



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR PROPOSAL

Commercial and Industrial Property Valuation Consultant

RFP NO.20 MA 18822

Proposal Due Date: (10/6/20 4:00 PM)

QUESTION DEADLINE (EST): September 29, 2020
Questions will NOT be entertained after the deadline date/time

Conference Type: (None)
Participation Type: (None)
Conference Date: (None)
Conference Details: (N/A)
Additional Information: (N/A)
Pre-Bid Walk Through Address: (N/A)

Submit your response to the following contact.

Company **City of Detroit**
 Buyer **Michael Anderson**
 Location **2 WOODWARD AVENUE**
STE 1100
DETROIT, MI 48226
UNITED STATES

Phone
 Fax
 E-mail **andersonmi@detroitmi.gov**

When submitting your response, include the following information.

Your Company Name	
Company Site <i>(Optional)</i>	
Address	
Contact Details	
Response Valid Until <i>(Optional)</i>	

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1 Overview

1.1 General Information

Title	Commercial and Industrial Property Valuation Consultant		
Synopsis	The City of Detroit Office of Contracting and Procurement (OCP) requests proposals from qualified firms to provide valuation(s) support related to appeals pending at the Michigan Tax Tribunal for the Assessors Department.		
Buyer	Michael Anderson	Outcome	Contract Purchase Agreement
E-Mail	andersonmi@detroitmi.gov		
Introduction			

During the period between posting of this solicitation and final award notification, a bidder must not communicate, directly or indirectly, with the City of Detroit Department(s) for whom the solicitation is posted for, or its employees, agents, contractors, or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Chief Procurement Officer. All communication concerning this solicitation shall be with the Bid Contact(s) listed for this solicitation and shall be through the Q&A portal or email only. No phone calls shall be accepted. Failure to adhere to these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law. Only electronic submissions via Oracle will be accepted.

1.2 Schedule

Preview Date		Open Date	9/23/20 4:29 PM
Close Date	10/6/20 4:00 PM	Award Date	
Time Zone	Eastern Standard Time		

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator	No indicator displayed
Ranking Method	Price only

1.4 Terms

Agreement Start Date		Agreement End Date	
Agreement Amount (USD)		Freight Terms	Account of Seller
Payment Terms	Net 30	FOB	Delivered
Shipping Method	Lowest Cost Carrier	Price Precision	2
Negotiation Currency	USD (US Dollar)		

2 Requirements

**Response is required*

2.1 Section 1. Proposer's Attachments and Affidavits

- *1. Complete the attached form for Combined Certificates of Authority and upload to your response

Attachments:

File Name or URL	Type	Description
Combined Certificates of Autho	File	

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

- *2. Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS. Please check Yes or No.

Select one of the following:

- a. Yes
 b. No

Comments:

- *3. Below document is necessary for you to upload along with the proposal:

Reference Form

Attachments:

File Name or URL	Type	Description
Reference Form.doc	File	

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

4. For information regarding the City of Detroit's Equalization Credit Statement, please download and review the attachment.

Attachments:

File Name or URL	Type	Description
Equalization Credit Statement_	File	

Comments:

*5. Will you be utilizing any Sub-Contractors?

Select one of the following:

- a. Yes (upload all required documents) *(Response attachments are optional)*
- b. No *(Response attachments are optional)*

Comments:

*6. Please use the below URL to complete the Income Tax and Account Receivables Clearance process:

<http://bit.ly/detroitclearances>

Select one of the following:

- a. Completed
- b. Not Completed

Comments:

*7. Attention: At the request of the Detroit City Council, all suppliers responding to a bid complete the short questionnaire and submit. Please click the URL and complete.

<https://app.smartsheet.com/b/form/d93c83d91f3143af810a31cd6f3e8701>

Select one of the following:

- a. Completed *(Response attachments are optional)*
- b. Not Completed *(Response attachments are optional)*

Comments:

8. Attention: Considering a Joint or Mentor Venture? Click the URL.

<https://app.smartsheet.com/b/form/2359d53ee4364f709cdda15913b530d6>

Comments:

3 Lines

3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-Appraisal				

3.2 Line Details

3.2.1 Line 1 Appraisal

To provide an alternate line, see appendix.

Category Name **918.14 Appraisals Consulting**

Allow Alternate Lines **Yes**
 Target Minimum Release Amount (USD)
 Start Price (USD)

Alternate Line Provided Yes No
 Estimated Total Amount (USD)

4 Appendix: Alternate Lines

4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

4.2 Alternate Lines Template

Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i>	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i>	
Alternate Line Description	
Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i>	
Response Minimum Release Amount	
Note to Buyer	

