

**REQUEST FOR PROPOSALS (RFP)**  
**for**  
**Fitzgerald Transitional Work Program for Landscape Establishment and Management (FTWP)**



**ISSUE DATE: June 29, 2020**

**RESPONSES DUE: July 31, 2020**

**AWARD NOTIFICATION: August 19, 2020**

**City of Detroit**

*Michael E. Duggan, Mayor*

*Nicole A. Sherard-Freeman, Executive Director, Workforce Development*

**Mayor's Workforce Development Board**

*Cynthia J. Pasky, Co-Chairperson*

*David E. Meador, Co-Chairperson*

**Detroit Employment Solutions Corporation**

*Calvin C. Sharp, Chairperson*

*Terri Weems, Interim President and Chief Executive Officer*



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Fitzgerald Transitional Work Program for Landscape Establishment and Management (FTWP) RFP

<b>BIDDING INFORMATION</b>	
<b>Issue Date:</b>	<b>June 29, 2020</b>
<b>Bidders Conference</b>	<p><b>July 10, 2020 at 11:00AM</b></p> <p><a href="https://cityofdetroit.zoom.us/j/96329754272?pwd=NXQ5SzhTUk9SZXg1WEZUUGhkQIZZUT09">https://cityofdetroit.zoom.us/j/96329754272?pwd=NXQ5SzhTUk9SZXg1WEZUUGhkQIZZUT09</a></p> <p>Meeting ID: 963 2975 4272            Password: 064390            Dial by your location                    +1 312 626 6799 US (Chicago)</p> <p>*DESC strongly encourages applicants to attend the bidders' conference.</p>
<b>Questions Deadline:</b>	<p><b>July 10, 2020 at 5:00 PM (EST)</b></p> <p>All questions should be received in writing via email to <a href="mailto:procurement@detempsol.org">procurement@detempsol.org</a>.</p> <p>To be properly received, <u>Email Subject line must include:</u></p> <p><b>Questions for FTWP RFP</b></p> <p>DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.</p>
<b>Response to Questions:</b>	<p><b>July 15, 2020 at 5:00 PM (EST)</b></p> <p>Responses to questions will be available at this link:  <a href="https://www.descmiworks.com/opportunities/rfps-and-rfq/">https://www.descmiworks.com/opportunities/rfps-and-rfq/</a></p>
<b>Proposal Due Date:</b>	<p><b>July 31, 2020 at 5:00 PM (EST)</b></p> <p>Responses must be received electronically by email to:  <a href="mailto:procurement@detempsol.org">procurement@detempsol.org</a>.</p> <ul style="list-style-type: none"> <li>Files submitted via email must not exceed 25 MB.</li> <li>Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated.</li> <li>To be properly received, <u>Email Subject line must include:</u></li> </ul> <p><b>Response to FTWP RFP</b></p> <ul style="list-style-type: none"> <li>Proposal email submissions that include DESC staff will not be accepted.</li> <li>Confirmations of proposals received will be provided within 24 hours of receipt.</li> </ul> <p><b>Please note:</b> Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages. Proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 24 hours of receipt.</p> <p><b>DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.</b></p>



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<b>BIDDING INFORMATION CONTINUED</b>	
<b>Oral Presentation / Site Visit:</b> <i>(optional)</i>	<b>August 10, 2020 and August 11, 2020</b> DESC will host Oral Presentations on an INVITE ONLY basis with those organizations selected as finalists during the review process, as required. <b>All prospective responders should hold these dates.</b> Finalists will be notified by email upon completion of written proposal evaluations regarding presentations (length, location, materials) etc.
<b>Award Notice:</b>	The award notification is planned to be provided by <b>August 19, 2020</b>
<b>Contract Start Date:</b>	The contract period is scheduled to begin <b>September 1, 2020.</b> <i>This date is subject to change and dependent on contract negotiations.</i>



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## Fitzgerald Transitional Work Program for Landscape Establishment and Management (FTWP) RFP

### I. INTRODUCTION

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Labor and Economic Development, Workforce Development (LEO/WD) for the planning and oversight of talent development programs in the City of Detroit. Designated by the MWDB, Detroit Employment Solutions Corporation (DESC) serves as the fiscal and administrative entity that provides workforce services to job seekers and employers. DESC's primary funding streams include Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF) that funds Michigan's PATH (Partnership. Accountability. Training. Hope.) employment program, Food Assistance Employment and Training (FAE&T), Wagner-Peyser Employment Services (ES), and other public and private funding.

DESC oversees eight (8) Detroit Michigan Works! One-Stop Service Centers and contracts with qualified entities to provide workforce development services to job seekers and employers. Locally, the Michigan Works! One-Stop Service Centers are branded as Detroit at Work Career Centers. DESC is also a proud member of the American Job Center network.

In February 2017, the Mayor's Office of Workforce Development and DESC launched Detroit at Work to build Detroit's talent pool, create an opportunity for Detroiters, and give employers access to a demand-driven talent pipeline. Detroit at Work offers residents and employers a simplified brand to serve as the umbrella for all City of Detroit workforce development efforts. This includes the employment and training programs administered by DESC.

**DESC is seeking proposals from qualified individuals and/or firms to develop and implement a transitional work program to establish and manage landscape areas to support the revitalization of the Fitzgerald neighborhood.**

DESC plans to award one (1) contract for requested services as detailed in this RFP.

This work will be funded through a grant initiative called Reimagining the Civic Commons that focuses on improving civic engagement, socioeconomic mixing, value creation and environmental sustainability. More information about the grant program can be found at <http://www.civiccommons.us>. This project is part of an initiative to address publicly owned vacant lots to stabilize the neighborhood, increase property values, and develop more sustainable, lower maintenance landscapes that benefit the aesthetics of the neighborhood and discourage dumping. The initiative also recognizes an opportunity to put Detroiters to work in the reinvestment into their own community, with a particular goal of helping those with past experience with the justice system or other barriers to employment to reenter the workforce. The project is an opportunity to measure and demonstrate the impact on participants of transitional work experience and also the performance of landscapes in benefiting the community. To meet these requirements and successfully establish new landscape types, we anticipate the project sites will be adaptively managed; therefore, the number and dates of maintenance actions outlined in this request for proposals (RFP) may be adjusted based on those site and or weather conditions.



