



Addendum #1 August 2nd, 2018

Request for Proposals, July 24th, 2018 RFP Series #7.24.18 A-F (HHF Properties) Abatement & Demolition of Residential Properties

I. Clarifications/Modifications/Amendments

- **Cover Page**

1. **The Section is hereby amended to read as follows:**

Detroit Land Bank Authority Designated Point(s)-of-Contact:

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Evaluated and Tabulated on behalf of the DLBA by:

Guidehouse LLP

- **Section V. Eligibility for Award (p. 2)**

1. **The Section is hereby revised as follows (revised/new language is highlighted):**

The DLBA is adopting the Detroit Building Authority's (DBA) Contractor Capacity & Eligibility for Award Policy (DBA Policy #2016-2). Pursuant to DBA Policy #2016-1 (as amended or revised) and DLBA's Capacity Policy (as amended or revised), the DLBA will only evaluate and/or tabulate proposals from pre-qualified vendors who have adequate capacity and who are not currently subject to any disciplinary action by the DBA. Furthermore, the DLBA will only evaluate proposals which are completed and submitted in accordance with the terms and conditions of this RFP. Instructions for accurately



completing the proposal are defined in Sections X to XII and Section XVIII contains additional information on the DLBA's evaluation of each Respondent to determine their eligibility for award.

Interested vendors may find copies of DBA Policy #2016-1 and DLBA's Capacity Policy (DBA Policy # 2016-2 (as amended or revised)), as well as a list of pre-qualified vendors through the following link:

<https://drive.google.com/drive/folders/1Ay8iu8ub1HPHrvU4g3yfJAc40XCJtpqj?usp=sharing>

Interested vendors are strongly advised to read this RFP and the applicable DLBA and DBA Policies in their entirety prior to submitting a proposal. Furthermore, interested vendors are strongly advised to review the regular communication from the DLBA and the DBA regarding their eligibility for award prior to submitting a proposal.

Vendors will be ineligible for award, contract and/or sub-contract on this RFP if the City of Detroit Office of the Inspector General, any Prosecutor's Office, State Attorneys General Office, or U.S. Attorneys General Office has informed the DLBA or the DBA that the vendor or any principal or owner is responsible for committing fraud, fraudulent misrepresentation, demolition-related negligence, theft-related crimes and/or any other illegal activity related to demolition activities. If vendors are currently under investigation for any of the above activities, their eligibility will be determined on a case-by-case basis.

The DLBA reserves the right to determine that a proposal is ineligible for award if the DLBA discovers any of the following at any stage in the RFP process:

- That the Respondent is in arrears or default to the City of Detroit ("City") on any contract, debt or other obligation;
 - That the vendor is debarred or suspended by the City, State of Michigan or the Federal government;
 - That the vendor has committed a violation which resulted in the termination of a contract or other material sanction by the DLBA or the City within the last two (2) years immediately preceding the date of issuance of this RFP."
- **Section IX. Proposal Form and Content (p. 4-5)**
1. **The Section is hereby revised as follows (revised/new language is highlighted):**
- C. **Use of RFP Forms/Documents.** Respondents must submit proposals using only those forms/documents provided with this RFP. The DLBA will consider any proposal which uses an alternate or incorrect form/document as non-responsive and ineligible for award.



D. **Missing Forms/Documents.** Respondents must complete and submit all required forms/documents associated with the proposal. The DLBA will consider any proposal with a missing form/document as non-responsive and ineligible for award.

E. **Incomplete Forms/Documents.** Respondents must complete and submit all required forms/documents associated with the proposal. The DLBA may consider any proposal with incomplete forms/documents as non-responsive and subject to a determination of ineligibility for award.

