

# Request for Proposal

RESIDENTIAL CONSTRUCTION CONTRACTORS  
PROPERTY REHABILITATION PROGRAM

2920 Baldwin St. Detroit, MI 48214



## Table of Contents

I.	Introduction .....	3
II.	Designated Point(s) of Contact for this RFP .....	3
III.	Questions.....	3
IV.	Discovery of Discrepancies, Errors or Omissions in any RFP Document .....	3
V.	Proposal Submission Check List .....	4
VI.	Contractor Capacity Report.....	4
VII.	Property Information.....	4
VIII.	Pre-Bid Scheduling Link .....	5
IX.	Timeframe to Complete Project.....	5
X.	Payment Terms (Draw Schedule).....	5
XI.	Project Liquidated Damages.....	5
XII.	Scope of Work for Property.....	6
XIII.	Warranty Period Required .....	6
XIV.	Proposal Evaluation Criteria .....	6
XV.	Proposal Award Process .....	8

**Detroit Land Bank Authority**

**Program:** Rehabbed and Ready

**2920 Baldwin**

## I. Introduction

The Detroit Land Bank Authority respectfully requests proposals from pre-qualified contractors for the renovation of residential properties.

The intent of this Request for Proposal (RFP) is to procure the services of the prequalified contractors openly and responsibly with the highest-scoring proposal.

## II. Designated Point(s) of Contact for this RFP

Melissa Rios, [mrrios@detroitlandbank.org](mailto:mrrios@detroitlandbank.org)

## III. Questions

Interested contractors must submit all questions through Bid Sync.

Interested contractors must submit questions no later than 5:00p.m. on Friday, June 03, 2022.

## IV. Discovery of Discrepancies, Errors or Omissions in any RFP

### Document

If an interested contractor discovers any discrepancy, error or omission in any RFP document then the interested contractor must immediately notify the DLBA via Bid Sync. Any RFP document includes, but is not limited to, this RFP, Scope of Work, Property Map, or any Exhibit.

## V. Proposal Submission Check List

Document	Where can it be located	Completed
Conducted a Pre-Bid Inspection of the Property	See Section VIII (below)	<input type="checkbox"/>
Scope of Work with Pricing <b>Attached</b>	Separate Attachment on Bid Sync	<input type="checkbox"/>
Reviewed and Understand Design Schedule	Separate Attachment on Bid Sync	<input type="checkbox"/>
Alternative Product/QTY Templates <b>Attached (if needed)</b>	Exhibit B (Exhibit Packet on Bid Sync)	<input type="checkbox"/>
Reviewed and Understand the Floor Plans and Site Plans	Separate Attachment on Bid Sync	<input type="checkbox"/>
Reviewed and Understand the Invoicing and Instructions	Exhibit D (Exhibit Packet in on Bid Sync)	<input type="checkbox"/>
Reviewed and Understand the DLBA Project Manual	Exhibit E (Exhibit Packet in on Bid Sync)	<input type="checkbox"/>
Reviewed the Contractor Capacity Report Link	See Section VI (below)	<input type="checkbox"/>

## VI. Contractor Capacity Report

There will be a new report added when the RFP opens and closes. [Click Here](#)

## VII. Property Information

Property Address	2920 Baldwin St., Detroit, MI 48214
Legal Description	E BALDWIN LOT 57 ABERLE ZUG & DE VOGELAERS SUB L26 P78 PLATS, W C R 17/231 30 X 111.5A
Year Built	1910
Approx. Sq Ft	1436
# of Bedrooms	3
# of Bathrooms	1.5

## VIII. Pre-Bid Scheduling Link

[Click Here](#)

## IX. Timeframe to Complete Project

120 days from NTP date.

## X. Payment Terms (Draw Schedule)

### **Draw Schedule**

Contractor agrees to provide the appropriate materials and Services based upon the Scope of Work for a Property at the price set forth in the Agreement on a timely basis and in accordance with the terms of the Agreement.

### **Monthly Draws**

Contractor can submit monthly draw requests starting 30 days from the official start date. Only “satisfactory” unpaid items can be included on each invoice. The DLBA will hold a 15% retainer from each invoice, until final completion has been reached.

### **Final Draw**

Upon DLBA's approval of Final Completion of a Property, Contractor will invoice and DLBA will pay the retainage amount.