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### Background

The vision for the Fitzgerald Revitalization Project is to transform a quarter square mile area by addressing every publicly owned vacant lot and house. Removing blighted structures, beautifying vacant lots and creating homes for new residents will contribute to stabilization, increased property values, and improved quality of life. The City, in partnership with residents, has developed a three-part implementation strategy to create a sustainable model for transforming and maintaining parcels within the Fitzgerald Project Area:

- Creation of a neighborhood park and greenway to be maintained by the General Services Department – completed Ella Fitzgerald Park in July 2018, Greenway to complete in 2020
- Rehabilitation of all salvageable, publicly-owned structures – ongoing, work being completed by private development partner, Fitz Forward, and public partners through the Rehabbed and Ready and Bridging Neighborhoods Programs
- Implementation of low-maintenance landscape strategies – pilot project subject of this RFP

To start the project, the City commissioned a landscape architecture firm, Spackman Mossop & Michaels (SMM), to work with the residents of the Fitzgerald Project Area to create a Neighborhood Framework Plan. SMM assessed the range of existing conditions and created a flexible, interstitial landscape plan to activate and improve vacant land parcels. The plan incorporated feedback from residents on current neighborhood issues as well as amenities and uses they would like to see in their neighborhood. SMM created the designs and technical information to establish and maintain the meadows that are a part of this RFP. Through the Reimagining the Civic Commons grant, the City hopes to develop a pilot project to install these low-maintenance meadows in a way that provides opportunities for Detroiters who live in the immediate area to benefit from the investment and construction activities. Through this grant, the City with other project partners also intends to provide environmental education to residents about these new landscape types and this outreach will be ongoing in parallel with the scope of work outlined in this RFP.

Employment support and placement services are components of a successful strategy to reduce recidivism and improve long-term outcomes for individuals with criminal records or histories of



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incarceration. These justice-involved residents may face numerous barriers to work including the stigma of a criminal record, limited work histories, low education and skill levels, along with physical and mental health problems. Many of these individuals also lack necessary identification documents, access to transportation, and childcare for dependent children. Without assistance to make a successful transition, many formerly incarcerated individuals return to criminal activity. Some returning citizens may drop out of the workforce entirely. Post-incarceration employment is a stabilizing factor and a demonstrated way to reduce recidivism. In order to successfully reintegrate into the community, it is essential that formerly incarcerated individuals gain the skills necessary to compete for jobs in the local labor market.

In an effort to address this issue, the City is seeking the administration of work crews consisting of individuals with barriers to employment stemming from criminal justice involvement, hereinafter referred to as “Participants.”

It is expected that, through these work crews and additional Contractor-provided access to vocational training and job search/placement assistance (career and training services), participants will be prepared for and will obtain gainful employment. The primary goal the supported employment component of this project is to place participants in permanent paid employment.

### Objectives

This project has the following objectives and it will be the Contractor’s obligation to ensure that the personnel the Contractor provides are qualified to perform its portions of the project. The goal of this RFP is to obtain a qualified Contractor who will:

1. Complete a 20-lot minimum meadow landscape pilot project and maintenance of up to 95 grass lots on Detroit Land Bank Authority parcels described in the Meadow Establishment and Management Technical Scope of Work (**Exhibit C**), henceforth called “the Work”;
2. Provide transitional employment, career and training services, and other related support services to participants to achieve gainful employment and job retention, resulting in reduced recidivism.

### Target Population

The project prefers that Participants, when possible, are drawn from zip codes 48221 and 48238 and are un- or under-employed, or otherwise not participating in the workforce, and have a criminal record. This population includes individuals who have been released from prison or jail.

The program will be open to individuals returning to the community from incarceration, who are on parole or probation supervision by the MDOC. Participants may be referred to the Contractor by the Michigan Department of Corrections or another criminal justice agency for work crews used at work locations.

Participants must be at least 18 years old, physically able to perform manual labor, and reside within the City of Detroit. Persons who are not authorized to work in the United States are not eligible to participate.





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### **II. CONFIDENTIALITY**

DESC will treat as confidential any non-public information that we receive from you in our discussions about the transaction contemplated by your RFP (other than information that we also receive from other, non-confidential sources, or that we independently develop ourselves).

### **III. ORGANIZATION QUALIFICATIONS**

Eligible applicants include non-profit organizations, private for-profit companies, units of local government including community colleges and universities, and faith-based and community organizations.

Small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms are particularly encouraged to apply.

Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or Internal Revenue Service requirements.

Applicants must possess the following:

- All required licenses, bonding, equipment, and identified core personnel necessary to perform the work as required in the RFP;
- Documentation of the business structure (e.g. corporation., LLC, sole proprietor, partnership, etc.) you have registered to conduct business; and
- Personnel policies and procedures demonstrating compliance with Equal Employment Opportunities requirements, Americans with Disability Act, and Drug Free Workplace and Byrd Anti-Lobbying Act.

Applicants must assure the ability to comply with all applicable laws and regulations, as well as the nondiscrimination and equal opportunity provisions of 29 C.F.R. § 38.25, if awarded a contract and remain in compliance for the duration of the award.

Applicants must be financially and operationally stable and must possess sufficient scale in terms of staff and other resources to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- a) If a contract is awarded as a result of this RFP, Applicants must be able to comply with insurance requirements, as necessary based on the nature of the particular contract. Required coverage may include: Commercial General Liability Policy (A \$3,000,000 per occurrence) with the following coverages:
- Broad form property damage
  - Premises/Operations
  - Independent Contractors
  - (Blanket) Broad form Contractual





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- Personal Injury
- b) Workers' compensation insurance, as required by law,
- c) \$1,000,000 combined single limit automobile liability insurance, including hired and leased vehicles, owned and non-owned autos, and "no fault" coverage,
- d) Errors and omissions liability insurance with minimum limits of \$1,000,000 per occurrence and \$1,000,000 dollars aggregate,

**To be considered for an award for this service, the proposing organization or individual must meet the following qualifications:**

- At least one (1) year experience providing products/services to public agencies, non-profit organizations, federal grant recipients and organizations of similar scope and size.
- At least one (1) year of experience providing intensive mentoring and monitoring of at-risk criminal justice populations in personal, vocational and employment behaviors skills.
- At least one (1) year of experience administering and managing a transitional work program.

