



REQUEST FOR PROPOSALS

DATE OF ISSUE: June 9, 2017

TO: Potential Providers of Services

RE: **Request for Proposals for Historic Resource Survey and National Register Documentation for 20th Century African American Civil Rights Sites in the City of Detroit and Bike Tour**

I. Services Sought by Authority

The Michigan State Housing Development Authority, State Historic Preservation Office ("Authority" or "SHPO") is seeking an organization authorized to do business in Michigan to provide the Authority with a Historic Resource Survey, a Multiple Property Documentation Form, four National Register nominations, and a Bike Tour for 20th Century African American Civil Rights Sites in the City of Detroit. A detailed description of the work is described in the Overview of services sought, Tasks and Activities of this Request for Proposals ("RFP").

Michigan law allows for veterans preference only; however, women-owned, minority-owned, and small businesses authorized to conduct business in the State of Michigan are encouraged to register with Buy4Michigan and submit proposals.

II. Contents of this RFP

- Overview of services sought, tasks and activities ("Scope of Work" or "SOW")
- Exhibit A – Notices to Bidders
- Exhibit B – Proposal Submission
- Exhibit C – Proposal Format
- Exhibit D - Project Personnel Form

III. Overview

The Michigan State Housing Development Authority, State Historic Preservation Office ("Authority" or "SHPO") has received a grant from the National Park Service to identify and document 20th Century African American Civil Rights sites in the city of Detroit. This is a two year project and will be undertaken with assistance from the Detroit Historic Designation Advisory Board (DHDAB). The grant is part of a \$7.5 million National Park Service initiative to preserve America's African American Civil Rights history. The Authority seeks consulting services to undertake the research and development of historic contexts based on the National Park Service publication *Civil Rights in America: A Framework for Identifying Significant Sites*.

In addition to historic context development, the work will include the identification and survey of 20th Century African American Civil Rights sites at both the reconnaissance and intensive level; the creation of a site database and survey report; the development of a National Register Multiple Property Documentation Form; the completion of National Register of Historic Places (NRHP) nominations for four individual sites; and the development of an interactive on-line bike tour of Detroit's Civil Rights historic sites.

The selected contractor will also advise and educate Authority representatives related to contractor services sought as outlined below.

IV. Objectives, Tasks & Activities

A. General Objectives. To successfully perform the services described in Section I above, the Bidder must satisfy the following objectives:

1. Undertake primary and secondary research and develop and write historic contexts for the 20th Century Civil Rights History of the city of Detroit in accordance with the National Park Service publication *Civil Rights in America: A Framework for Identifying Significant Sites* and *National Register Bulletin How to Complete the National Register Registration Form*.
2. Identify and undertake reconnaissance-level historic resource survey of 20th Century African American Civil Rights sites within the city of Detroit and prepare a survey report in accordance with SHPO's *Manual for Historic and Architectural Surveys in Michigan*.
3. Conduct Intensive Level Historic Resource Survey on thirty (30) resources in accordance with the SHPO's *Manual for Historic and Architectural Surveys in Michigan*. Resources will be chosen in accordance with the *National Register Bulletin How to Apply the National Register Criteria for Evaluation* and in consultation with the SHPO. First consideration will be to resources that relate the city of Detroit's 20th Century African American Civil Rights history to the national Civil Rights Movement.
4. Prepare a National Register Multiple Property Documentation Form that includes the historic contexts and all associated property types in accordance the *National Register Multiple Property Nomination Form* bulletin.
5. Prepare National Register of Historic Places nomination materials for four of the resources surveyed at the intensive level using the newest version NPS Form 10-900 template available from the National Park Service, in accordance with the *National Register Bulletin How to Complete the National Register Registration Form*.
6. Develop an on-line, interactive and downloadable Civil Rights bike tour map from the thirty (30) sites identified for intensive level survey, selected in consultation with the SHPO, and write accompanying text.

B. Tasks & Activities. The selected contractor must demonstrate strong knowledge of 20th Century African American Civil Rights history, especially in relation to the city of Detroit, as well as knowledge of and experience with the National Register of Historic Places criteria and procedures. The selected contractor shall perform the following objectives and services including but not limited to the following:

1. **Initial On-site Meeting.** Meet with SHPO staff, representatives from DHDAB, and others, including an Advisory Committee on Detroit's 20th Century African American Civil Rights history of historians, civil rights activists, church leaders, educators, etc. to be developed for this project, for a preliminary discussion on project planning and

promotion, sources for research materials, potential sites, and other topics as needed. This meeting shall be held in the city of Detroit.

