



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

**RFP NO. 185529
Rouge Park Master Plan**

Buyer: Elizabeth C. Ayana Johnson

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	February 20, 2025
VIRTUAL PRE-PROPOSAL CONFERENCE	March 4, 2025, 1:30 p.m.-3:00 p.m. Eastern Standard Time Location: Microsoft Teams Virtual Meeting
Conference Details: Microsoft Teams Need help? Join the meeting now Meeting ID: 245 358 578 262 Passcode: Ys28mN7i Dial in by phone +1 469-998-6602,,772826056# United States, Dallas Find a local number Phone conference ID: 772 826 056#	
QUESTIONS DUE	March 11, 2025 on or before 10:00 a.m. All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this RFP.
ANSWERS DISTRIBUTED	Via Oracle Messages - Post Q&A - March 13, 2025 before or by 3:00 p.m.



PROPOSAL DUE DATE *	March 17, 2025 before or by 4:00 p.m., EASTERN In the Supplier Portal as specified in Section 4.5 of this RFP.
----------------------------	---

* Proposals must be uploaded into the Supplier Portal on, or prior to the exact date and time indicated above. Late or emailed proposals will not be accepted.

Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database www.detroitmi.gov/supplier. Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to procurementinthecloud@detroitmi.gov or call (313) 224-4600.



TABLE OF CONTENTS

Section 1. Project Summary and Background.....	4
1.1. PROJECT REQUEST	4
1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT.....	4
1.3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS	4
Section 2. Statement of Work.....	6
2.1. SERVICES TO BE PERFORMED	6
2.2. OPERATIONAL INFORMATION	9
2.3. TECHNICAL INFORMATION	9
Section 3. Proposal Evaluation and Selection Process	10
3.1. MINIMUM QUALIFICATIONS	10
3.2. ADHERENCE TO TERMS OF PROPOSALS.....	10
3.3. QUESTION DEADLINE	10
3.4. EVALUATION CRITERIA.....	10
3.5. EVALUATION PROCEDURE	11
3.6. ORAL PRESENTATION/DEMONSTRATION	11
3.7. REJECTIONS, MODIFICATIONS, CANCELLATIONS	11
3.8. PROTESTS	11
Section 4. Required Proposal Content and Submission Process	12
4.1. ACCURACY AND COMPLETENESS OF INFORMATION	12
4.2. REQUIRED PROPOSAL CONTENT AND FORMAT.....	12
4.3. REQUIRED COST PROPOSAL	13
4.4. ECONOMY OF PREPARATION	13
4.5. SUBMITTAL INSTRUCTIONS	13
Section 5. General Conditions and Requirements for RFP	14
5.1. CONTRACT APPROVAL	14
5.2. PAYMENT.....	14
5.3. INVOICES	14
5.4. ASSIGNMENT	15
5.5. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL.....	15
5.6. NEWS RELEASE	15
5.7. MISCELLANEOUS.....	15
5.8. OFFICE OF INSPECTOR GENERAL.....	163
RFP Attachments List	174

Section 1. Project Summary and Background

1.1. PROJECT REQUEST

The City of Detroit Office of Contracting and Procurement (OCP) on behalf of the General Services Department (GSD), Public Space Planning Unit requests proposals from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFP to provide engagement support and master planning services pursuant to the development of the Master Plan for Rouge Park.

The City of Detroit is seeking a Contractor with the professional competencies and organizational capacity to execute the Rouge Regional Park Master Plan within the timeline identified later in the proposal. The Contractor should be able to demonstrate expertise in sustainable outdoor parks and recreation facility planning and site design, green stormwater infrastructure, sustainable landscaping to include bird meadows/pollinator gardens, and pedestrian connectivity. Prior experience with programmable parks over 50 acres is preferred. Respondents to this RFP should have significant experience working in Detroit or other locations with similar demographics.

1.2. BACKGROUND/DESCRIPTION OF ENVIRONMENT

The City of Detroit received grant funding from the Michigan Health Endowment Fund initiatives pursuant to the development of a community-centered Master Plan for Rouge Park.