## **IV. SCOPE OF WORK**

### **A. TRANSITIONAL WORKFORCE PROGRAM**

The awarded Contractor shall be responsible for providing/performing, at minimum, the below tasks/activities for each participant. Fulfillment of these task and activities should not unduly delay or negatively impact the Contractor's ability to perform the required components of the Work, including meadow installation and management.

#### **1. Employability Assessment**

The awarded Contractor shall conduct an employability assessment for each participant that includes, at minimum, the following:

- a) Work-readiness, education level, and job retention strength and challenges.
- b) An orientation and initial assessment utilizing an evidence-based employment assessment tool which addresses both assets, needs and barriers to employment including work experience, education, health, behavioral health, cognitive deficits, housing, substance abuse, and support systems. The needs assessment should also include criminal convictions and personal goals of the participant.

#### **2. Life Skills and Career Readiness Training**

Life Skills and career readiness training that includes the following:

- a) On an ongoing basis, at the Contractor's location, advance participants' job readiness and ability to positively participate in the program utilizing an evidence-based Life Skills and job readiness curriculum tailored to the needs and requirements of the participant, including intervention.



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- b) Assemble all documents necessary for participants to legally work on the transitional job site (e.g., I-9 compliant) and create a detailed participant profile in an appropriate data tracking and scheduling software package (Database).
- c) Soft skills such as punctuality, reliability, appropriate dress and attitude, understanding workplace etiquette, and effective interviewing skills.
- d) Transition support services including support groups, mentoring, counseling, and referrals to other necessary services.

### 3. Transitional Employment

Successfully progressing through life skills and job readiness training results in a transitional job on a work crew conducting work (meadow installation and management, grass lot maintenance, fence installation) on the lots defined in this procurement. Work crews consist of up to eight (8) Participants with at least one on-site supervisor who oversees work and transports crews to work locations.

Types of work performed by the Participants and for which the Contractor shall have oversight consists of, but are not limited to, the following:

- a) Installation of meadows (including site preparation, tilling, seeding, raking, lawn rolling, tamping but excluding tree removal)
- b) Management of meadows (hand weeding, watering, mowing, trimming and cutting)
- c) Installation of fences
- d) Removal of trash, brush and small debris (excluding tree removal)
- e) Assistance in the removal of large debris
- f) Mowing
- g) Trimming along sidewalks and pavement edges
- h) Small scale carpentry with hand tools

This work is detailed in the Technical Scope for Meadow Establishment and Management (**Exhibit C**).

Transitional employment (work crews) offers Participants the opportunity to hone job readiness training in a “real world” environment, performing paid work within a supervised group and team environment receiving critical feedback on errors and successes leading to placement in gainful employment. The Participants are evaluated daily on basic work behaviors based on proven employment/work readiness models which measure the following: cooperation with supervisor and fellow participants, effort, responsibility, and personal presentation.

Transitional employment shall be hourly-waged, at least the State minimum wage, working four days per week, except City-observed holidays, for eight and ½ hours per day including a ½ hour unpaid lunch break. The participants will be employees of the Contractor and the Contractor shall pay the participant on a daily basis. Within ninety (90) days of a participant being in



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transitional employment, he/she should have opportunities to be placed in gainful employment through the Contractor's employment network within public or private businesses, including employers available through the City's workforce development campaign, Detroit at Work.

### **4. Employment Related Services**

Employment related services that include the following:

- a) Within ninety (90) days of a participant's enrollment into this program, Contractor is responsible for linking the participant's transitional employment to gainful employment and accountable for long-term, gainful employment performance and job retention. The job training must begin when participants commence transitional employment. If gainful employment is not found within ninety (90) days then Contractor will continue to provide transitional employment for up to a total of 120 days.
- b) Conduct job readiness assessment to determine whether a participant can work with Contractor's job developer to secure gainful employment or if they need to work with Contractor's job coach to address barriers to employment (e.g., personal presentation, ability to answer the criminal record question in an interview).
- c) Assist participants in determining a realistic and appropriate career path, and then equip participants with employability skills such as interviewing and resume writing.
- d) Assistance obtaining documents necessary for employment.
- e) Assistance with job applications and job search.
- f) Specialists who cultivate employer relationships to identify open positions and send participants for interviews and use community contacts and knowledge of specific job openings to place job-ready participants in gainful employment.

### **5. Job Performance Incentives**

Job performance incentives such as awards for productive participation and Program successes such as completion of Program phases or activities and income support (e.g., transit passes, food vouchers, work clothes, but not cash) for milestone achievements while gainfully employed. Incentives are motivation to keep participants connected to the workforce and a tool for specialists to maintain contact with participants.

Job retention in gainful employment and case management that includes the following:

- g) Intensive follow-up for one (1) year with both the participant and the participant's employer once a participant has gainful employment to provide feedback to the participant to help him/her work through any potential issues and provide support as issues arise. Such contact with the participant is recorded in the Database. Interface with the employer to ensure their employment needs are being met and the participants are meeting or exceeding job expectations. Employment verification of participants at their job must be made through pay stubs and direct confirmation with employers. If a participant loses his/her job, then help him/her get a new job. This employment case management provides follow-up services for job retention and career advancement.