2. **Public Information Meeting #1.** Hold a meeting at the beginning of the project to acquaint public officials and the general public with the project goals. The purpose will be to answer questions about the survey and NRHP process, provide an explanation of the benefits of being listed in the NRHP, and to solicit information. The meeting should be a minimum of one (1) hour in length. The meeting should be scheduled on the same day as the initial on-site meeting (see IV. B.1 above).
3. **Consult with the Local Community.** Consult with the Detroit 20th Century African American Civil Rights Advisory Committee on the identification and selection of sites and the best means to include children and young adults in the project. Coordinate and consult with local historians as necessary to complete the activities described in this Section. (Note, however, that the selected contractor alone shall be responsible for the successful completion of all products.)
4. **Conduct Primary and Secondary Research.** Undertake primary and secondary research that identifies people, places, trends and time periods and results in the development of historic contexts based on the National Park Service publication *Civil Rights in America: A Framework for Identifying Significant Sites*. The context themes for this project are limited to:
 - Rekindling Civil Rights 1900-1940
 - Birth of the Civil Rights Movement 1941-1954
 - Modern Civil Rights Movement 1954-1964
 - The Second Revolution 1964-1976

Research will also result in the identification of the associated property types related to these context themes. All work must be done in accordance with the National Park Service *How to Complete the National Register Registration Form* bulletin.

5. **Historic Resource Survey and Survey Report.** All survey must be done in accordance with the SHPO's *Manual for Historic and Architectural Surveys in Michigan*. For each resource, the Contractor will provide a completed survey inventory form developed in consultation with the SHPO. The form will be in a software approved in advance and in writing by the SHPO. (Note: Fields used in the inventory form shall follow the general format of NRHP nomination Form 10-900.) Resources will be surveyed at the reconnaissance level, however, a minimum of thirty (30) resources, chosen in consultation with the SHPO, shall be surveyed at the intensive level. All surveyed sites shall include thorough photo-documentation of resource exteriors and concise written descriptive information.

For each resource, the selected contractor will provide, at a minimum, the following:

- a. **Photography.** For each resource, photograph at least two views that show the front and one side and the front and other side. For resources on a corner site or freestanding, also include one or more three-quarter views showing both the front and each side of the resource and a general view of each side of the resource. For garages and small outbuildings, provide one view each. For larger outbuildings provide two views from different directions whenever possible. All photos must be taken without snow covering and/or obscuring buildings, landscaping, and other features. Images must be digital, in color, saved in JPEG format, and meet the National Register's preferred standard of

six megapixels (2000 X 3000 pixel image--see the *National Register Photo Policy Factsheet*). Image files shall be named according to the following protocol and **not include the state or the county name**: Street name_Street direction (N, S, E, W)_Address number (Use 5 digits, 00001 etc.)_Image number (01 etc.), if there are multiple images for same property. Example: the file name for the first of several images for 23 West Smith Street should appear as SmithStreet_W_0023_01.

- b. **Survey Data.** All survey data will be collected in a Microsoft Excel table in .xls or .xlsx format that includes, at a minimum, the following fields (the consultant will confer with SHPO to finalize data collection requirements before data entry begins):
 - i. Parcel Number
 - ii. Resource Historic Name
 - iii. Resource Other Name
 - iv. Year Built
 - v. Resource Type
 - vi. Historic Use
 - vii. Current Use
 - viii. Architectural Classification
 - ix. Style
 - x. Materials-Foundation
 - xi. Materials-Walls
 - xii. Materials-Roof
 - xiii. Materials-Other
 - xiv. Periods of Significance in accordance with the Civil Rights themes listed in in Section IV.B.d and Significant Dates
 - xv. Significant Person(s)
 - xvi. Architect(s)/Builder(s)
 - xvii. Street Address
 - xviii. City/Village/Township
 - xix. County
 - xx. Zip Code
 - xxi. Ownership Classification
 - xxii. Eligibility Determination
 - xxiii. Civil Rights Context Theme (one of the four themes outlined in Section IV.B.d above)
 - xxiv. Name of Associated Context Theme from the National Park Service Bulletin *How to Complete the National Register Registration Form*
 - xxiv. Geographical Coordinates, parsed into decimal degrees to a minimum of six places.
- c. **Intensive Level Survey.** For the thirty (30) sites surveyed at the intensive level, in addition to all the fields listed in b. (i-xxiv) above include a History and a Significance statement. The statement should be concise history that addresses the significant people, events, trends, and time periods associated with the individual resource and the reason the resource is significant based on the historic contexts.
- d. **Survey Report.** The Contractor will compile all survey information into a Survey Report that includes the following:
 - i. All historic context statements.