Rouge Park is a regional park located at 21800 Joy Road in Northeast Detroit. Established in 1925, Rouge Park is Michigan's largest urban park with 1,181.4 acres. It features four recreation areas, six miles of paved walking paths, pools and a golf course. With 4.6 miles of the Rouge River as its centerpiece, its natural areas offer many miles of hiking and mountain biking trails winding through over 400 acres of forest, 60 acres of native prairie and a 5-acre marsh. Recent renovations to Rouge Park include a new 25,000 square-foot recreation facility that sits adjacent to Brennan Pool. In partnership with Metro Parks, the City has also been working on restoration of a 60-acre prairie. The City is also expanding the service yard behind Buffalo Soldiers to accommodate more staff, including the Skills for Life program that will be based out of Rouge. Improvements to the nature trails, including the restoration of Ma'iingan Wildwood Trail and Joe Prance Nature Trail, are ongoing.

In addition to all the recent improvements at Rouge Park, the park will be celebrating its centennial throughout 2025 with a number of activities scheduled to take place in the summer season. The goal would be to kick-off the Master Plan engagement in coordination with centennial events.

The Master Plan should include oral histories from venerable park stakeholders. Personal narratives should be gathered from individuals such as community members, residents, local historians, and conservationists. Incorporating these unique perspectives, which may not be captured in traditional historical records, will help create a more inclusive and multifaceted narrative of the park.

The plan should also consider the Rouge Master Plan completed by the Friends of Rouge Park in 2022 (<https://www.rougepark.org>). This plan serves as a guide for the redesign and revitalization of Rouge Park, with a focus on protecting and enhancing natural areas while meeting the recreational needs of park visitors. It incorporates the vision and values expressed by members of the Rouge Park Community, including residents, neighborhood organizations, park user groups, and other stakeholders.



1.3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP, it will be a City of Detroit **Professional Services Contract (Attachment E)**. **The term of the contract will be for 24 months.** Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council and signed by the Chief Procurement Officer. **The City anticipates one award as a result of the RFP.**

Section 2. Statement of Work

2.1. SERVICES TO BE PERFORMED

The following scope of services represents the baseline expectations the City of Detroit has for the selected Contractor; however, suggestions of alternate processes of equal or better benefit may be considered. The precise final scope of services will be negotiated with the selected Contractor. The Scope of Work is comprised of the following tasks:

Task 1: Development and Implementation of a Community-Based Collaborative Planning Strategy

Task 2: Drafting, Approval, and Finalization of the Rouge Park Master Plan, Renderings and Opinion of Probable Cost (OPC)

TASK 1: Development and Implementation of a Community-Based Collaborative Planning Strategy

The Contractor will:

- I. Assist with the development and implementation of a Community-Based Collaborative Planning Process (referred to as “the Process” moving forward) for the Rouge Park Master Plan that is inclusive of a broad-range of potential park users of all ages and abilities while offering special consideration to the greater Rouge community.
 - a. The Contractor will perform a Community Asset analysis prior to the development of the Community Engagement Strategy (referred to as “the Strategy” moving forward) to identify the greatest opportunities and obstacles for participation in the Collaborative Planning Process.
 - b. At a minimum, the Contractor will be expected to engage the following target populations:
 - i. Brennan Recreational Center Staff, patrons, and user groups
 - ii. Stakeholders, such as the Friends of Rouge Park, D-Town Farms, Buffalo Soldiers, Detroit Outdoors, Aeromodellers and other park partners (full list will be provided by the City)
 - iii. Rouge Park user groups to include both informal & formal outdoor sports participants
 - iv. Residents of the surrounding Rouge Neighborhood with intensive focus of the households within ½ mile of the park, including the 7 block clubs that border the park
 - v. Intergenerational populations
 - c. The Community Engagement Strategy will be developed with input from a team of relevant internal and external stakeholders identified by GSD that will reconvene to monitor success at regular project intervals.

