Plan to fill vacant positions. c. Characteristic data of the population served based on 2019 data d. HMIS capacity and data quality e. Clearly describe organizations prior experience in grant administration in the last three (3) years. Letter of recommendation from previous funder 	30
2. Financial Capacity <ul style="list-style-type: none"> a. Financial management processes, procedures, and staff in place to oversee grant operations and administration b. Clearly describe policies and procedures to ensure timely submission of expenditures and describe accounting principles used c. Can clearly demonstrate a match of 35% (New Construction) and provide source documentation d. Provided documentation to verify leveraged funds that are specific to support the program/project e. Describe financial capacity to pay for costs up front f. Subrecipient performance as assessed by the City of Detroit g. and conclusions of most recent desk or formal monitoring visit from the City of Detroit or Department of Housing and Urban Development if applicable h. Tax and audit history; most recent Profit and Loss Statement 	35
1. Program/Project Financial Information <ul style="list-style-type: none"> a. Clearly defined and supported the need for the project and include inspection reports, assessment of building, need for improvements. b. Thoroughly describe project scope, and outcomes for the target population c. Describe organization's experience in managing and overseeing new construction or renovations d. Clearly defined how the project success will be measured in qualitative and quantitative measurements e. Budget included accurate and completed construction plans and costs. Quality/completeness of construction plans and costs will be considered. f. Describe if project is shovel-ready and detail proposed timeline 	35
Points Possible	100 points
Bonus Points	5
Total Points Possible	105

The RFP proposal package with the required proposal forms will be available via Oracle beginning **Monday, November 23, 2020**.

Virtual Public Facility Rehabilitation Workshop

HRD will conduct one (1) Best Practices Proposal Workshop to detail and answer questions regarding the Public Facility Rehabilitation RFP. The workshop will be held on **Monday, November 30, 2020 from 11AM-12:30PM**. Virtual Best Practices Workshop will be hosted by Lindsay Wallace, Housing and Revitalization Department.

A Pre-Proposal Zoom Conference and Oracle RFP Training (Access, Navigation, and Submission Tips) will be hosted by Elizabeth C. Ayana Johnson, Office of Contracting and Procurement on Tuesday, December 01, 2020 from 10:00AM – 11:30AM.

Workshop information and registration will be available on the City's Website at: <https://detroitmi.gov/departments/housing-and-revitalization-department> from there, click on **Public Notices**. The workshops are designed to help organizations successfully submit their Public Facility Rehabilitation Proposals. **Interested parties are strongly encouraged to attend this training session.**

Office of Contracting and Procurement RFP Contact:
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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 Civil Rights, Inclusion & Opportunity Department, 12th Floor, Coleman A. Young Municipal Center, Detroit, Michigan 48226.