- ii. A list, by street name and address, of all resources surveyed that includes: Street address, street name, street direction, historic name, current name, resource type, year built, Civil Rights theme, and period of significance. Consultation with SHPO is required to finalize list requirements before data entry begins.
 - iii. A completed inventory form for each individual resource that includes all categories listed above (IV.b.e.1-xxiv and c above) and the photographs of the resource.
 - iv. Maps that show the location of each surveyed resource.
 - v. Bibliography in an accepted standard format, such as the *Chicago Manual of Style*.
6. **Deliverable #1 – Survey Report.** The final Survey Report shall be distributed to the SHPO and to the city of Detroit. Each shall receive one (1) printed and bound copy and one (1) digital copy in Microsoft Word .doc and .docx, and one (1) digital copy in Portable Document Format (PDF). The survey database in the Microsoft Excel table in .xls or .xlsx. The completed Survey Report and database will be made available to the public, at a minimum, on the SHPO website.
7. **National Register Multiple Property Documentation Form (NPS 10-900) Submission.** A Multiple Resource Property Documentation Form submission shall be completed in accordance with National Park Service Bulletin 16b, *How to Complete the Multiple Property Documentation Form*. The form will include all identified associated historic contexts and property types.
8. **Deliverable #2 - Multiple Property Documentation Form.** Final deliverables shall be one (1) printed copy and one (1) digital version of the completed Multiple Property Documentation form in Microsoft Word .doc or .docx.
9. **NRHP Nomination Forms.** Prepare a complete set of NRHP nomination materials for four (4) resources, to be determined in consultation with the SHPO. The consultant will prepare a checklist that includes National Register nomination criteria, as well as other factors, to assist in making the final determination of the resources that will be nominated to the National Register. Nominations shall be completed in accordance with the *National Register Bulletin: How to Complete the National Register Registration Form*. The NRHP nomination forms shall be submitted to the Authority for review at three intervals: first draft of specific sections (75% completion), second draft of all sections (95% completion), and the final NRHP nomination (100% completion). All comments provided by the reviewers of the nomination must be addressed in the final product.
10. **Deliverable #3 – NRHP First Draft (75%).** Prepare and submit to the SHPO a first draft of the NRHP nomination (75% completion). All parts of the *National Register of Historic Places Registration Form* (form 10-900) must be submitted in Microsoft Word .doc or .docx format. Deliverable #5b must include:
- a. **Draft National Park Service Form 10-900, National Register of Historic Places Registration Form Parts 1, 2, 5, 6, 7, 10, and 11.** Submit a draft of:
 - i. Part 1 – Name of Property
 - ii. Part 2 – Location
 - iii. Part 5 – Classification
 - iv. Part 6 – Function or Use

- v. Part 7 – Description
- vi. Part 10 – Geographical Data
- vii. Part 11 – Form Prepared By

- b. **Draft Boundary (District) Map.** Submit a map or series of maps, as needed, illustrating the district boundary. If changes to the district boundary are warranted, provide narrative justification for the recommended boundary. Include photographs and research notes, as needed, to justify the proposed district boundary. Boundary maps shall be printable in either 8.5 x 11 or 11 x 17 inches, and reproducible in black-and-white.
- c. **Draft Locational Maps.** Provide two (2) locational maps that conform to the requirements stated in that National Park Service's National Register Draft Electronic Map Policy Factsheet (June 2012). The consultant(s) will provide:
 - i. One (1) large scale map that depicts the nomination property within the full extent of the map. Generally, this can be achieved at a distance of one hundred feet.
 - ii. One (1) small scale map that depicts the nominated property in its wider geographical context. This should be similar to the scale of a USGS topographical map. Generally, this map can be achieved at a distance of five hundred feet.
 - iii. Each map must contain: the historic name of the nominated property, address, city, county, state, a scale, a north arrow, and geographical coordinates to six decimal places. It is preferred that no more than four (4) geographical coordinates are submitted.
 - iv. Properties must be clearly identified on the map image. The district boundaries must be clearly marked inside a figure drawn with four (4) straight lines. The latitude and longitude coordinates for the district will be derived from the intersection of those lines.
 - a. Each map must be printed at either 8.5 x 11 or 11 x 17 inches, and reproducible in both color and black and white.
- d. **Draft Locational Maps. Draft Narrative Description (Part 7).** The draft Narrative Description shall include a summary paragraph and a draft description of the entire district to seventy-five percent (75%) completion. The description shall include an inventory and description of individual resources in the district as outlined in the SHPO's *Manual for Historic and Architectural Surveys in Michigan*, the SHPO's *So You Want to List Your Commercial District in the National Register of Historic Places? How to Do It – What Is Required*, and the National Park Service's National Register Bulletin 16A, *How to Complete the National Register Registration Form*. Additionally, the Narrative Description shall discuss, at a minimum:
The topography and setting of the district;
 - i. Notable landscape features and their relationship to the built environment;
 - ii. The street plan of the district;
 - iii. Types, styles, periods of construction, size, scale, materials, and physical relationships of buildings, structure, objects, etc.;
 - iv. Contributing buildings, structures, objects, landscapes, etc., discussed in detail;
 - v. Non-contributing buildings, structures, objects, landscapes, etc.;

