

MARY SHEFFIELD
MAYOR, CITY OF DETROIT

JULY 31, 2026

**REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR
ENGINEERING CONSULTING SERVICES
FOR THE
HOUSING & REVITALIZATION DEPARTMENT
COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY
FLOODPLAIN MITIGATION MEASURES
IN THE
JEFFESON CHALMERS NEIGHBORHOOD OF DETROIT
AT
JEFFERSON CHALMERS
NEIGHBORHOOD OF DETROIT
(DBA #12-FL25/CPO #6007519)**

CONTRACT ADMINISTERED BY:

DETROIT BUILDING AUTHORITY
Tyrone Clifton, Director
1301 Third Street, Suite 328
Detroit, MI 48226

**MARY SHEFFIELD
MAYOR, CITY OF DETROIT**

ADVERTISEMENT

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Written responses are requested from interested respondents (“Respondents”) to this request for qualifications/proposals. The purpose of this request is to provide qualified engineering consulting services associated with attenuating flooding and FEMA floodplain designation abatement, in the Jefferson Chalmers neighborhood of the City of Detroit, as more fully described in the Request for Proposals (RFQ/P).

Interested respondents may obtain a copy of the RFQ/P and all associated documents at BidNet Direct, (www.BidNetDirect.com). This unique request is titled **“HRD CDBG-DR Floodplain Consulting Services”** and will be posted on July 31, 2026. A pre-submittal meeting will be held 10:00am, Friday, August 7, 2026, at the Detroit Public Safety Headquarters, 1301 Third Street, Detroit, MI 48226.

The DBA will receive the responses, as herein set forth, via the online procurement platform BidNet Direct. Bid Proposals are due no later than 3:00 PM EDT, on Friday, August 28, 2026.

The Respondent may only submit one response to this Request for Qualifications/Proposals. Participation in more than one submittal team will result in rejection of all responses by that Respondent.

Respondents submitting qualifications may be required to make an oral presentation(s) to designated City representatives. The issuing office, if required, will schedule such oral presentation(s). The Respondent must pay any travel costs incurred for such presentations.

The Respondent must agree to comply with the requirements of the City of Detroit’s Ordinances and Civil Rights, Inclusion (CRIO) executive orders.

If there are any changes to the dates listed above, notifications will be posted in BidNet Direct.

No response to this Request for Qualifications/Proposals may be withdrawn for at least 120 days after the actual opening of the proposals. The DBA reserves the right to waive any irregularity in any proposals, and to reject any or all proposals, should it be deemed in its best interest. If additional information is needed regarding this RFQ/P, please send questions, in writing, to the Detroit Building Authority via email to kayana.sessoms@detroitmi.gov.

Kayana Sessoms
CBDG-DR Project Manager
Detroit Building Authority
1301 Third Street, Suite 328
Detroit, MI 48226

END OF ADVERTISEMENT



CITY OF DETROIT
DETROIT BUILDING AUTHORITY
REQUEST FOR QUALIFICATION/PROPOSAL
DBA Project Number 12-FL25

**ENGINEERING CONSULTING SERVICES FOR THE HOUSING &
REVITALIZATION DEPARTMENT: COMMUNITY DEVELOPMENT BLOCK
GRANT – DISASTER RECOVERY (CDBG-DR)**

**FEASIBILITY STUDY, CIVIL ENGINEERING, ENVIRONMENTAL DUE DILIGENCE
(NEPA), AND CONSTRUCTION ENGINEERING & INSPECTION SERVICES FOR
FLOODING & FLOODPLAIN MITIGATION MEASURES IN THE JEFFERSON
CHALMERS NEIGHBORHOOD OF DETROIT**

ADVERTISE DATE	July 31, 2026
PRE PROPOSAL CONFERENCE	August 7, 2026 @ 10:00 a.m. (EST) Detroit Building Authority 1301 Third Street, Skylar Herbert Media Room Detroit, Michigan 48226
QUESTIONS DUE	August 19, 2026 on or before 3:00 p.m. (EST) All questions must be submitted via Michigan Inter-governmental Trade Network (MITN) at www.bidnetdirect.com
PROPOSAL DUE DATE	August 28, 2026 @ 3:00 p.m. (EST) Via Michigan Inter-governmental Trade Network (MITN) at www.bidnetdirect.com



Proposals must be submitted via www.bidnetdirect.com on, or prior to the exact date and time indicated above. Late proposals shall not be accepted.