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- h) Further education when appropriate; and provide support, coaching, and referral resources when barriers arise that threaten continued employment.
- i) Case management requirements will also identify and address barriers to employment and include working to connect participants to services such as legal services, mentoring services, and other core job competency skills.
- j) Case management must be provided by all of Contractor's staff including job coaches, job developers, and specialists in order to assist participants in the transition from incarceration to freedom and from not working to working and to link participants to other appropriate services, with full documentation of all participant activities maintained within a Database.
- k) To mitigate barriers to employment such as substance abuse, family problems, and other issues, Contractor will help participants by working with community partners with an array of different services.
- l) To ensure successful retention in employment, Contractor will connect with community partners to help provide daily necessities to participants, including food, interview and work clothing, traditional and subsidized housing, childcare, and other support services.
- m) Contractor will assist participants to ensure they have adequate transportation including the use of public transportation (via bus passes) or alternative means in order for participant to get to work.
- n) Building on the results of the employability assessment, the Contractor will provide services geared to assist participants in achieving their educational goals or close identified gaps, such as basic education (reading, writing, and math), GED. preparation and completion, vocational training, continuing education for appropriate candidates, and development and implementation of a plan for higher education.

## **B. TECHNICAL SCOPE: MEADOW ESTABLISHMENT AND MANAGEMENT**

The Work to be provided through this contract is detailed in **Exhibits C, D and E**.

## **C. CONTRACTOR'S RESPONSIBILITIES**

The awarded Contractor must meet all RFP requirements in administering the Program and perform the Work. Some specific requirements are detailed below:

### **1. Use of Software for Scheduling and Database Tracking**

The awarded Contractor must use a software system that can track program implementation and outcomes including:

- a) Scheduling work crews and work sites.
- b) Tracking key program events and outcomes including enrollments, graduation rates, employment opportunities, placements and job retention, among others.
- c) Tracking all events, progress and services of individual clients as required by the program.



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### **2. Staff**

The awarded Contractor, at its own cost and expense, shall provide and maintain staff as is reasonable and necessary to administer the requirements of the program. Specific requirements for Contractor employees shall include the following:

Each work crew shall have at least one Supervisor who has the following responsibilities:

- a) The day-to-day performance of participant job responsibilities.
- b) Training and overseeing the work and safety of participant.
- c) Working with other Contractor staff and criminal justice agencies (Agencies);
- d) Maintain the integrity of the program.
- e) Transport participants to work locations.

The Supervisors are responsible for the safety of the Participants at all times during the work day, and for ensuring that daily program deliverables are met. Supervisors are responsible for assuring that their transport vehicles are in proper working condition, contain proper tools and equipment, and are outfitted for the day's work assignment. This supervision can include support from additional subject matter experts in landscape or horticulture as needed.

The crews are expected to work an eight and one half-hour (8.5) day with a half-hour lunch, five days a week (which includes one day of soft skills and job readiness training, and education), Monday through Friday, excluding City-observed holidays. The Supervisors of the work crew must have a working communication device (e.g., cell phone) on their person at all times which includes hands-free components to ensure the safety of the crews when communicating and driving at the same time.

Contractor shall be responsible for all incidents of such staff employment including wages, benefits, payroll taxes, and workers' compensation. Contractor shall also administer participants' pay, no less than State minimum wage per hour.

If there is an incident of use of force or allegation(s) of Contractor staff and or participant misconduct, Contractor will immediately notify Agencies of the incident(s) and cause an investigation to be conducted. The City retains the authority to conduct an independent investigation of such incident(s). Furthermore, Contractor agrees to the jurisdiction of the City to conduct an investigation of their facility and staff (e.g., background checks), including review of Contractor's employee personnel records, as a prerequisite of awarding the Contract.

### **3. Direct Service Activities**

- a) Daily work site scheduling includes the assignment and confirmation of attendance and hours worked or in-class training of participants to work crews.
- b) Maintain attendance and hours worked confirmation records for payroll processing. Payment to participants (e.g., cash, direct deposit) will be the responsibility of the Contractor.



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### **4. Program Assessment of Effectiveness**

- a) The Contractor shall participate and assist in all assessment activities, including but not limited to, site visits, surveys, assessments and interviews.
- b) The Contractor will be required to ask participants to consent to providing additional program data including demographics, employment history and experience, income, and housing status. The City will provide guidance on consent and confidentiality practices.

### **5. Financial Requirements**

Contractor shall be responsible for participant pay on a daily basis, care and job supervision. Contractor has sole responsibility for all insurance needs/requirements.

### **6. Transportation**

Contractor shall provide each Participant on a work crew with transportation by a passenger van to and from the work sites.

For each crew, the Contractor, at its own cost and expense, shall provide one (1) twelve-passenger van capable of hauling a trailer for tools and other needed equipment or materials. Contractor shall be responsible for appropriate vehicle registration, insurance, and identification. Contractor shall be responsible for and provide all vehicle fuel, maintenance, repair, and other vehicle requirements. Contractor shall comply with City of Detroit Safe Workplace Standards in regards to transportation: <https://detroitmi.gov/news/city-detroit-covid-19-safe-workplace-standards>

### **7. Equipment**

- a) Only qualified employees will operate complex equipment at the work crew work site.
- b) Only Contractor's Supervisor(s) will operate vans for transport of participant work crews and the towing of trailers.
- c) Contractor shall monitor provision of reasonable and necessary safety gear to participants which at a minimum shall provide: jackets with program identification, safety vests, hard hats, safety goggles and three pairs of work gloves per participant as well as all reasonable and necessary traffic cones, triangles, flares, first aid kits, and signage. Contractor shall comply with City of Detroit Safe Workplace Standards for all safety provisions related to COVID-19: <https://detroitmi.gov/news/city-detroit-covid-19-safe-workplace-standards>

### **8. Participant Injury**

In the event that a Participant is injured on the job, the Contractor shall be responsible for ensuring that the injured person receives the appropriate level of medical care for treatment of injuries and needed transportation to a medical facility.

## **D. ADDITIONAL SERVICES**

In addition to the services outlined above, other services shall include, but not be limited to the





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following:

- a) Attendance at City requested meetings.
- b) Communication of City policies to participants as requested.
- c) Cooperation with City personnel.
- d) Investigation and handling of problems and complaints.
- e) Responsive follow-up to all inquiries and correspondence received from Agencies.