- vi. Significant buildings, structures, objects, landscapes, etc lost from the district.
 - e. **Sanborn Maps.** Provide all Sanborn maps available for the resource in printed or digital format. If paper maps are submitted, they should be printed on 11x17-inch paper, at a minimum. The map image should be legible and fill the paper to the extent possible.
 - f. **Review Meeting.** As needed after submission of Deliverable #4b, meet with SHPO staff to discuss comments and make needed adjustments such as writing style, additional research needed, order of inventories, and documenting source materials.
11. **Deliverable #4 –95% Draft.** Prepare and submit a draft of all revised sections previously submitted and the remaining sections of the NRHP nomination (95% completion), as outlined below, on NPS Form 10-900. All parts of the *National Register of Historic Places Registration Form* (form 10-900) must be submitted in Microsoft Word .doc or .docx format. Deliverable #5c must include:
- a. **Revised Parts 1, 2, 5, 6, 7, 10, and 11.** Submit all revised parts from Deliverable #5b. Revisions must incorporate and reflect comments received from the SHPO.
 - b. **Draft Statement of Significance (Part 8).** Compose and submit a narrative Statement of Significance that discusses in depth how the district meets the selected National Register criteria. Part 8 and the Statement of Significance must conform to the National Park Service’s National Register bulletin 16A, *How to Complete the National Register Registration Form* and the SHPO’s *So You Want to List Your Commercial District in the National Register of Historic Places? How to Do It – What Is Required*. The consultant(s) might also consult National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation*. Additionally, the Statement of Significance must:
 - i. Include a summary paragraph stating what criteria are met and why; how the district represents a significant theme, property type, and/or period of development; and how the district is important in the period(s) and area(s) of significance noted.
 - ii. Establish a context for evaluation and registration relating the nominated properties to broad patterns of historical development;
 - iii. Include brief summary of development of community, beginning with details of first settlement and including extensive documentation on development during period of significance;
 - iv. Address all selected criteria, identified areas and periods of significance;
 - v. Assess the architectural significance of the resources of the district in a local, regional, or statewide context.
 - vi. Explain important associations for buildings associated with significant persons (Criterion B).
 - c. **Draft Major Bibliographical References (Part 9).** Submit a draft of the nomination bibliography. The bibliography shall be formatted using an accepted standard, such as the *Chicago Manual of Style*.

- d. **Draft Nomination Photographs.** Provide one (1) set of color, high-resolution digital images in JPEG format AND one (1) set of color high-resolution digital images in TIFF format. Image files shall be named according to and meet the “best” requirements set forth in, the National Park Service’s *National Register Photo Policy Factsheet* (May 15, 2013). Each set should contain the same photographs and the same number of photographs.
 - e. **Draft Photo Log.** Submit a draft photo log. The photo log should be complete and accurate and include the information specified in the National Register registration form.
12. **Deliverable #5 - NRHP Final Nomination Package (100%).** This is the final submission package for the National Register of Historic Places nomination for the Northville Historic District. All parts of the National Register of Historic Places Registration Form (form 10-900) must be submitted in Microsoft Word .doc or .docx format. Deliverable #5d must include:
- a. **National Register of Historic Places Registration Form.** A fully complete National Register of Historic Places Registration form for the Northville Historic District in Microsoft Word .doc or .docx format, including and incorporating all comments received from SHPO staff. All parts must be finalized prior to submission. Incomplete forms shall not be accepted.
 - b. **Photographs.** Submit final nomination images. If no changes were requested from earlier drafts, no further images will need to be submitted. However, the consultant(s) shall ensure that one (1) set of color, high-resolution digital images in JPEG format AND one (1) set of color high-resolution digital images in TIFF format have been provided. Image files shall be named according to, and meet the “best” requirements set forth in, the National Park Service’s *National Register Photo Policy Factsheet* (May 15, 2013). Each set should contain the same photographs and the same number of photographs.
 - c. **Maps.** Final versions of the boundary (district) map and the locational maps shall be submitted. All final maps shall reflect any comments received from SHPO staff.
13. **Deliverable #6 - NRHP Presentation to State Historic Preservation Review Board.** Present the National Register nomination to the State Historic Preservation Review Board (SHPRB) at its first regularly scheduled meeting held after the nominations have been completed and accepted by SHPO. Create and submit to the SHPO sixty (60) days prior to the date of the determined SHPRB meeting one (1) Microsoft PowerPoint file in .ppt or .pptx format that:
- a. Includes one (1) title slide that states the name of the historic resource, the city, and the county in which the district is located, and the presenter’s name;
 - b. Includes enough photographs to adequately portray the historic district. This may include all final nomination photographs, or a selection of the same. Note that presentations to the Review Board are limited to five (5) minutes, as such it is preferable to limit the number of slides in each presentation to no more than thirty (30);