- d. The Strategy consists of a combination of the following types of online and/or in-person engagements, as warranted by the project team:
 - i. Community surveying/tabling
 - ii. Small-scale community/park events
 - iii. Large-scale community meetings
 - iv. Regular project team meetings
 - v. Targeted stakeholder meetings and/or work group sessions
 - vi. Presentations/Attendance at existing community meetings
- e. The Community Engagement Strategy may evolve and change throughout the lifecycle of the project, as agreed upon by the project team.
- II. Design and Production of Materials for Master Plan Engagements which may include:
 - a. Promotional print materials such as flyers, posters, and yard signs along with other materials
 - b. Materials for web publication and social media distribution
 - c. Print materials for meetings such as handouts, information boards, and maps
 - d. Graphics and designs for presentations
 - e. Contractor assumes all responsibility for printing and distribution of materials unless otherwise agreed upon by project team
- III. Provide supplementary support for engagements including but not limited to:
 - a. On-site setup and takedown for engagements
 - b. Cost list for event related equipment and services on a case-by-case basis (such as additional tables, chairs, tents) to be provided by the Additional Services budget
 - i. Any outside vendors should be permitted consistent with City of Detroit policy.
 - c. Supplying facilitation support as determined necessary to include translations services if the need is identified
 - d. Cost list for provision of refreshments for engagements as determined on a case-by-case basis (cost per head)
 - e. Documentation of engagements via photos, videos, and note-taking
 - i. The Contractor assumes responsibility for providing sign-in sheets and maintaining an overall database of participants which will be shared with GSD

Deliverables: Community Engagement Strategy and Implementation Support for Engagements to include the provision of engagement production/procurement of related materials and support services.

Task 2: Drafting, Approval, and Finalization of the Rouge Park Master Plan, Renderings and Opinion of Probable Cost (OPC)

- I. The Master Plan shall be comprised of the following sections:
 - 1. History
 - 2. Demographics
 - 3. Current Conditions
 - 4. Summary of Concerns & Feedback
 - 5. Strengths, Weaknesses, Opportunities, and Threats

6. Recommendations for Improvements to include Community Prioritization and Phasing Strategy
 - a. Remediating Site Conditions
 - b. Connectivity through and to the park to include Wayfinding
 - c. Play Areas
 - d. Sporting Areas
 - e. Special Activity Zones
 - f. Gathering Areas
 - g. Park programming
 7. Natural Areas Strategy
 - a. Trail System
 - i. Map existing and future trails; include types, routes, access points
 - ii. Propose projects; consider integration of existing projects (e.g. The Detroit Sugarbush Trail Project, Edible Trail Project)
 - b. Identify natural community types
 - c. Environmental design recommendations; identify locations for existing and future:
 - i. Habitat creation and/or restoration
 - ii. Green Stormwater Infrastructure (GSI)
 8. Signage Plan
 9. Parking Plan
 10. Maintenance Plan, including recommendations for natural areas management (5 Year Plan graphic and written as required)
 11. Stewardship Opportunities, including natural areas (5 Year Plan)
- II. The Contractor shall provide drafts for review and final Master Plan
1. Stakeholder/Work groups at 60% progress
 2. Project Team 30%, 60%, and 90% progress
 3. Final Draft (100%) will be presented at a Community Meeting to be identified at a later date
 4. Finalize Master Plan no later than one (1) year from bid date

Deliverables:

1. Rouge Regional Master Plan Final
 - a. (3) Professionally Printed Versions
 - b. PDF Version
 - c. All Master Digital Files like Adobe Photoshop or InDesign
2. Master Plan 2D Graphics in Digital format, JPG, EPS, PDF and or other
3. (2) Renderings 24x36 in Digital format, JPG, EPS, PDF and or other and all digital files will be named and dated
4. Database of community engagement participants
5. Photographs of Project Materials, Stages, Activities, and Events
 - a. Provide all photos documenting key materials, design details, project stages, activities, and events
 - b. Photos will be provided in JPG, PNG, or other specified digital formats
 - c. All images will be named and dated for easy reference

The City will:

1. Review progress, deliverables, and invoices
2. Manage overall project timeline to ensure major deadlines are met
3. Facilitate communication with all internal and external stakeholders
4. Provide a baseline list of key stakeholders, both internal and external
5. Guide and review the development of all meeting and promotional materials
6. Ensure all images and graphics are consistent with City of Detroit Branding Guidelines
7. Ensure that all grant requirements are met

2.2. OPERATIONAL INFORMATION

Awarded Contractor(s) will work closely with City agency staff.

The Respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

2.3. TECHNICAL INFORMATION

The City of Detroit is committed to centralizing and warehousing data for the purpose of improving service delivery and enabling cross departmental analytics. For this reason, we expect Contractors, contractual relationships, and resulting software platforms to enable data access, data interoperability, warehousing of resulting data, and adherence to City data standards.

Specifically, the City minimally requires:

- Access to any data via APIs in a machine-readable format.
- Full documentation of APIs (including field names and objects) and the database schema used by the application.
- Ability for City to push data as needed to these software systems to update base datasets.
- Any location-based data or platform utilizes the City's Base Units geocoder, Base Units Database, and/or address data standards as applicable. For more information see: <https://base-units-detroitmi.hub.arcgis.com/pages/about-base-units>
- The ability for the City to use and govern this data as it deems necessary - centralizing it, porting it into other systems, and using it for additional and future organizational needs.

The City prefers:

- System or platform has the capacity to store field-level metadata and display it in the user interface when appropriate
- API is able to provide data in a JSON format.
- Data system or data exports integrate easily with ESRI products including feature services.
- Systems or platforms that support data exchanges (pushes and pulls) that can happen dynamically.



Section 3. Proposal Evaluation and Selection Process

3.1. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in the RFP for projects of similar scope and size, especially with park master plans. Simply and briefly explain past performance and experience. Minimum requirement of business establishment is five (5) years. Provide references of prior work experience.

3.2. ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the City of Detroit, may become a binding contractual obligation of the Respondent. The failure of a successful Respondent to accept this obligation and to adhere to the terms of the Respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent. Respondents are not permitted to take advantage of any errors or omissions in specifications since full instructions will be given should they be discovered before bid submission date.

3.3. QUESTION DEADLINE

All questions regarding the RFP shall be submitted through the Supplier Portal no later than the time and date specified on the Cover Page. In the interest of transparency, only written questions will be accepted. Answers to questions will be posted within the Supplier Portal. The City of Detroit does not guarantee a response to questions submitted after the question deadline.

Should a Respondent be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the Respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFP.

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.

Respondents requesting changes to the RFPs terms and conditions, specifications, quantities, etc.; or if clarifications are needed, must make the request in writing by the stated bid submission deadline.

3.4. EVALUATION CRITERIA

Technical Proposals will be evaluated before Cost Proposals are reviewed.

Proposal Evaluation Criteria	Maximum Possible Points
1. Pricing (Attachment C – Cost Proposal)	35 points
2. Respondent Qualifications – years in business, scale of work performed	25 points
3. Proposal Introduction and Solution Approach – Will be evaluated on clarity, schedule and solutions /approach	20 points
4. Respondent Experience / Organization – Master Plans completed for communities or regional parks	20 points
Total Points Possible	100 points

3.5. EVALUATION PROCEDURE

Following the receipt of proposals, 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 specifications or other 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.

The City may also at its sole discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

Any of the additional data specs and standards described in Section 2.3, that are met will be factored positively into the overall score.

3.6. ORAL PRESENTATION/DEMONSTRATION

The City reserves the right, at its own discretion, to request oral presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Respondents will be notified by the Office of Contracting and Procurement of the date, time and location for oral presentations.

3.7. 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.

3.8. PROTESTS

Protests can be filed with the Office of Procurement. Interested parties aggrieved by a solicitation or the award of any resulting contract, may file written notice of protest to the following:

**City of Detroit Chief Procurement Officer
2 Woodward Avenue, Suite 1008
Detroit, MI 48226
"Procurement Protest"**

At a minimum, such protests shall include:



- 1) name of protestor.
- 2) solicitation/contract number and description; and
- 3) statement of grounds for protest (reference specific text in the solicitation, bid or contract document that is at issue).