#### **E. CITY'S RESPONSIBILITIES**

- a) City will select the actual work site locations for the work crews (see **EXHIBIT B**).
- b) City will provide specifications of work to be done (see **EXHIBITS C, D and E**).

#### **F. SITE ACCESS**

- a) Contractor will obtain a Right-of-Entry or equivalent authorization from the Detroit Land Bank Authority in coordination with the City before beginning any work on the project properties or accessing the site.

#### **G. SAFETY & HAZARDOUS MATERIALS**

In the event of a safety or hazard issue, the Contractor field crew must be able to communicate with the Contractor's project manager, and/or other emergency personnel while conducting work under the contract. Report any emergency immediately to 911. The Contractor is also responsible for the following:

##### **1. Site Security**

The following safety precautions must be followed for site security during work:

- a) During establishment operations, the Contractor must place temporary signs warning the public not to enter the area. If herbicides are being used, the signs must remain for 3 days after herbicide application, and then removed by the contractor. Sign graphics and text to be approved in writing by the City or their representative before placement.
- b) Standard construction fencing will also be required in any area that has a hazardous condition due to the nature of the work on site, whether planned in advance, or discovered during work. Upon discovery of any unsafe conditions, whether the fault of the contractor or outside force, construction fencing must be placed around the area within 24 hours of discovery.

##### **2. Equipment and Materials Storage during Work**

The following safety precautions for the storage of equipment and materials while on site must be followed:





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- a) At no time shall any equipment be left unsupervised on site.
- b) All mobile equipment shall be supervised at all times and secured from unauthorized use.
- c) All equipment and materials must be removed from the site at the end of each workday, unless prior written approval is obtained from the City, along with the implementation of proper safety precautions. The Bidder should outline its desired approach to and plan for the management and transportation of construction materials to the work site over the course of the project for approval by the City in this proposal. The Contractor may not undertake this plan until written approval is provided.

### **3. Debris Removal and Storage**

The following safety precautions must be followed for debris removal and storage:

- a) Debris being removed from the site must be stored in a consolidated area until it can be safely hauled off site.
- b) All debris to be removed from the site at the end of each day. The Bidder should detail its proposed approach to debris removal and storage in this proposal. The City may work with its Department of Public Works to coordinate with the Contractor depending on the feasibility of the proposed plan. The Contractor may not undertake this plan until written approval is provided.

### **4. Chemicals and Fuels**

The following safety precautions must be followed:

- a) At no time will any fuels, herbicides or fuel containers (empty or full) or any other chemical be stored, transported or applied using a non-standard container, or left unattended at any time in the vicinity of the project site. In the event of a hazardous material spill, the Contractor will immediately notify 911, and then notify the City.

### **5. Herbicide Application**

Herbicide application is not planned to be necessary as part of this scope of work. Should a need for the use of herbicide arise, all herbicide must be applied by a Michigan Licensed Herbicide contractor, and all safety precautions required by the State of Michigan to be applied. The Contractor shall have a thorough knowledge of all regulatory requirements for the use of herbicides, including surrounding conditions that may affect the suitability of application, including sensitive areas, proper times of application, and all other precautions. All permits, applications, and notifications of Federal, State and/or Local agencies required to use herbicides to be the responsibility of the Contractor.

### **6. Work Performance**

The following safety precautions must be followed during the performance of work:

- a) No mowing, line trimming or other work that has the potential to throw objects or materials from the work area when in the presence of members of the public using the sidewalk



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immediately adjacent to a work area. Work is to stop until the member of the public has left the area, and it is safe to resume work.

- b) No work that causes excessive dust or airborne particles to be distributed from the work area when in the presence of members of the public using the sidewalk immediately adjacent to the work area. Work is to stop until the member of the public has left the area, and it is safe to resume work

## H. QUALITY ASSURANCE & AGENCY COORDINATION

### 1. Review Procedures

Work shall be reviewed on a regular basis when progress reports are submitted, as detailed below, including on a monthly basis in the form of a report and a project walk-through with representatives from the City and/or their representative. Contractors must send a representative for a monthly walk through, which will be a maximum of 2 hours.

### 2. Monthly Reports

The Contractor shall prepare monthly program reports included with the invoice sent to the City. Reports are due by the 15th of the month for the previous month. To ensure timely processing of invoices applicable maintenance summaries must be submitted on time along with scheduled walk throughs. Reports shall include, at a minimum, the following employment service information:

- a) Status of the sites in the project area.
- b) Summary of establishment and management activities that occurred during the month for each site.
- c) Before and after photographs of the sites.
- d) Total participant referrals received and the referral date.
- e) Total unduplicated participants served for the month and to date, with zip code of residency.
- f) List of participant names with Date of Birth (DOB) or MDOC number (unique identifier);
- g) Date services started.
- h) Hours of services for the month and to date.
- i) Completion date of individualized employability assessment.
- j) Completion date of job readiness and life skills training.
- k) Placement date in gainful full-time or part-time employment.
- l) Employment retention rates; and,
- m) The recidivism rate for Program participants with recidivism defined as a subsequent criminal adjudication/conviction while on MDOC supervision resulting in return to prison.



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### **3. Weekly Reports**

The Contractor shall submit to the Program Manager weekly status reports while the Meadow Lots are being installed (see **Exhibit C**) and will move to a bi-weekly (every other week) basis once installation is complete and ongoing management activities are underway. Reports are due by the close of business on Friday. These reports shall include, at a minimum:

- a) 1. The current activities of Contractor.
- b) Status of sites in the project area (changes to conditions: water ponding, invasive weeds, trash, etc.);
- c) The establishment and management activities that occurred during that weekly or bi-weekly period for each site.
- d) The schedule of maintenance activities for the following weekly or bi-weekly period.
- e) Supervisor's timecard and time log;
- f) Participant placement information as follows:
- g) Type of employment.
- h) Number of hours, per week (average); and,
- i) Hourly wage.
- j) Suggestions for remedial measures should be included in these weekly or bi-weekly reports. The Contractor must obtain approval before implementing any proposed remedial measures or any routine maintenance with a "to be determined" (TBD) schedule.