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Appendix A – Proposed Project List



1. INTRODUCTION

The Detroit Building Authority requests qualifications and proposals from qualified firms to provide Preliminary Engineering, Civil Design Engineering, Environmental Due Diligence (NEPA), , and Construction Engineering and Inspection (CE & I) services to include the flood control element development, feasibility (technical, environmental, legal and fiscal) and implementation of scoping, design, construction and construction oversight of capital projects and other activities associated with attenuating flooding and FEMA floodplain designation abatement in the Jefferson Chalmers neighborhood of the City of Detroit:

- 1.) Jefferson Chalmers Neighborhood boundary: Conner Creek Canal/Clairpointe Street to the west, E. Jefferson Avenue to the north, Alter Road to the east, and the Detroit River to the south.
- 2.) Fox Creek Canal
- 3.) Phillip Canal
- 4.) Lakewood Canal
- 5.) Harbor Island Canal
- 6.) Klenk Island Canal
- 7.) Conner Creek canal

At this time, it is unclear what the universe of public infrastructure and/or private property improvement options may be for the affected areas. There is an immediate need to address any existing and expected future flooding with long-term, permanent interventions that may be implemented under Emergency Action Order(s). This role will be referred to in this document as the Program Manager (PM).

2. MINIMUM QUALIFICATIONS

The successful proposer will have demonstrated experience in providing the Services (as defined under Section 8, Scope of Services) for projects of similar nature, scope and size (see Appendix A.). The successful proposer will also have demonstrated experience in general civil engineering planning, design and construction support services for elements such as earthen berms/levees, floodwall installations, seawalls, stop log closure products, locks, hydrology, and hydraulics. The successful proposer shall have extensive experience in preparing plans to adapt to context sensitive solutions, taking into account the history of the community where the projects are planned and also taking into account the potential development opportunity in the vicinity of the project, both residential and commercial/industrial.

The successful proposer will demonstrate a knowledge of project delivery strategies including alternative project delivery methods (e.g., design-build, design-bid-build, etc.); knowledge of project delivery requirements for projects with federal and/or



state funding sources; development, implementation, maintenance and monitoring flood mitigation installations; and knowledge of local, state and federal regulatory requirements and permitting that impact infrastructure improvements particularly as they relate to achievement of compliance. The successful proposer will demonstrate an ability to coordinate internal and external resources to plan, develop and implement the type of projects listed in Appendix A.

To achieve these goals, it is imperative that proposals include a strong, multi-discipline team with demonstrable experience implementing flooding abatement and floodplain mitigation projects in urbanized areas. The team must be able to articulate how they will work together as a team to provide integrative services, clearly spelling out how this will be achieved while ensuring a high level of Quality Assurance/Quality Control (QA/QC).

The City seeks a combination of a well-organized Program Management lead who can ensure efficient project delivery across multiple projects over multiple years, while also ensuring a high level of design excellence and quality control. The PM should be supported by Project Managers with strong relevant experience. The Project Managers should be supported by a diverse, multi-disciplinary team of experts that can provide the array of services the City requires as needed.

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience in providing the services requested in the RFQ/P for programs with projects of similar scope and size. A minimum of three (3) different projects in the last 5 (five) years, with a total funding of at least \$5,000,000 dollars for projects in urban areas, need to be submitted to validate the minimum level of competency to be considered responsive to this Request for Proposal. The City may award multiple contracts as a result of this RFP process.

3. 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.

4. REJECTION OF PROPOSALS

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

5. BACKGROUND/DESCRIPTION OF ENVIRONMENT

Historically, there have been a number of periodic flooding events (and subsequent studies and investigations) in the Jefferson Chalmers area. In 2019 and 2020, the city experienced flooding events that affected private properties (residences and



businesses) as well as public facilities such as combined sewerage systems, roads and parks. Overland flooding as well as sewerage system surcharging occurred. The regional combined sewerage overflow (CSO) conveyance and treatment facilities were also impacted. The City desires to provide resources to fund several projects across the Neighborhood to eliminate flooding, protect public and private facilities and remove areas from the floodplain designation in Flood Insurance Rate Maps (FIRMs) currently enacted under FEMA's Flood Insurance Study (FIS).

