



Detroit Land Bank Authority
RFQQ – Part 1 of 2: Standard Bid Clauses

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1. INTRODUCTION

A. Overview

The Detroit Land Bank Authority (“DLBA”) requests qualifications from qualified contractors to provide General Residential Construction services outlined in this bid. Please carefully read all parts of this bid, including:

- Bid Coversheet (or Bid Overview page, if viewing online)
- RFQQ Template – Part 1 of 2: Standard RFQQ Clauses
- RFQQ Template – Part 2 of 2: RFQQ Specific Clauses
- All required documents listed on the Bid Overview page in BidSync

The work contemplated is to be performed in a professional manner. The Respondent shall be financially solvent and each of its members (if a joint venture), its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFQQ document.

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

The DLBA follows the Detroit Land Bank Authority Contracting and Procurement Policy.

For further information regarding this RFQQ, please contact Tamara Moorer at:

Detroit Land Bank Authority

500 Griswold, Ste. 1200 Detroit,

MI 48226

Phone: Office: 313-974-6869

Email: propertyrehabprocurement@detroitlandbank.org



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B. Time of Completion

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

C. Term of Contract

If a contract is awarded as a result of this RFQQ, the term of the contract and renewal options are indicated on the bid cover page.

2. PROJECT MANAGEMENT

The selected Respondent(s) will carry out this project under the direction and control of the DLBA.

The Respondent may be one of several Contractors that will provide services to the DLBA in this area and the number of persons and/or entities each Contractor will be requested to serve will depend on the business needs of the DLBA and the ability of the Contractor to manage the work requested. This may be an optional use contract; no minimum number of persons and/or entities are guaranteed to be assigned.

3. BID PRESENTATION

DLBA will request that Respondents that meet the criteria specified in this RFQQ meet with a DLBA committee to demonstrate their services and address questions upon request.

4. SUBMITTAL REQUIREMENTS

RFQQ responses must be submitted via email to propertyrehabprocurement@detroitlandbank.org by the deadline indicated on the bid Cover Page. **Submissions will be reviewed upon receipt. Responses not submitted 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 RFQQ will be cause for rejection of submittals. The DLBA reserves the right to seek additional information to clarify responses to this RFQQ.

Each response must include the following:

A. Letter of Interest

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:



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1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFQQ “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 of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFQQ and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

B. Threshold Requirements

Respondents must provide proof of the following minimum qualifications to be considered as pre-qualified contractors. All documents must be submitted via Bid Sync with the proposal by the due date.

1. Residential Builders License
 - Must be in the name of the company, business owner, or project manager/superintendent
2. Business Documents
 - Articles of Incorporation
 - Articles of Organization and/or
 - Business License
3. EPA Lead-Safe Certification
 - Must be in the name of the Company
4. Asbestos Awareness Certification
 - Must be in the name of the company, business owner, or project manager/superintendent
5. General Liability Insurance
 - Must be in the name of the Company
6. OSHA 10 Certification
 - Must be in the name of the company, business owner, or project manager/superintendent



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7. Payment and Performance Bond (see Bonding Capacity below)
 - Must be in the name of the Company
 - Single and Aggregate Amounts Required

8. Company Experience Statement
 - Provide a written statement outlining the following
 - Business Owner Name and Experience
 - Certifications
 - Number of years in business
 - Business Location(s)
 - Site Supervisors that may be assigned to any of our projects
 - Minimum of 3 years' experience
 - Provide a written statement or resume outlining the following for the Site Supervisor(s) that would be assigned to DLBA projects
 - Project Description
 - Approximate Project Revenue
 - Approximate Project Duration
 - Project Contact
 - **Site Supervisor Capacity Requirement**
 - **Each Site Supervisor will only be approved to manage no more than 3 Full Rehabs (or its equivalency) at the same time.**

9. Evidence of Financial Stability: Bank Statements or Financial Statements
 - Most recent 2 months from business account; or
 - Most recent 2 years of Financial Statements prepared by a CPA

5. REJECTION OF BIDS

The DLBA expressly reserves the right to reject any, and all Bids, waive any non-conformity, re-advertise for Bids, withhold the award for any reason the DLBA determines and/or to take any other appropriate action that is in the best interest of the DLBA.