### **4. Immediate Reports**

The Contractor shall submit immediate status reports to the Program Manager that shall include, at a minimum:

- a) All complaints, comments, and critical remarks.
- b) Current problems and developments; and,
- c) Information on perceived risks.

### **5. Final Report**

A final report compiling all of the data collected throughout the extents of the project shall be written and submitted at termination of the contract. The Final Report shall contain the following information at a minimum:

- a) **COMPILED DATA ON OPERATIONS:** All data on establishment operations over the extents of the contract period, including type and amount of site preparation, seeding amounts, weeding activity, and management operations shall be compiled at the end of the contract. Data should be collected in bi-weekly increments.
- b) **PROBLEM AREAS:** Areas or issues that have been of problematic over the course of the



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contract period shall be identified by location and a description of the issues completed.

- c) **RECOMMENDATIONS FOR BEST MANAGEMENT PRACTICES:** Based on the experience of the Contractor and with input from the City, DESC and/or their representative, a final assessment of best management practices shall be produced. This includes knowledge of best performing species and management techniques, including an assessment of cost effectiveness.
- d) **COMPILED DATA ON TRANSITIONAL WORKFORCE PROGRAM:** Information about Participant placement, wages and rates of recidivism across the program population. A final assessment of the transitional workforce program development including identified successful or unsuccessful practices around recruitment, incentives, suitability of technical scope tasks and elements, suggestions for future improvements or opportunities.

The formats of all reports shall be agreed upon between the Program Manager and the awarded Contractor.

### 6. Ongoing Coordination

The Contractor shall be available to conduct monthly site visits and attend periodic meetings called at the discretion of City or their representative, with City or their representative, to inspect work performed by the Contractor and determine future maintenance actions. Site inspections, if required, shall be scheduled prior to Contractor invoicing for services.

## V. COOPERATIVE APPLICATIONS

If two or more organizations plan to share responsibility for carrying out the main work of the grant, then those organizations may partner as co-grantees with one organization being designated as the “lead”. However, each organization will be equally responsible for the performance and financial obligations. This relationship need not result in a new legal entity being formed, but some form of a contractual relationship must be documented and submitted that reflects the roles and responsibilities of the party.

If one organization will be responsible for the overall work of the grant, with other organizations performing separate and distinct functions to serve or aid that principal effort, then such other organizations must be procured by the prospective applicant as a subgrantee or subcontractor.

**Subcontractors and subgrantees cannot be identified in a bid proposal response or bid proposal budget unless they were competitively procured for the intended purpose prior to the submission of the bid/proposal.** The prospective applicant must ensure that the identified parties were properly procured, or the proposal must be rejected.

All professional qualifications required of the primary provider must also be met by any subcontractors, and these qualifications must be described in the proposal.

### DEFINITIONS

**[Grantees]** Grantees are defined as “a recipient of funds under a grant or grant agreement. Synonymous with ‘Recipient’.



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**[Sub-grantees]** Sub-grantee is synonymous with sub-recipient which means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program.

**[Sub-contractors]** A sub-contractor is a vendor that provides goods or services to the contractor.

(Please note: DESC's procurement policy follows the guidelines set forth in the Workforce Development Agency, PI 19-30. Please see [https://www.michigan.gov/documents/leo/PI-19-30\\_Procurement\\_669923\\_7.pdf](https://www.michigan.gov/documents/leo/PI-19-30_Procurement_669923_7.pdf) for more information.

## VI. AWARD, TERM AND RENEWAL INFORMATION

If a contract is awarded as a result of this RFP, it will be a **service-based Contract**. **The contract term will be for a minimum of twelve (12) months and will not be earlier than 9/1/2020 or later than 8/31/2021.**

Award amounts will be determined solely at DESC's discretion after review and evaluation of the proposals. If more than one contract is awarded pursuant to this RFP, the applicant acknowledges and understands that contract award amounts may differ between vendors and that the determination is made at DESC's sole discretion.

**Based on performance during the initial contract period and contingent upon availability of funds, contracts may be extended for service and eligible for two (2) one (1)-year renewal option(s). Period of performance for funding shall not exceed 12/31/2022.** Any renewal option exercised under this contract is effective only after approval by the DESC Board of Directors and/or the President/CEO, as required.

In the event that additional funds become available, DESC reserves the right to use such funds to select additional providers from proposal applications received in response to this RFP. If no funds or insufficient funds are appropriated to DESC, or if funding is otherwise unavailable during the period of payment due under the contract, then DESC, upon written notice to the vendor, shall have the right to amend or terminate the contract without any penalty or expense to DESC.

## VII. PROPOSAL REQUIREMENTS

Accuracy and Completeness of Information: All information pertaining to the prospective applicant's approach in meeting the requirements of the RFP shall be organized and presented in the prospective applicant'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 applicants are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

**Ambiguous or inaccurate budget information is a basis for proposal disqualification.**

## VIII. RFP PROCESS AND PROCEDURES

### A. Questions, Question Deadline and Responses to Questions

Should a vendor have any questions about this RFP or be in doubt as to the true meaning of any



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portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the prospective vendor must make a written request for an official interpretation or correction.

Prospective vendors are advised that no oral interpretation, information, or instructions provided by an officer or employee of DESC shall be binding upon DESC. DESC will only honor questions submitted in writing.

All questions regarding the RFP shall be received by email no later than **July 10, 2020 at 5:00 PM (EST)** to [procurement@detempsol.org](mailto:procurement@detempsol.org).

To be properly received, Email Subject line must include **Questions for FTWP RFP**

Responses to questions will be available at this link by **July 15, 2020 at 5:00 PM (EST)**:  
<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

DESC does not guarantee a response to questions received after the question deadline. NO TELEPHONE CALLS WILL BE ACCEPTED.