In June 2022, the US Army Corps of Engineers completed a Flood Plain Management Service (FPMS) study report that identified conceptual, likely feasible construction elements that accomplish the city's goals of 1.) stopping overland flooding due to high Great Lakes/Detroit River water levels, and 2.) removes the Jefferson Chalmers neighborhood from FEMA floodplain designation (<https://detroitmi.gov/departments/buildings-safety-engineering-and-environmental-department-bseed/bseed-divisions/environmental-affairs/floodplain>). As part of the process of the Feasibility study, community and regulatory agency input may alter the ultimate project design. Note that a considerable number of landowners have voiced opposition to any diminution of canal/Detroit River access. Additionally, most of Fox Creek is a Michigan Public Act 40 County Drain under the jurisdiction of the Office of the Wayne County Drain Commissioner, and the Great Lakes Water Authority has voiced concerns about the possible closure of Fox Creek and their need to maintain a prohibited emergency discharge outlet from their Fox Creek Backwater Gate at E. Jefferson and Ashland Street. The last reported discharge event occurred on XXXX.

The selected firm(s) must have experience and familiarity with the United States Army Corps of Engineers (USACE), Housing and Urban Development (HUD), Federal Emergency Management Agency (FEMA), Environmental Protection Agency (EPA), United States Fish & Wildlife Service (FWS), Michigan Department of Environment, Great Lakes and Energy (EGLE), and Michigan State Historic Preservation Office (SHPO) programs and permitting processes, as well as the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs Policy Act ("Uniform Act".) The selected firm(s) will be responsible for developing and designing these projects, most of which will require input from multiple City departments/agencies, including the Housing and Revitalization Department (HRD), Buildings, Safety Engineering and Environmental Department (BSEED), General Services Department (GSD), Department of Neighborhoods (DoNs), Office of the Chief Financial Officer (OCFO), Detroit Water and Sewerage Department (DWSD), Department of Public Works (DPW), Planning & Development Department (PDD), Detroit Economic Growth Corporations (DEGC), Detroit Building Authority (DBA), as well as various utility entities such as Great Lakes Water Authority (GLWA), DTE (gas and electric), Public Lighting Authority (PLA), etc. The selected firm(s) will be expected to navigate the projects across these various agencies without creating



unacceptable delay. The directive is to have the project(s) begin as soon as possible so that some construction elements begin in early 2027.

In addition, given the project is being funded through the use of U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant – Disaster Recovery (“CDBG-DR”) federal funds, bidding firms should include prior experience working on federally-funded projects in their proposal. The selected firm(s) will be required to comply with all applicable federal laws and regulations, and requirements, a non-exhaustive list of which is included in the attached Professional Services Agreement.

6. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract(s) is/are awarded as a result of this RFQ/P, it will be a Detroit Building Authority Professional Services Agreement (sample attached).

7. OPERATIONAL INFORMATION

The respondent is expected to provide professional and/or construction services in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the Detroit Building Authority in consultation with BSEED and GSD.

8. SCOPE OF SERVICES

Broadly, the Services the PM is expected to provide are overall program management, individual project management, environmental due diligence, property land survey, geotechnical investigations, scoping, programming, design, construction documents, and construction support. The successful proposer will provide an approach that economizes design program management services while delivering the required scope of services for the project. Key staff and technical expertise should be readily available to support the City. As this is a program management assignment, the level of engagement will vary based on the needs of the program and the implementation support required by the City.

The project types for which PM will provide feasibility study, design, construction and construction support services may include:

- Permanent measures that are technically feasible, environmentally acceptable, and cost effective.
- Seawalls (including size, type, material, tie-backs, etc.)
- Earthen Levees/berms
- Other Earth Grading or paving interventions
- Small-scale, still water Stop-log structure installations/systems
- Small-scale, still water Lock structure installations/systems
- Floodwalls (both permanent and removable, depending on specific site conditions)
- Flood Gates



- Cofferdams
- Geotechnical Investigations
- Hydrologic Studies
- Hydraulic Studies
- NEPA-level clearances
- Threatened and Endangered Species studies
- Historic and Archeologic studies
- Construction Engineering and Inspection Services
- Operational Programming
- Temporary Measures (such as enhanced sandbagging, proprietary flood mitigation products (e.g., HESCO (or other) barriers, Tiger Dams, etc.), if needed

The required scope of services may include, but is not limited to:

- Specific Concept Feasibility Studies (technical, environmental, legal and fiscal) for both:
 - Installation of Stoplog closures across the Lakewood, Phillip and Fox Creek Canals, and
 - Installation of new, higher-elevation seawalls along all canal-adjacent properties (public and private)
- Feasibility Studies for other Concepts identified/developed by your team
- Planning, development, investigative, project scoping, and prioritization and implementation services for installation of flooding and floodplain mitigation measures as soon as practicable for multiple infrastructure systems.
- Required NEPA needs and conformance for each concept/project
- Project management coordination with Federal, State and Local agencies.
- Project management coordination with multiple City departments/agencies and outside utilities.
- Support for all required community outreach initiatives and involvement.
- Develop both overall program and individual project administration GANTT charts detailing the process from initial request through construction closeout.
- Provide City-requested reports and status updates for all projects administered through this program.
- Design program management, technical oversight, and quality control for the projects.
- Design project management controls including scope, schedule, and budget management; change order design updates, response to requests for information, QA/QC and general project delivery.
- Support in acquiring permitting and approvals.



- Develop presentation documents, maps, design drawings, specifications, and other documents for projects.
- Provide survey work, exhibits, property descriptions, etc., in support of real property acquisition (permanent and/or temporary.)
- Urgent need investigation and design services for improvements to roads, bridges, drainage, and water and sewer infrastructure, etc.
- Provide design drawings for all elements of the project including civil design of infrastructure elements and traffic control elements (if needed) and other services as needed in support of the delivery of full design documents, specifications, and other bid package deliverables.
- Support in meeting the requirements and delivering design documents for projects with state and/or federal funding contributions.
- Geotechnical support including soil borings (shallow and/or deep), pavement coring, soil classification and analysis, infiltration analysis, etc.
- GIS mapping support.
- Specific disciplines may include: civil engineering, structural engineering, Electrical engineering, mechanical engineering, landscape design, architectural design, traffic signs, pavement markings², surveying, geotechnical engineering, environmental engineering, traffic engineering, Hydraulic/hydrologic engineering, community engagement and meeting support.
- Development of program and project specific public information and outreach strategies including preparation for and support during public meetings.
- Internal and external stakeholder engagement support.
- Printing plans and specifications, fliers for community meetings, room rental fees, public meeting materials and food (each project anticipated to have 3 to 6 public meetings).
- Construction flyers and posters to inform the public of up-coming meetings or work.
- Maintenance of Traffic (MOT) plans.
- Construction staging including milestones, liquidated damages, and strategies to support businesses during construction.
- All materials required for public bidding.
- Detailed costs estimates and quantities.
- QA/QC plan.
- Utility coordination.
- Bid Documents
- Shop drawing review and acceptance.
- Construction Administration.



9. TECHNICAL INFORMATION

Project design documents/plans shall be prepared in MicroStation.

10. RESPONDENT PERFORMANCE HISTORY

The respondent shall provide the following information:

- a. Identify in detail at least three (3) similar projects within the past five (5) years in urban areas of a similar character to Detroit by name, subject matter, location, respondent's services provided and the length of time respondent's service were provided on each (use attached reference form). Included in this information shall be the description of services provided and the time period during which the services were provided (This is a minimum requirement that needs to be met for the proposal to be considered for review, per item 2 above);
- b. Identify the respondent's key personnel working on the projects identified in "section a" above;
- c. Identify any projects in which the respondent's contract was terminated for any reason;
- d. Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last 10 years;
- e. Attach your organization's financial statements (CPA Certified) for the previous three years; and
- f. Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel.

11. EVALUATION CRITERIA

Each Qualification Statement will be reviewed and rated based on the submission and evaluation per the following criteria:

- Consultant must submit standard form SF 330, as an attachment to their statement otherwise statements will be considered not responsive to the RFQUAL and will not be rated.
- Experience in handling similar services outlined in this RFP and familiarity with the City of Detroit, HUD, USACE, FEMA, EGLE, and their programming, design, right-of-way/property rights acquisition, bidding, contracting and construction standards and practices.
- The Consultant must state the peer-review policy and practices followed to conduct review and with particular attention to staffing, timing of review and cost engineering.
- Technical competence of key personnel expected to be assigned to the contract, including summaries of experience in the required activities and educational background. The qualifications of the key members of the project team and



especially the day-to-day Project Manager should be presented in a complete and concise manner. Technical competence must be exhibited in all core aspects of the proposed projects, including civil road, bridge and green infrastructure design, landscape architecture of urban streetscapes, street and pedestrian lighting design, traffic engineering studies and design services.