- c. Is free of any formatting such as photograph text labels, background designs, etc.;
 - d. Includes images that, to the extent possible, fill the entirety of the slide.
14. **Deliverable #7. Interested Persons List.** Provide to the SHPO one (1) copy, in a Microsoft Excel .xls or .xlsx file, of a list of public officials and other interested persons who should be notified of the nominations. Include the name, title, and mailing address of the chief elected official and mailing addresses of any other interested persons or agencies which should be notified, such as the planning commission, historical societies, museums, tourism organizations, chamber of commerce, etc.
15. **Deliverable #8. Research Notes.** Provide to the SHPO copies of all source materials used in preparation of the nominations, including, but not limited to, books, newspapers, historical maps, historical photographs, journals, letters, interviews, etc. It is preferred that research notes are submitted as digital files, but paper copies will be accepted. Research notes are to be organized by type, as follows:
- a. **Organization:** research notes must be grouped by source type (photographs, newspapers, maps, photographs, etc). Digital files must be grouped into folders by source type – a folder for photographs, a folder for books, a folder for maps, and so on.
 - b. **Naming:** Digital files must follow a consistent naming format for each file type. For most sources, file names should begin with the date of publication, using the eight (8) digit format of YYYYMMDD.
 - i. Where dates are not known, zeroes should be used in their place. For example, if a newspaper article were published on June 16, 1932, the file name would begin, 19320616. If a magazine article was published in June 1932, the file name would begin, 19320600.
 - ii. Naming conventions may vary by file type, but all files within that type group must follow the same convention. For example, maps and photographs may differ in the way they are named, but all maps must be named the same way, and all photographs must be named the same way.
 - c. **Newspapers:** newspapers shall be organized chronologically. Digital newspapers files shall be labeled as follows: “YYYYMMDD_Newspaper Title_Headline Note or Topic.” Newspaper titles may be abbreviated (DFP for Detroit Free Press), but the name and city of publication must be clear in the event the paper is from a small town or not widely known. A key of abbreviations may be included with the newspaper files.
 - d. **Interviews:** Notes made from interviews must clearly identify the interviewer, the person(s) interviewed, the location (with addresses) of the interview(s), and the date(s) of the interview(s).
 - e. **Maps:** maps, whether paper or digital, must be submitted at a size, color, and resolution that is clear and legible, and allows one to “zoom in” on a particular area of the map with limited loss of legibility.
16. **Deliverable #9 - On-Line Interactive Bike Tour Map.** The consultant will create one (1) electronic version of the on-line interactive bike tour map, accessible via computer and/or mobile device and one (1) printed version of the interactive bike tour map, based on the thirty (30) significant 20th Century African American Civil

Rights sites surveyed at the intensive level for this project and chosen in consultation with the SHPO. At a minimum, fifteen (15) sites will be included. The tour will incorporate a direct route that utilizes, as much as possible, existing bike paths and lanes. In creating the bike tour map, the consultant should leverage existing platforms like Google Maps API, ArcGIS web services, and existing open-source software, to quickly and affordably create an interactive and usable wayfinding tool. Any software platform selected must be publicly available (no custom software shall be used). All web applications must be compliant with Microsoft ASP.NET. Depending on the platform technology chosen, the application must be compliant with the platform vendor's standards. The consultant will be required to provide all source code, with programmer's comments and documentation, and all database diagrams before final acceptance.

The on-line interactive bike tour map of Detroit's significant 20th Century African American Civil Rights sites shall at a minimum include:

- a. The display of the location of all significant sites on the map. For each resource on the map, the consultant will include a photograph and summary text that includes the resource name, date constructed, historical significance, and GPS coordinates.
- b. Ability to toggle on/off information about a specific site.
- c. Display of the user's current location on the map.
- d. Ability to enter a start and end point to create a route. Search information (at a minimum the start and end points) will be stored in a back end server database.
- e. Ability to download and print the tour map as a PDF file.

The map must be fully responsive and mobile friendly and include a basic reporting function in order to download/export data to share with interested stakeholders (like Detroit Roll or Wheelhouse Detroit). Specific functions should include a basic query function and Login/accessibility control. The map shall be compliant with the *Programmatic Accessibility Guidelines for National Park Service Interpretative Media* (Version 2.2, July 2016) (<https://www.nps.gov/hfc/accessibility/>)

The consultant will conduct a beta test to enable feedback and comments from SHPO. In response to consolidated feedback from testers, the map will be refined as needed.

The consultant will develop a marketing plan to bring public awareness to the tour and develop metrics to measure its use and success.

17. **Public Informational Meeting #2- Completion.** A meeting will held in the city of Detroit at the completion of the project to present the final results and deliverables to the public. It will include a digital Microsoft PowerPoint presentation of about one hour in length that provides detailed information on final project findings including the historic contexts and property types identified and the significance of the resources being listed. The selected contractor shall coordinate with SHPO on scheduling and logistics.

Prior to presenting the final results and deliverables to the general public, the consultant will present the digital Microsoft PowerPoint presentation to DHDAB staff at one of their monthly meetings and to a meeting of the Detroit City Council. The selected contractor shall coordinate with DHDAB on scheduling and logistics for these meetings.

18. **Quarterly Progress Reports.** Provide to the SHPO quarterly progress reports using the form provided by the Authority. Quarterly progress reports shall be due by January 15, April 15, July 15 and September 15 during of each year during the project reporting period and will include:
 - a. Title sheet identifying the project, contract number, and name and address of the Contractor.
 - b. Names and titles/responsibilities of the project manager and persons working on the project, including any subcontractors.
 - c. A financial report of expenditures to date including any changes to approved budget or approved work schedule.
 - d. A written summary of progress outlining the work accomplished during the reporting period. Problems, real and anticipated, or any significant deviation from the agreed-upon work plan should be brought to the attention of the Contract Administrator.