The decision of the Chief Procurement Officer and/or the Department Director are final and is not subject to appeal.

Section 4. Required Proposal Content and Submission Process

4.1. ACCURACY AND COMPLETENESS OF INFORMATION

All information pertaining to the prospective respondent's approach in meeting the requirements of the RFP shall be organized and presented in the prospective respondent's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

4.2. REQUIRED PROPOSAL CONTENT AND FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety, responses must be uploaded in the Supplier Portal along with the Affidavit of Disclosure Interests Form and Non- Collusion Affidavit found under requirements section of the of RFP#185529:

Required Response Item	
1.	Letter of Transmittal The prospective respondent's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.
2.	Attachment A – Respondent Questionnaire Respondent shall provide their Proposal Introduction and Experience / Capacity & Staffing, per the requirements provided in Attachment A.
3.	Attachment B – Proposal Introduction and Solution / Approach Respondent shall provide their Proposal Introduction and Solution / Approach, per the requirements provided in Attachment B.
4.	Attachment C – Pricing – Cost Proposal Form Respondent shall provide their Pricing proposal, per the requirements provided in Attachment C.
5.	Attachment D – Forms, Affidavits and Documents- Award Winners Only



Required Response Item	
	Respondent will be required to provide their completed Forms, Affidavits, Insurance and Documents, if they are selected as the award winner provided in Attachment D.
6.	Attachment E – Model Professional Services Contract
	Respondent shall provide their agreement to the Model Professional Services Contract or note any exceptions provided in Attachment E.

4.3. REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the City of Detroit, through the completion of **Attachment C**. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The City of Detroit reserves the right to select proposals from the most responsible Respondents with the most reasonable costs. The City reserves the right to select one or more firms to perform all or separate parts of this function.

4.4. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straightforward, concise description of the Respondent’s ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

4.5. SUBMITTAL INSTRUCTIONS

All proposals **must** be submitted through the Supplier Portal. Each Respondent is responsible for ensuring that its proposal is received by the City on a timely basis. **Faxed or mailed proposals will not be accepted.**

Firms shall not distribute their proposals to any other City office or City employee. Proposals received become the property of the City. The City is not responsible for any costs associated with preparation or submission of proposals. All proposals submitted by the due date will be recorded in the Supplier Portal. Responses received **will not** be available for review. Proposals received will be subject to disclosure under the state of Michigan’s Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the City must sign the proposals in the Supplier Portal. The successful respondent will receive an award letter. Respondents who are not awarded will receive a notification that the award decision has been made.

E-Procurement Open Assistance Sessions
Learning How to Navigate Oracle

To join E-Procurement experts for Oracle demonstrations and Q&A pick one of the time slots

Virtual Learning Session (30 min. each)	Day & Time Option 1	Day & Time Option 2
Supplier Registration	Mondays, 10:30 AM	Thursdays, 1:00 PM
Supplier Profile Updates	Mondays, 11:30 AM	Thursdays, 1:30 PM
Responding to Bids	Mondays, 9:30 AM	Fridays, 9:30 AM
Invoicing	Tuesdays, 1:30 PM	Fridays, 11:30 AM
Online Office Hours (General)	Tuesdays, 3:00 PM	Wednesdays, 9:30 AM

Section 5. General Conditions and Requirements for RFP

5.1. CONTRACT APPROVAL

Upon contract award, the City and the successful Respondent shall execute a professional services contract, which shall contain all contractual terms and conditions in a form provided by the City. No contract shall become effective until the contract has been approved by the required City Departments and Detroit City Council and signed by the City of Detroit Chief Procurement Officer. Prior to the completion of this approval process, the successful Respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the successful Respondent prior to such approvals; nor shall the City incur any liability to reimburse the successful Respondent regarding any expenditure for the purchase of materials or the payment of services.

5.2. PAYMENT

All properly executed invoices submitted by the successful Respondent will be paid in accordance with the City of Detroit Prompt Payment Ordinance.