**ALL INQUIRIES MUST BE VIA EMAIL** at [procurement@detempsol.org](mailto:procurement@detempsol.org).

### **B. Preparation of Proposals**

The proposal must be in the format and with attachments and completed forms as specified in these instructions. Each proposal shall show the full legal name and business address of the prospective vendor, including a street address if different from the mailing address, and must be signed and dated by the person or persons authorized to bind the prospective vendor.

Please note that there is a page limit for the RFP response:

- Single applicant proposals are limited to twenty-five (25)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.
- Two (2) or more Co-applicants are limited to thirty (30)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.

Page limits do not apply to financial documents, price proposal, or required attachments (resumes, organizational charts, etc.).

- Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated.

**DESC reserves the right to reject proposals that do not meet these requirements and they may not be evaluated.**

Applicants must provide written notice in the proposal of intent to take exception to any requirements of the RFP. Such exceptions may reflect negatively on the evaluation of the proposal.

### **C. Changes in Proposal Requirements**

DESC may make changes to the requirements of this RFP as it deems necessary. Such changes will be in writing, issued by DESC and will be sent to each vendor who has formally identified themselves as a potential responder. If changes are made, DESC may, at its discretion, extend





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the time allowed for submission of proposals.

### **D. Submittal Information**

Prospective vendors shall submit their proposals in the following order and must contain the elements listed below, including all applicable attachments:

#### **1. General RFP Application Information**

- a) DESC Cover Sheet (Form A) – available for download from DESC’s website: <https://www.descmiworks.com/wp-content/uploads/DESC-FORM-A-Cover-Sheet-042420-General.pdf> . This document must be submitted as a separate attachment with RFP proposal response.
- b) Representations and Certifications - available for download from DESC’s website: <https://www.descmiworks.com/wp-content/uploads/DESC-Representations-and-Certifications-for-RFP-Offerrors-042420.pdf> . Provide as applicable below. This document must be submitted as a separate attachment with RFP proposal response.
  - i. If registered with [www.SAM.gov](http://www.SAM.gov), provide Representations and Certifications Report; otherwise;
  - ii. If not registered with SAM.gov, complete and provide DESC Representations and Certifications for RFP Offerors as provided in this RFP.

#### **2. Table of Contents**

#### **3. Summary**

Provide a short summary of the proposal that outlines background/history of experience providing transitional work and landscape management, experience working on projects in Detroit, previous clients and experience working with non-profits of a similar size/nature to DESC.

Provide the number of years of experience providing intensive mentoring and monitoring of at-risk criminal justice populations in personal, vocational and employment behaviors skills.

Provide the number of years of experience administering and managing a transitional work program.

#### **4. Qualifications**

The applicant shall provide the following information that describes qualifications to successfully carry out activities described in the RFP Scope of Work and Exhibits.

- a) Clearly describe and provide examples of the Scope of Work elements and cover additional elements that may be beneficial for DESC.
- b) Describe your experience, knowledge, and skill installing, managing, and monitoring a landscaped parcel.
- c) Provide a separate portfolio with examples and descriptions of completed projects for organizations with similar size and needs as DESC.
- d) Describe experience working specifically in Detroit, Michigan with public entities.





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- e) Provide examples of past projects in the Detroit area working in landscape maintenance.
- f) Describe how many years of experience individual team members in their prospective fields have. Identify key staff on your team that may be assigned to DESC. As applicable, information must include:
  - i. Name
  - ii. Title
  - iii. Place of legal employment
  - iv. Detail services the key staff may be expected to provide for this proposal
  - v. Resume
- g) Documentation of the business structure (e.g. corporation., LLC, sole proprietor, partnership, etc.) you have registered to conduct business. Include 501 (c) 3 papers (if applicable)

### 5. **Financial Fit/Capacity**

Applicants shall provide one of the following to determine financial fit and capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- a) Balance Sheet and Income Statement for the most recent year completed and prior year; **or**
- b) Tax Returns for the most recent year completed and prior year; **or**
- c) Audited financial statement for the most recent year completed and prior year; **or** if not available
- d) Provide a summary explanation if financial information cannot be provided. Please note that an evaluation of this criteria will not be possible without information requested (a-c above).

*Embedded links to external information will not be evaluated.*

### 6. **Administrative Capacity**

Applicants shall provide the following information to determine operational capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- A. Identify key staff proposed to work on the project and list their roles, relevant experience and training received applicable to the RFP, including workforce development experience, experience with native plants, and landscape management. Attach all management staff resumes.
- B. Provide Organizational Chart for the Project Team.
- C. Describe current software systems and technology used to perform, manage, and monitor funding and programmatic data.



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- D. Identify partners, subcontractors or joint venture relationships proposed in the performance of the work. Identify their roles and details of the work to be performed under this contract. Provide resumes for all key subcontractor staff and copies of any valid licenses. If the subcontractor will be applying herbicide, provide their qualifications and copies of Pest Control Business License and Qualified Applicators License with the State of Michigan.

### 7. **Performance History**

The applicant shall provide the following information that demonstrates a proven track record:

- A. List at least three (3) customer references, including names, mailing addresses, email addresses, and contact numbers, that can attest to the qualifications presented in this bid.
- B. Provide information on any projects in which the bidder's contract was terminated for any reason.
- C. Identify any claims or lawsuits that have been brought against the individual or organization proposing service within the last five (5) years.

### 8. **Service Delivery Description**

The applicant shall provide the following information that describes a customer-focused service delivery model.

- A. Describe your firm's proposed approach to the Scope of Work tasks, including proposed equipment, recruitment and workforce program development, projected number of Participants impacted, and approach to the 20-lot pilot and management of additional grass lots (up to 95 lots total), including plans for equipment, construction material and debris management, phasing of installation and management, as well as the opportunity to scale beyond the pilot to more lots if successful. Please describe how many meadow lots you would anticipate installing each season and if there is a minimum viable project size for you to deliver the transition work program outcomes.
- B. Describe estimated project timelines for completion for key deliverables in the project scope.
- C. Describe your experience working with organizations the size of DESC.
- D. Describe how the project(s) are managed to ensure the timely delivery of services.
- E. Describe your hours of operation including:
  - i. Standard Business (Days and Time)
  - ii. After Hours (Days and Times)
  - iii. Holidays

### 9. **Price Proposal**

Bidders are requested to make a firm cost proposal to DESC.