19. **Project Completion Report.** The selected contractor shall provide a brief professional quality report that includes the following:
 - a. A title sheet identifying the project, contract number, and name and address of the selected contractor;
 - b. The names and titles/responsibilities of the project manager and persons working on the project, including any subcontractors
 - c. The budget for the project; and
 - d. A written narrative summary of the project and its outcome including an outline of the methodology used (as compared with that initially proposed), evaluation of the project results, and a summary of what worked and what the selected contractor would do differently the next time the selected contractor undertakes a project of this nature. Two copies of the final summary report shall be submitted to the Authority that includes 1) one printed copy and 2) one digital version of the report in Microsoft Word .doc or .docx.

20. **Credits and Disclaimers.** Include on the cover or first inside sheet of the Project Completion Report and in any and all meeting signs, news releases, public announcements, or other written, audio, or visual material for this project (exclusive of the nomination products) the following credits/disclaimer that reads verbatim as follows:

Partially funded by the African American Civil Rights program of the Historic Preservation Fund, National Park Service, U. S. Department of the Interior, through the Michigan State Housing Development Authority. Any opinions, findings, and conclusions or recommendations expressed in this material do not necessarily reflect the views of the Department of the Interior or the Michigan State Housing Development Authority, nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan State Housing Development Authority.

21. **Deadlines for Completing Objectives.** All objectives, activities, and products must be completed within twenty-four (24) months from the date of contract execution. See Exhibit B – Proposal Submission for sample performance schedule.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS**

EXHIBIT A

NOTICE TO BIDDERS

I. Bidder Qualifications/Requirements

Proposals not including requested information may be viewed by the Authority as non-responsive and not considered further. Bidders are strongly encouraged to review their proposals prior to submission to ensure that all requested information is included.

A. Bidder's Experience. The Authority has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work. The Bidder must:

1. Have **demonstrated knowledge of the 20th African American Century Civil Rights history of the City of Detroit** and the proven ability to undertake primary and secondary research on this subject.
2. Have experience in successfully executing **Historic Resource Survey, National Register Multiple Property Documentation, and National Register of Historic Places nominations.**
3. Experience in developing a **web-based, mobile friendly interactive tour map.**
4. Assign experienced personnel to perform the services or have personnel supervised by experienced staff.

B. Company Background Information

Legal business name and address.

[Name]

[Street Address]

[City, State, Zip]

What State is your business incorporated in?

Phone number: _____

Website address: _____

Number of years in business and number of employees:

Legal business name of any applicable parent company and address.

Has there been a recent change in the organizational structure (e.g., management team) or a change of control (merger or acquisition)? **(Y/N)**

If so, why and how has it affected the company? _____

Has your company ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State? **(Y/N)**

If yes, provide the date, governmental entity, and details surrounding the action. _____

Has your company ever been sued by the State of Michigan? **(Y/N)**

If yes, provide the date, case caption, case number, and identify the court that the case was filed in. _____

Has your company ever sued the State of Michigan? **(Y/N)**

If yes, provide the date, case caption, case number, and identify court that case was filed in. _____

Within the past five (5) years, has your company defaulted on a government contract or been terminated for cause by any governmental entity, including the State? **(Y/N)**

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.

Within the past five (5) years, has your company defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by your company? **(Y/N)**

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default. _____

Does your company have experience working with the State of Michigan? **(Y/N)**

If so, please provide a list (including the contract number) of the contracts you hold or have held with the State for the last 10 years.

- C. Bidder's Authorized Signatory.** An official authorized to commit the Bidder to the terms and conditions of the proposal must sign the proposal being submitted. The Bidder must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official. Attach any resolutions authorizing the approved signatory with the proposal. Include the name and telephone number of person(s) in your organization authorized to expedite any proposed contract with the Authority.
- D. Bidder Organization Authorized to Transact Business in Michigan.** The Bidder must be either a Michigan entity (limited partnership, Limited Liability Company, for-profit corporation or non-profit corporation, etc.) or, if foreign, authorized to do business in the State of Michigan.

Proposals from Sole Proprietors Will Not be Accepted

Questions regarding specific requirements to transact business in the State of Michigan should be referred to or otherwise contact the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau at:

http://www.michigan.gov/lara/0,4601,7-154-61343_35413---,00.html.

- D. Bidder's Minimum Internet/Technological Capabilities.** The Bidder must have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow the Bidder to receive, download and upload data, files and attachments from Authority staff. (Current state standards are limited to a functional size of 20 MB).
- E. Limits on Liability & Indemnification.** The Bidder must review and acknowledge that the Authority will require the Bidder to satisfy the following requirements prior to the execution of a contract with the Authority. If the Bidder has objections, please provide an explanation with your proposal outlining the objection.