• **Section X. Instructions on Completing the Price Sheet for this RFP (p. 5)**

1. **The Section is hereby revised as follows (revised/new language is highlighted):**

C. **Cost Fields.** For every property associated with this RFP, Respondents must enter a dollar value for each of the following costs unless otherwise specified:

- i Asbestos Abatement
- ii Additional HAZMAT & Fees
- iii Demolition
- iv Backfill (Dirt)
- v Grade
- vi Seed

Respondents may only submit costs in each cell with a decimal value to the hundredth place. Any value exceeding the hundredth place may cause rounding discrepancies and affect the overall summation of each column and/or row.

The DLBA reserves the right to determine any Price Sheet with a missing cost as an incomplete form and a non-responsive proposal which may be subject to a determination of ineligibility for award. Furthermore, Respondents may not use a blank cost field as a substitute for a zero-dollar (\$0.00) input.

H. **Flat Rate Bids.** Respondents must submit costs for asbestos abatement and demolition based upon the available information or documentation for each property. Respondents may NOT allocate costs for asbestos abatement to demolition or any other cost field. Likewise, Respondents may not allocate costs for demolition to asbestos abatement of any other cost field. Respondents may not allocate any costs for one property to another property or group of properties.

The DLBA will not accept “flat rate bids” for asbestos abatement or for demolition. “Flat rate bids” are identical asbestos abatement or demolition costs for two or more properties included in the



RFP Group. The DLBA will consider any proposal with flat rate bids as non-responsive and ineligible for award.

Respondents should interpret this section of the RFP to mean that no two properties may have the same costs for asbestos abatement or for demolition. Every property must have a unique cost for these services.

- **Section XI. Instructions on Completing the Item Cost Worksheets for this RFP (p. 7)**

1. **The Section is hereby revised as follows (revised/new language is highlighted):**

Respondents must complete and submit BOTH Item Cost Worksheets (Abatement Item Cost Worksheet and Demolition Item Cost Worksheet) in response to this RFP. Respondents must provide a cost for each item. The DLBA reserves the right to consider an incomplete Item Cost Worksheet as a non-responsive proposal and subject to a determination of ineligibility for award.

Completion of the Item Cost Worksheets or acknowledgement of completion of the Item Cost Worksheets by the DLBA does not guarantee acceptance of the item costs for the removal/abatement and disposal of any particular material or for any particular abatement or demolition activity.

The DLBA reserves the right to request clarification or detailed explanation of any item cost identified on either Worksheet.

Respondents must express the item cost in either of the following ways:

- As a mean (average) per unit of measure (i.e. \$3.00/sq.ft.), or
- As a range of reasonable costs per unit of measure (i.e. \$2.80-\$3.20/sq.ft.)”

- **Section XII. Proposal Submittal (p. 7)**

1. **The Section is hereby revised as follows (revised/new language is highlighted):**

B. Submittal by Facsimile, E-mail or Any Other Means. The DLBA will not accept any proposal submitted by facsimile, e-mail or any other means not explicitly articulated in this RFP. This includes an electronic copy of the required documents which are submitted on a flash drive. The DLBA will not accept or review proposals which are submitted on a flash drive.



- **Section XIII. Submittal Deadline (p. 8)**

1. **The Section is hereby revised as follows (revised/new language is highlighted):**

Proposals are due by the date and time specified on the Cover Page of this RFP. The DLBA will not accept late proposals under any circumstances. Interested vendors assume all responsibility for submitting a proposal and ensuring receipt of that proposal prior to the deadline.

The DBA reserves the right to change the deadline for this RFP at any time prior to the date and time specified on the Cover Page of this RFP. The DBA will notify pre-qualified vendors of any change in the deadline through BidSync.

- **Section XIV. Conditions on Proposals (p. 8)**

1. **The Section is hereby revised as follows (revised/new language is highlighted):**

D. **Property of DLBA.** Unless withdrawn, all proposals which are submitted in accordance with the terms and conditions of this RFP will become property of the DLBA, and the DLBA will keep and maintain the proposals in accordance with all applicable policies and rules.