5.3. INVOICES

Vendors must be registered in City of Detroit Vendor Portal and be a registered vendor with the City of Detroit to submit invoices and receive payments. Go to <http://www.detroitmi.gov/Supplier> to register.

AUTHORIZATION TO COMMENCE WORK OR SHIP GOODS – READ CAREFULLY!!!

Contractors may begin work or ship goods upon receipt of the required authorization, which is the CPA (Contract Purchase Agreement), in addition to *SPO (Standard Purchase Order)*, from Procurement.

The CPA (City Council Approved and Awarded Contract Purchase Agreement) alone is NOT authorization to begin work! NO letter of Intent, or Letter to Commence Work will be issued.

****Work commencing without issuance of the SPO is subject to Payment Delays and/or Non-Payment! ****

Required vendor steps to invoice:

- 1) Invoices should NOT be uploaded until the Contractor receives confirmation of review and approval from the City of Detroit.
- 2) Vendors should submit their invoices via City of Detroit Vendor Portal. Portal invoice amount and creation date must match the date on attached invoice. Please follow the below invoice requirements:

Invoice MUST contain or have as attachment:

- Vendor Name and address on Invoice
- Contact Info on Invoice (Accounts Receivable contact with phone and email)
- Remittance information (MUST be included, or the invoice is subject to rejection)

- City of Detroit contact (person who authorized work to commence)
- Invoice Date
- Date of service/delivery
- Contract number
- Purchase order number
- Total Invoice amount
- The wording “ Goods/Services” (must be noted on every invoice)

Other invoice requirements:

- Invoice must be billed based on Purchase Order rates
- Total invoice amount must tie to the total supporting documents
- Supporting documentation must be attached to the invoice in the portal

Terms are standard NET 30 Days, unless otherwise negotiated, and start from the invoice receipt date, provided that the invoice is submitted timely to our AP department with the necessary supporting documentation.

If you need payment assistance, please contact the Office of Departmental Financial Services (ODFS) 313-410-7804.

5.4. ASSIGNMENT

The services to be performed by the successful Respondent shall not be assigned, sublet, or transferred, nor shall the successful Respondent assign any monies due or to become due to him under any contract entered into with the City pursuant to these specifications, without prior written approval of the City.

5.5. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The City reserves the right to modify the services provided by the successful Respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the successful Respondent and the City.

5.6. NEWS RELEASE

News releases pertaining to these proposal 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.

5.7. MISCELLANEOUS

It shall be the responsibility of the Respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The Respondent agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time to time be changed in writing.

Contractors are encouraged to contract with small and minority businesses, women's business enterprises, labor surplus area firms and Detroit businesses. The City strongly encourages the hiring of Detroit residents whenever possible by contacting Detroit At Work for your hiring needs. Visit the Detroit At Work website at www.detroitatwork.com for specific contact information regarding these opportunities.

5.8. OFFICE OF INSPECTOR GENERAL

- 5.8.1. In accordance with Section 2-106.6 of the City Charter, this Contract shall be voidable or rescindable at the discretion of the Mayor or Inspector General at any time if a Public Servant who is a party to the Contract has an interest in the Contract and fails to disclose such interest.
- 5.8.2. This Contract shall also be voidable or rescindable if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Public Servant in relation to the Contract.
- 5.8.3. A fine shall be assessed to the Contractor in the event of a violation of Section 2-106.6 of the City Charter. If applicable, the actions of the Contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.
- 5.8.4. Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City agency, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.
- 5.8.5. In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.
- 5.8.6. Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.
- 5.8.7. As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, then the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.

For purposes of this Article: "Public Servant" means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City within or outside of its offices or facilities pursuant to a personal services contract.

RFP Attachments List

The following Attachments are available to download on the Supplier Portal.

Attachment A - Respondent Questionnaire

Attachment B - Proposal Introduction and Solution / Approach

Attachment C - Pricing

Attachment D - Forms, Affidavits and Documents- (Award winner only)

Attachment E - Model Professional Services Contract