If awarded a contract, the Bidder agrees to:

1. Indemnify, defend and hold harmless the Authority, its Board, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:
 - a. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from (1) the services provided ("Services") or (2) performance of the Services, duties, responsibilities, actions or omissions of the Bidder or any of its subcontractors under an awarded contract.
 - b. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from a breach by the Bidder of any representation or warranty made by the Bidder in an awarded contract.
 - c. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or related to occurrences that the Bidder is required to insure against as provided for in an awarded contract.
 - d. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Bidder, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the Authority.
 - e. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents which results from an act or omission of the Bidder or any of its subcontractors in its or their capacity as an employer of a person.
 - f. any action or proceeding threatened or brought against the Authority to the extent that such action or proceeding is based on a claim that any piece of

equipment, software, commodity or service supplied by the Bidder or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States.

F. Bidder's Insurance Coverage. The Bidder must maintain and provide evidence, satisfactory to the Authority, of the following minimum insurance coverage:

1. General Liability Insurance for \$1,000,000 with the Authority shown as additional insured;
2. Errors and Omissions Insurance for \$1,000,000 for each occurrence and \$1,000,000 annual aggregate;
3. Worker's Compensation Insurance (if required under state law). Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable.
4. If required by the Authority, Cyber Security Insurance for \$1,000,000.

G. Project Personnel. Bids must acknowledge and identify project personnel who will be performing services pursuant to an awarded contract and (a) sign the contract on behalf of the selected contractor and/or (b) are listed in the form attached and incorporated into this RFP as Exhibit D.

II. Notifications to Bidders

A. Questions Regarding RFP. Questions raised by Bidders concerning the RFP must be submitted in writing via either email or fax.

- To ensure a fair and impartial process, the Authority's Procurement Office will only address those questions concerning the RFP submitted in writing via email or fax.
- Phone calls involving the RFP or related questions will not be accepted.
- Firms submitting bids shall not contact any Board members or Authority staff.
- Submit questions using the subject line ***Property Documentation Form for 20th Century African American Civil Rights Sites in the City of Detroit RFP*** to the attention of:

**Michigan State Housing Development Authority
c/o Procurement Office
735 E. Michigan Avenue
Lansing, Michigan 48912**

**E-mail: MSHDA-Procurement@michigan.gov
Fax: (517) 335-0125**

- Address all questions regarding the RFP to the Authority's Procurement Office.
- Questions must be received in writing by **June 20, 2017 4:00:00 PM EST**
- Responses to properly submitted questions will be posted by **June 22, 2017 4:00:00 PM EST.**
- The Authority will hold no other question sessions or bidder's conferences.
- All questions and answers related to this RFP will be supplied to Bidders providing the Procurement Office with notification of intent to submit a proposal.

B. Revisions to RFP. If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all Bidders who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions to the RFP, and the answers to any written questions.

C. Michigan Freedom of Information Act. All documents submitted to the Authority are subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the Authority, the Authority's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See *MCL 15.243 et seq.* Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. See *MCL 15.243(1)(i)*.

Please submit FOIA requests to the Authority as follows:

**MSHDA FOIA Coordinator
c/o Legal Affairs
735 E. Michigan Avenue
Lansing, MI 48912**

D. Payments to Pensioned Retirees. 2007 PA 95, MCL 38.68c requires retirees of the State Employees Retirement System ("Pensioned Retirees") who become employed by the State either directly or indirectly through a contractual arrangement with another party on or after October 1, 2007 to forfeit their respective state pensions for the duration of their reemployment. **Accordingly, any pensioned retiree who provides or renders services pursuant to the contract for which bids will be made under this RFP shall be required to forfeit his or her pension during the term of the contract.**

Proposals must acknowledge and confirm whether pensioned retirees will render services under the contract being sought through this RFP. If the Bidder intends to use a pensioned retiree, the Bidder must submit written confirmation from the pensioned retiree that he or she agrees to forfeit his or her pension during the term of the contract, if awarded. If awarded a contract, the Bidder must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services ("ORS") to withhold the retiree's pension payments until the end of the contract term by having the pensioned retiree complete a Retiree Rehire

Certificate. A copy of the Retiree Rehire Certificate will be required to be submitted prior to executing an awarded contract.

- E. Contract Award Approvals.** Prior to executing an awarded contract, the Authority must seek and obtain Michigan Civil Service approval. The required forms will be submitted to Civil Service prior to the Authority's Board approval.

Contracts that equal or exceed \$45,000 must be approved by the Authority's Board. Thereafter, an awarded contract will be forwarded to the selected Bidder with instructions to review, sign, and return two "originals". Upon receiving the signed "originals", the Authority's Procurement Office will submit the signed "originals" to a duly authorized signatory for final execution on behalf of the Authority. One fully executed "original" will then be returned to the selected contractor.

- F. Applicable Laws.** The selected contractor will be required to comply with all Michigan and federal laws, as well as acquire any permits or permission-related documents to provide services being sought.

- G. Submissions Subsequent to Award.** As part of an awarded contract, the selected contractor will be required to review and provide and/or acknowledge additional documents including but not limited to:

- Certifications Regarding Debarment, Suspension and Other Responsibility Matters form.
- W-9 Request for Taxpayer Identification Number and Certification.
- Retiree Rehire Certificate.