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1. Bidders are required to complete **Fitzgerald Transitional Work Program RFP Exhibit F Cost Proposal (Excel File)** available for download from DESC's website:

<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>.

DESC reserves the right to select proposals from the most responsible vendors with the most reasonable costs. DESC reserves the right to select multiple firms to perform all or separate parts of this function.

### 10. **Subgrantee and/or subcontractor Agreements (if applicable)**

Subgrantee and/or subcontractors that will receive funds as a result of activities completed for this RFP must be procured. For subgrantee or subcontractors identified in the RFP response, please provide the following documentation:

- A. RFP/Q Title, Issue Date and Response Due Date,
- B. Bid list or copy of the advertisement,
- C. Selected Applicant's response and,
- D. The summary document listing all respondents and scores/rankings.

### **E. Submittal Instructions**

1. Proposals must be received electronically on or prior to the exact date and time detailed herein.
2. Attachments should be of good copy, quality, and legible.
3. Do not include embedded links to external information in proposal submissions. Links to external information provided in response to this RFP will not be evaluated.
4. Responses must be received no later than **7/31/2020 at 5:00 PM by Email to:** [Procurement@detempsol.org](mailto:Procurement@detempsol.org). Files submitted via email must not exceed 25 MB.
5. To be properly received, Email Subject line must include:

#### **Response to FTWP RFP**

6. **Important Note:** Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages.

Due to the nature of this solicitation, proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 24 hours of receipt.

**DESC WILL NOT ACCEPT PAPER / HARD-COPY OR LATE PROPOSALS.**



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### F. Changes in Facts

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

### G. Evaluation Procedures, Oral Presentations, and Site Inspections

Following the receipt of the applicant's proposal, a DESC designated evaluation committee will evaluate each response. All proposals which meet the required format of this RFP will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless DESC determines, at its sole discretion, that noncompliance is not substantial or that an alternative proposal by the prospective vendor is acceptable.

DESC reserves the right to request additional information to amplify, clarify, or support proposals. DESC also reserves the right, at its own discretion, to request oral presentations regarding proposals received in response to the RFP. Failure to make an oral presentation after one is requested by DESC will be grounds for rejection of your proposal.

Prospective applicants will be notified by DESC of the date, time and location for any pre-award survey, site inspection, or oral presentation, if one is requested. A final determination will be made by DESC after any pre-award survey, site inspection, or oral presentations are completed.

The proposal will be evaluated in accordance with the criteria listed below. Please note, only finalists will be invited for an oral presentation. DESC reserves the right to award or reject funding for a proposal.

CATEGORY		MAXIMUM POINTS POSSIBLE
A.	Summary	5
B.	Qualifications	35
C.	Financial Fit/Capacity	5
D.	Administrative Capacity	5
E.	Performance History	5
F.	Service Delivery Description	25
G.	Price Proposal	20
<b>TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL</b>		<b>100</b>
Interview/Site Visit		25
<b>TOTAL Maximum Points – Written Proposal and Interview</b>		<b>125</b>

### H. Pre-Award Termination of RFP process

DESC in conjunction with the MWDB reserves the right to cancel this RFP in part or in its entirety, to accept or reject any or all proposals received, to waive any non-conformity, to re-advertise for



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proposals, or withhold the award for any reason DESC determines, and to take any other appropriate action regarding this RFP that is in the best interest of DESC.

DESC reserves the right to negotiate with all qualified entities. This RFP does not commit the MWDB or DESC to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services.

### **I. Contract Negotiations/Stipulations**

The RFP is competitive. Each proposal should be submitted in the most favorable terms that the prospective vendor can submit from a technical and price standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation unless required by DESC.

All contracts with DESC in excess of \$10,000 are subject to termination for cause, and for convenience by DESC. DESC will not enter into a contract with any person or entity that has been debarred or suspended from contracting with any Federal or State governmental unit. All prospective vendors must accept DESC's contract boilerplate language or have a negotiated revision to said language on file with the DESC. DESC's standard contract provisions can be provided upon request.

DESC has the right to terminate the negotiation process, at any time for default, or for convenience, at the sole discretion of DESC.

### **J. Contract Approval**

Upon award of a contract, pursuant to this RFP, DESC and the applicant shall execute a contract that shall contain all contractual terms and conditions in a form provided by DESC. No contract shall become effective until the contract has been approved and executed by DESC. Prior to the completion of this approval process, the vendor shall have no authority to begin work under the contract. The Chief Financial Officer of DESC shall not authorize any payments to the vendor prior to such approvals; nor shall DESC incur any liability to reimburse the vendor regarding any expenditure for the purchase of materials or the payment of services.

### **K. DESC Performance Monitoring and Evaluation Procedures**

DESC may conduct periodic monitoring and evaluation of all vendors to determine contractual compliance relative to funding requirements and guidelines, performance outcomes, quality of operation, and/or customer service. Based on the results of the evaluation or monitoring efforts, DESC may request performance improvement plans. In instances of significant performance or compliance deficiencies, DESC may place the contractor on a corrective action plan.

### **L. Modification of Services and Funding**

DESC reserves the right to modify the services provided by vendors awarded a contract during the contract period. Any modification and resulting changes in pricing shall be made by amendment to the contract and the vendor and DESC.



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DESC also reserves the right to decrease or increase contract amounts during the life of the contract, based on the utilization of funds, vendor performance, and the availability of funds, or as further described in the contract.

Any individual/organization applying under this RFP must be willing to adapt its proposal to specific funding guidelines or changes in DESC's, state, or federal regulations or policies.

Prospective vendors may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

#### **M. Terms and Conditions**

The successful applicant will be expected to enter into a contract with DESC which will contain the Terms and Conditions outlined in a separate document that can be found on DESC's website at <https://www.descmiworks.com/wp-content/uploads/2018-06-22-DESC-General-Contract-Terms-and-Conditions.pdf>.