- Capacity and resources of the firm to perform the work. Describe composition of total staff, including clerical group, projected workload and availability of staff for this project.
- Using previous projects of the firm, give references and document the ability to control the project and achieve timely performance within budget.
- Using previous projects of the team, indicate in the reference projects listed, the level of past experience key team members have exhibited working collaboratively on those projects.
- Identify in detail at least 3 similar projects within the past 5 (five) years in urban areas of a similar character to Detroit by name, subject matter, location, respondent's services provided, and the length of time respondent's service were provided on each (use attached reference form). Included in this information shall be the description of services provided and the time period during which the services were provided (This is a minimum requirement that needs to be met for the proposal to be considered for review, per item 2 above).
- Statement of Avoidance of personal and organizational conflict of interest (Mandatory statement to be submitted on company letterhead).
- Description of Affirmative Action Program and resolution of any sanction regarding Affirmative Action Program (Mandatory statement on company letterhead).
- Statement of Non-Collusion Provision (Mandatory statement to be submitted on company letterhead).
- Statement affirming that neither the firm nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from participation in federally funded programs (Mandatory statement to be submitted on company letterhead).

PHASE ONE CRITERIA – NON-ECONOMIC DEVELOPMENT

10 points: Technical competence of key personnel expected to be assigned to the contract, including summaries of experience in the required activities and educational background.



15 points: Experience and familiarity with all core aspects of the proposed projects, including design project management; civil, flood control structures, road, bridge and green infrastructure design; landscape architecture of urban streetscapes; street and; traffic engineering studies.

10 points: Capacity and experience of the floodplain designation abatement, component of the team.

10 points: Capacity and resources of Team to perform the work.

10 points: Team experience indicating the past work efforts of individual team members working collaboratively on past projects to ensure effective delivery of services for this project.

5 points: Experience and familiarity with the City of Detroit, USACE, FEMA, EPA and EGLE and their programming, design, right-of-way, bidding, contracting and construction standards and practices.

5 points: References and pre-qualifications and certifications.

Maximum points for Phase One Criteria not to exceed **sixty-five (65) points**.

PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT

Detroit headquartered business 15 points

Detroit based business 5 points

Maximum points for phase two not to exceed fifteen (15) points.

PHASE THREE CRITERIA ECONOMIC DEVELOPMENT & CONTRACT PERFORMANCE OF PRIME AND SUBCONTRACTOR(S)

Detroit headquartered business 20 points

Detroit based business 10 points

Maximum points for phase three not to exceed twenty (20) points

12. EVALUATION PROCEDURE

After evaluation of the qualifications submitted under this request, the DBA will open the Proposals of the Respondents who are deemed by the DBA to be most qualified, and all other Proposals will be returned unopened. The most qualified



Respondents may be interviewed, in the sole discretion of the DBA. A contract will be awarded based upon qualifications and the submitted Proposals.

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.

The Consultant shall adhere to following time schedule:

TENTATIVE TIME SCHEDULE

Advertise RFQ/P:	July 23 ¹ , 2026
Pre Proposal Conference:	August 7, 2026
RFQ/P Submittals Due:	August 28, 2026
Approval of the contract (tentative):	September 24, 2026
Authorization to Proceed:	September 30, 2026

* The dates shown are projected schedule dates, actual dates may vary.

13. CONTRACT APPROVAL

Upon contract award, the City and the respondent shall execute a Professional Services Agreement, 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 Detroit Building Authority Board of Commissioners. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract.

14. REQUIRED SUBMITTAL INFORMATION

- Statement of Avoidance of personal and organization conflict of interest (Mandatory statement to be submitted on company letterhead).
- Description of Affirmative Action Program and resolution of any sanction regarding Affirmative Action Program (Mandatory statement on company letterhead).
- Statement of Non-Collusion Provision (Mandatory statement to be submitted



on company letterhead.

- Three (3) similar projects within the past five (5) years in urban areas of a similar character to Detroit by name, subject matter, location, respondent's services provided and the length of time respondent's service were provided on each (use attached reference form).

15. SUBMITTAL INSTRUCTIONS

All proposals must be submitted through the www.bidnetdirect.com system. 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 www.bidnetdirect.com System. Responses received **will not** be available for review. Proposals received will be subject to disclosure under applicable 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 www.bidnetdirect.com System. The contact person regarding the proposal should also be specified by name, title, and phone number. The successful respondent will receive an award letter. Respondents who are not awarded will receive a notification that the award decision has been made.

16. PREPARATION OF PROPOSAL

The proposal shall include all forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective respondent, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective respondent. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its proposal to take exception to any requirement of the RFP. 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.