E. **Withdrawal of Proposal.** A Respondent may withdraw a proposal prior to the deadline by submitting a request for withdrawal to the designated point(s) of contact for this RFP through BidSync. Neither the DBA nor the DLBA will accept any other request to withdraw. Failure to follow these instructions may result in the acceptance, evaluation and tabulation of the proposal.

- **Section XVII. Evaluation and Tabulation of Proposals (p. 9-12)**

1. **The Section is hereby revised as follows (revised/new language is highlighted):**

A. **Threshold Criteria.** Prior to evaluating the proposals, the DLBA will evaluate each Respondent to determine their eligibility for award. If a Respondent is ineligible for award, the DLBA will determine that the proposal is similarly ineligible for consideration. All Respondents which meet the following threshold criteria shall constitute the total pool of eligible Respondents:



- i **Pre-Qualified Vendor**. The DLBA will only evaluate proposals submitted by pre-qualified vendors. If a Respondent has not been pre-qualified prior to the issuance of this RFP, the DLBA will determine that the proposal is ineligible for award. If any qualification form/document has expired, the DLBA reserves the right to request a current and valid form/document at any time in the RFP process prior to Notice of Award. Failure to respond to any such request may delay or result in a determination of ineligibility for the award.
 - ii **Disciplinary Action**. Pursuant to DBA Policy #2016-1 (as amended or revised), the DLBA will only evaluate proposals from Respondents who are NOT currently subject to disciplinary action by the DBA. If a Respondent is currently subject to a disciplinary action by the DBA, will determine that the proposal is ineligible for award.
- B. Evaluation of Proposal Forms/Documents**. Prior to tabulating the Grand Total Costs, the DLBA will evaluate the proposal of each eligible Respondent to determine the eligibility for award. All proposals which meet the following standards shall constitute the total pool of eligible proposals:

 - i **Flat Rate Bids**. As defined in Section X.F. of this RFP, the DLBA will only tabulate proposals from eligible Respondents who did NOT submit Flat Rate Bids in response to this Request. If an eligible Respondent submits Flat Rate Bids in response to this Request, the DLBA will determine that the proposal is ineligible for award.
 - ii **Adequate Capacity**. Pursuant to the DLBA's Capacity Policy (DBA Policy # 2016-2 (as amended or revised)), the DLBA will only tabulate proposals from Respondents with Adequate Capacity who respond to this RFP. If an eligible Respondent has Inadequate Capacity, the DLBA will determine that the proposal is ineligible for award.
 - iii **Alternate, Incorrect or Missing Forms/Documents**. Respondents must complete and submit all required forms/documents associated with this RFP. If an eligible Respondent uses an alternate or incorrect form/document OR fails to submit any of the required forms/documents, the DBA and the DLBA will consider the proposal non-responsive and ineligible for award.
 - iv **Incomplete Forms/Documents**. Respondents must complete and submit all required forms/documents associated with this RFP. The DLBA may consider any proposal with incomplete forms/documents as non-responsive and subject to a determination of ineligibility for award.

 - a. **Form/Document Irregularity of Deficiency**. The DLBA reserves the right to waive any reasonable, nonmaterial irregularity or deficiency in any form/document if it is determined to be in the best interests of the Program.



b. **Request for Complete Forms/Documents.** After a review and evaluation of the proposal and the identification of any reasonable, nonmaterial irregularities or deficiencies the DLBA reserves the right to request, as necessary, complete forms/documents from the eligible Respondent. The Respondent must provide complete forms/documents within twenty-four (24) hours of request. The DLBA reserves the right to determine that a proposal is ineligible for award if the Respondent fails to respond within the allotted time.

v **Request for Clarification.** The DLBA reserves the right to request clarification on any form/document included in the proposal. This includes clarification on any cost for any property on the Price Sheet. The Respondent must provide clarification within twenty-four (24) hours of request. The DLBA reserves the right to determine that a proposal is ineligible for award if the Respondent fails to respond within the allotted time.