6. SELECTION PROCESS

The Selection Committee comprised of DLBA staff and others deemed appropriate by the DLBA Board will review qualifications in accordance with the evaluation criteria set forth herein and in accordance with DLBA policies. Bids that are submitted timely and comply with the mandatory requirements of the RFQQ will be evaluated in accordance with the terms of the RFQQ. Any contract resulting from this RFQQ will not necessarily be awarded to the Respondent with the lowest price. Instead, contract(s) shall be awarded to the



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Respondent(s) whose bid is the most responsible, in accordance with criteria set forth in the RFQQ. This RFQQ may result in a pool of qualified Contractors selected based on pricing and other criteria as defined within this RFQQ.

The DLBA will not discriminate against applicants for any legally-recognized basis [“protected class”] including, but not limited to: disability; religion; race; color; national origin; age; sex; gender identity or expression; sexual orientation; age; pregnancy; childbirth or related medical condition; height; weight; marital status; genetic information; veteran status, uniform service member status or any other protected class under federal, state, or local law.

7. QUESTIONS DEADLINE

Questions regarding this RFQQ should be submitted via BidSync. The last date to submit questions regarding the RFQQ is noted on the BidSync Cover Page.

8. ETHICS HOTLINE REPORTING

The DLBA Board of Directors has hired Lighthouse Services to provide an ethics and compliance Hotline for all DLBA employees, vendors, customers and the general public, to ensure that all reports can be submitted anonymously and without fear of retribution. All reports will be delivered only to the Board, and all efforts will be made to protect the identity of the individual making the report when conducting the investigation. Reports may cover, but are not limited to: ethical violations, wrongful discharge, unsafe working conditions, internal controls, quality of service, vandalism and sabotage, sexual harassment, theft, discrimination, conduct violations, alcohol and substance abuse, threats, fraud, bribery and kickbacks, conflict of interest, improper conduct, theft and embezzlement, violation of company policy, violation of the law, misuse of company property, or falsification of contracts, reports or records. Lighthouse Services toll free number and other methods of reporting are available 24 hours a day, 7 days a week. •

Website: www.lighthouse-services.com/detroitlandbank

• **Telephone:**

- English speaking USA and Canada: 844-446-0004 ○
- Spanish speaking North America: 800-216-1288

• **E-mail:** reports@lighthouse-services.com (MUST include “Detroit Land Bank” in report)

• **Fax:** (215) 689-3885 (MUST include “Detroit Land Bank” in report)



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9. SUBMITTAL DUE DATE

Responses to this RFQQ are due by the time and date indicated on the BidSync Cover Page. Responses to this RFQQ must be submitted via BidSync. Please email any questions to propertyrehabprocurement@detroitlandbank.org



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EXHIBIT A: RFQQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide this Checklist with response to RFQQ

- Letter of Interest
- Residential Builders License
- Business Documents: Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (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 General Liability Insurance
- EPA Lead-Safe Certification
- Asbestos Awareness Certification
- OSHA 10 Certification
- Evidence of Financial Stability
- Payment and Performance Bond
- Company Experience Statement
 - Description of Company
 - + Certifications
 - + Number of years in business
 - + Business Location
 - Capacity of Site Manager or Project Manager
 - + Years of Relevant Project Experience (min. of 3 years)
 - + Written Statement or Resume
 - Project Description
 - Approximate Project Revenue



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- Approximate Project Duration
 - Project Contact (reference)
- RFQQ Submittal Requirements Checklist



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EXHIBIT B: 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 RFQQ submittal to the DLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQQ in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

(Phone Number)

(Email Address)