17. REQUIRED CONTENT

Bid responses must include the following content:

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.

Required Clearances and Affidavits

The following clearances and affidavits are required to do business with the City of Detroit. Approved clearances are not required to submit a response to the RFP but will be required of the successful respondent prior to City Council approval.

Respondents must submit requests for clearance and affidavits electronically in the www.bidnetdirect.com system. If there is documentation that the respondent is required to provide to the City that contains personal identifiable information, the respondent must submit the request for clearance through the www.bidnetdirect.com system and send the confidential information to the City separately via email. Do not attach copies of clearance documents or affidavits to the bid response.

Required Clearances	Required Affidavits
Income Tax Revenue Tax	Slavery Era Hiring Compliance Political Contributions Human Rights

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.

In your introduction, please include, at a minimum, the following information and/or documentation:

- ☐ A statement to the effect that your proposal is in response to this RFP;



- ☐ A brief description of your firm;
- ☐ The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- ☐ A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- ☐ The name and contact information of the of the firm's partner and or manager(s) that will be in charge of this project;
- ☐ The firm's financial solvency, fiscal responsibility and financial capability;
- ☐ The age of the firm's business and the average number of employees during each of the last three (3) years;
- ☐ The firm's current tax status and Federal Employer Identification Number; and
- ☐ Evidence of any licenses or registrations required to provide the services under this contract.
- ☐ Name and address of the Sub Consultant and percentage of work expected to be performed by them.
- ☐ Hourly rate of pay of all classification of employees who will be assigned to this job
- ☐ Most recent Certified Overhead Rate

18. REQUIRED FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

- ☐ Overall Scope of Work and Operational Responsibilities;
- ☐ Respondents Performance History;
- ☐ Proposal Submission Procedure; and
- ☐ Certificate of Good Corporate Standing, if a corporation. Evaluation of the respondent's proposal will be made in accordance with Section 11 of this RFP.

19. REQUIRED COST PROPOSAL

If a contract(s) is/are entered into as a result of this RFQ/P, the scope of work will be given to the Consultant to quote a fee using the pay rate for each classification submitted with the proposal. The total fee shall include the labor, equipment, and materials necessary to deliver the quoted services. The certified overhead rate will be applied to the actual labor costs quoted. The City will review the fee and, if reasonable, a notice to proceed will be issued for each task. If not, the City will negotiate with the consultant to arrive at a reasonable fee. The City reserves the right to select one or more Consultants to perform all or separate parts of this function

20. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the City is evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.



21. QUESTION DEADLINE

All questions regarding the RFQ/P shall be submitted through the www.bidnetdirect.com System. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The City of Detroit does not guarantee a response to questions not submitted after the question deadline.

22. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFQ/P. Emphasis should be on the completeness and clarity of content.

23. PAYMENT

All properly executed invoices submitted by the successful respondent will be paid in accordance with the Parties Professional Services Agreement, and the City of Detroit Prompt Payment Ordinance.

24. 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. Proponents will be notified by the Department of Public Works of the date, time and location for Oral Presentations.

25. ASSIGNMENT

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

26. 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.

27. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

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



28. BID DEPOSIT & PERFORMANCE BOND (*OPTIONAL*)

N/A.

29. CHANGES IN FACTS

Proposers shall advise the City during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

30. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded, they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

31. 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.

32. CHANGES IN PROPOSAL REQUIREMENTS

The City may make changes to the requirements of this RFP, as it deems necessary. Respondents will be notified by email if any changes are made to the RFP. If changes are made, the City may, at its discretion, extend the time allowed for submission of proposals

33. OFFICE OF INSPECTOR GENERAL

33.01 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.

33.02 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.

33.03 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.

33.04 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.

- 33.05 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.
- 33.06 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.
- 33.07 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.



APPENDIX A

Project Number	Location	Immediacy	Limits	Approximate Project Length	Possible Project Components
1	Jefferson Chalmers – Detroit River, Fox Creek, Phillip Canal, Lakewood Canal, Harbor Island canal Klenk Island Canals and Conner Creek	ASAP	Strategic based on known / expected flooding areas	TBD	Steel sheet pile floodwall, earthen levees, floodwalls, stop-log installation, permanent canal closures, etc.
6					
Other potential projects and/or project elements may include: 1.) Armoring of Fox Creek channel or “flume” near the Fox Creek Backwater Gate					