### **Final Completion**

Contractor shall notify DLBA when all Services and the Scope of Work have been completed, including all Punch List items. Contractor and DLBA shall promptly conduct a walk-through of the Property together, and DLBA shall either agree or disagree with the conclusion. If DLBA disagrees, then DLBA and Contractor shall jointly prepare a Punch List of remaining Services that need to be provided to achieve Final Completion.

## XI. Project Liquidated Damages

Contractor shall be required to complete the Services by the completion date provided within the Agreement. Failure to complete the Services within the prescribed timeframe, as may be extended in writing by the DLBA, will result in a deduction of one percent (1%) from the final balance owed to the Contractor for each calendar day the Services are overdue.

The penalty will continue to accrue and after seven (7) days Contractor will be found in breach. Contractor will have three (3) days to cure the default/breach or the contract will be terminated.

## XII. Scope of Work for Property

The Contractor is strongly urged to inspect the interior and exterior of the property. Dimensions given are approximate, the Contractor is strongly urged to conduct a pre-bid inspection to field verify all measure and dimensions. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the Scope of Work Document **(provided as a separate document)**.

All measurements (i.e. LF, SF of drywall) are for the Contractor's convenience. All dimensions given are approximates. No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial proposal utilizing the Alternative Product/QTY Template **(Exhibit B)**.

**A Guaranteed Maximum Price (GMP) should be provided based on the Scope of Work. The DLBA will add 10% to cover approved unforeseen contingencies.**

The link to schedule a pre-bid inspection is above under the [Pre-Bid Scheduling Link](#) in the section above.

## XIII. Warranty Period Required

Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one (1) year from the final acceptance date. Further, Contractor shall furnish the Detroit Land Bank Authority with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.

## XIV. Proposal Evaluation Criteria

- Points will decrease by 5 (i.e. 25, 20, 15, etc.)
- Final highest percentage will be awarded the project
- For Contractors who do **NOT** have a Project Assessment Score Card, the max points are 75 points
- For Contractors who do have a Project Assessment Score Card, the max points are 100 points
- In order to make a fair comparison, if not all of the contractors submitting bids for a particular RFP have a Project Assessment Score Card, all of their point totals will be converted into percentages of the potential high scores of 75 or 100 points, respectively. Then the comparisons will be made between the various bidders' percentage scores, instead of simply point totals.

Evaluation Criteria & Description		Points
<p>Available Capacity</p> <p>Capacity Report will be updated on the due date for submission of each RFP.</p>	<p><b>Site Management Capacity:</b> Determined based on available number of approved site managers at the time the last capacity report was pulled. Each approved site manager can manage up to 3 full rehabs (or 5 partial rehabs). <b>If you do not have the site management capacity, you will automatically be disqualified from consideration for that RFP.</b></p> <p><b>Financial Capacity:</b> Determined based on the amount available on the due date for the relevant RFP. Available capacity is equal to one-half of the value of the aggregate Payment and Performance Bonds held by the Contractor on that date, minus the total value of the work currently awarded to that Contractor by the DLBA but not yet completely and accurately invoiced. Example: Contractor has an aggregate bond of \$100,000.00. DLBA will consider Contractor to have a baseline capacity of \$50,000.00. Contractor has been awarded \$25,000.00 of work by the DLBA. Of that \$25,000.00 of work, Contractor has completely and accurately invoiced the DLBA for \$10,000.00. Contractor's available Financial capacity will be deemed to be \$35,000.00. Points will be awarded to all contractors based on their relative Available Financial Capacities.</p>	25 pts (Max)
Cost	Highest Points will be given to the lowest submitted cost.	25 pts (Max)
Project Assessments Avg Score	Highest points will be given based on the avg of their last five completed DLBA rehab projects (if they have undertaken fewer than 5 projects, we will only count those that have been completed)	25 pts (Max)
Detroit Certified Business	City of Detroit Business Certification Letter Required.	15 pts (Max)
Detroit Skilled Trade Participation	Contractors that have a partnership with a Detroit based Skilled Trade school. (Partnership Letter Required)	10 pts (Max)

## XV. Proposal Award Process

An Award Letter will be issued and the Residential Construction Contractor will have five (5) business days to furnish a surety company Performance Bond in the sum of 100 percent (100%) of the amount of the approved scope of work to secure the faithful performance of the contract. If not received within the required timeframe the award will be rescinded and we will go to the next Residential Construction Contractor.

Once the surety bond is provided, DLBA will issue Notice to Proceed based on the company's site supervisor/management capacity. The project must start within two (2) weeks of NTP being issued.