C. **Order of Tabulation.** For RFP Groups from the same RFP Series, the DLBA will order the tabulation of those Groups based upon the difference between the lowest Grand Total Costs and the second lowest Grand Total Costs for each Group. The DLBA will first tabulate that Group with the largest difference, and then tabulate the Group with the second largest difference, and so on until all Groups are tabulated.

For example, three (3) RFP Groups are being evaluated: 1.9.19A, 1.9.19B and 1.9.19C. There are three (3) eligible proposals for each Group: Contractor X, Contractor Y and Contractor Z.

The Grand Total Costs for each eligible proposal of each Group are as follows:

RFP Group	Low Vendor	Low GTC	2 nd Low Vendor	2 nd Low GTC	Difference	Order of Evaluation
1.9.19A	Z	\$80,000.00	Y	\$95,000.00	\$15,000.00	2
1.9.19B	Z	\$95,000.00	Y	\$98,000.00	\$3,000.00	3
1.9.19C	X	\$60,000.00	Y	\$80,000.00	\$20,000.00	1

In this scenario, The DLBA will first tabulate Group 1.9.19C, followed by Groups 1.9.19A and 1.9.19B, respectively.



This order of tabulation is subject to change if proposals become ineligible due to changes in the available capacity of an eligible Respondent. See **XVII.D.** below.

D. Completion of the Bid Tabulation Sheet

i **Determination of Adequate Capacity.** If the Current Capacity of an eligible Respondent is greater than or equal to the Grand Total Costs which were submitted in response to this RFP, then the eligible Respondent will have Adequate Capacity, and the proposal will be eligible for award. If an eligible Respondent has Inadequate Capacity, then the proposal will be ineligible award.

ii **Ranking the Grand Total Costs.** The eligible proposal with the lowest Grand Total Costs will receive a rank of "1." The eligible proposal with the second lowest Grand Total Costs will receive a rank of "2" and so on until all eligible proposals are ranked. The eligible proposal with a Grand Total Costs rank of "1" will be identified as the presumptive winner of the RFP Group.

iii **Breaking a Tie in Lowest Grand Total Costs.** If two or more eligible proposals have identical lowest Grand Total Costs, then the Eligible Respondent with the greater Available Capacity will receive a rank of "1" and will be identified as the presumptive winner.

iv **Adjustments to Available Capacity.** For the presumptive winner, The **DLBA** will subtract their Grand Total Costs for this RFP Group from the Current Capacity. The Remaining Capacity will become the Current Capacity for any proposals yet to be tabulated.

E. **Assessment of Cost Reasonableness.** The **DLBA** reserves the right to evaluate the reasonableness of any cost for any property included in this RFP Group. Furthermore, the DLBA reserves the right to remove any property from this RFP Group for cost reasonableness concerns.

• **Section XVIII. Clarifications, Modifications, or Amendments to this RFP (p. 12)**

1. **The Section is hereby revised as follows (revised/new language is highlighted):**

The DBA reserves the right to clarify, modify or amend this RFP at any time prior to **the public bid opening.** The DBA will communicate any clarifications, modifications or amendments through BidSync. **Following the public bid opening, the DLBA reserves the right to clarify, modify or amend this RFP at any time prior to award. The DLBA will communicate any clarifications, modifications or amendments in a timely manner.**



- **Section XIX. Cancellation or Withdrawal of this RFP (p. 12)**

1. **The Section is hereby revised as follows (revised/new language is highlighted):**

The DBA reserves the right to cancel or withdraw this RFP at any time prior to the public bid opening. The DBA will communicate the cancellation or withdrawal of this RFP through BidSync. Following the public bid opening, the DLBA reserves the right to cancel or withdraw this RFP at any time prior to award. The DLBA will communicate any clarifications, modifications or amendments in a timely manner.