- H.** *"Partially funded by the African American Civil Rights program of the Historic Preservation Fund, National Park Service, Department of the Interior. Any opinions, findings, and conclusions or recommendations expressed in this material do not necessarily reflect the views of the Department of the Interior."*

"This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior."

The NPS shall have a royalty-free right to republish any materials produced under this grant. All photos included as part of the interim and final reporting, and deliverables/publication will be considered released to the NPS for future official use. Photographer, date and caption should be identified on each photo, so NPS may provide proper credit for use.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL**

EXHIBIT B

PROPOSAL SUBMISSION

I. Submitting Proposal

- Bidders wishing to submit proposals must submit an electronic copy of a proposal to provide the services described in the Scope of Work.
- Submitted proposals must respond to and address the tasks, activities, listed requirements and questions outlined in the Scope of Work of this RFP and its attached and incorporated exhibits.
- The due date for the Authority's receipt of the proposals responding to this RFP is ***July 11, 2017 at 4 p.m. Eastern Standard Time.***
- The Authority shall not be liable for any costs that a Bidder may incur while preparing a proposal.
- The Authority shall not be liable for any costs that a Bidder may incur prior to the complete execution of a contract.
- If the Authority enters into a contract, the Authority's consideration (payment) shall be limited to the term of the contract.

II. Proposal Delivery

A. Due Date. Proposals responding to this RFP are due **July 11, 2017** at 4 p.m.

B. Originals and Copies. Submit one proposal in electronic format via email or fax outlining how the Bidder will provide the services described in the Scope of Work.

C. Delivery of Proposal. Direct all deliveries to:

MSHDA-Procurement@michigan.gov

D. Commencement of Work. Project work shall not commence until execution of a project contract. The selected contractor shall not proceed with performance of the project work or incurring of project costs until both parties have signed the project contract to show acceptance of its terms and conditions.

E. Project Control. The selected contractor will carry out this project under the direction and control of the Authority and its designated Contract Administrator.

F. Quarterly Progress Reports. The selected contractor may be required to submit brief written quarterly summaries of progress outlining the work accomplished during the reporting period. Problems, real and anticipated, or any significant deviation from the agreed-upon work plan should be brought to the attention of the Contract Administrator. A financial report of expenditures to date including any changes to approved budget or approved work schedule must be submitted as part of the report.

If required, these reports will be due to the Authority each January 15, April 15, July 15 and September 15 during the project period.

G. Final Project Summary Report. The selected contractor may be required to submit a narrative summary of the project and its outcome. This should include an outline of the methodology used, evaluation of the project results, and a summary of what worked and what the selected contractor would do differently the next time the contractor undertakes a project of this nature. If required, one printed copy of the final summary report and an electronic version of the report in shall be submitted to the Authority.

III. Selection of Proposal

The selection of a proposal shall be subject to a review by the Authority's Legal Affairs Division concerning conflicts of interest and/or participation in Authority programs by the Bidder, its officers, employees, subcontractors or independent contractors.

A. Selection Criteria. The Authority will select the proposal based on Selection Criteria listed below

- | | |
|---|---------------------|
| 1. Education and certification of staff meeting
36 CFR 61 professional qualifications established
by the National Park Service | (10 Points) |
| 2. Demonstrated knowledge of 20 th Century
African American Civil Rights History with emphasis
on the city of Detroit | (20 Points) |
| 3. Experience conducting Historic Resource Survey | (10 Points) |
| 4. Experience writing Multiple Resource Property
Nomination Forms, National Historic Landmark
Nominations, or other long-form historic contexts
(i.e. books, journal articles, etc.) | (10 Points) |
| 5. Experience writing National Register of Historic
Places nominations | (10 Points) |
| 6. Demonstrated on-line interactive mapping capability
and graphic design experience | (10 Points) |
| 7. Communication skills, including clarity
of proposal and writing sample | (10 Points) |
| 8. Adequacy of proposed methodology and staffing | (5 Points) |
| 9. Reasonableness of schedule/timeline | (5 Points) |
| 10. Reasonableness and feasibility of fee | <u>(10 Points)</u> |

Total Possible Points:

100 Points

Proposals receiving **70** or more technical evaluation points will have its pricing evaluated and considered for award.

The State may utilize all proposals, including pricing information, without regard to a proposal's technical score to determine fair market value, when comparing and negotiating prices. The State is not obligated to accept the lowest price proposal. The price proposal evaluation includes consideration of a qualified service-disabled veteran preference. Information related to qualified service-disabled veteran preference is located at <http://michigan.gov/micontractconnect/0,4541,7-225-48677-123519--,00.html>.

B. Proposal Selection. The Authority's review may take up to four weeks after the closing date for submitting proposals. The Authority anticipates notifying the selected contractor on or about **August 8, 2017** via e-mail and posting on the Authority's website; however, the selection and final notice of award will be contingent on approval by the Michigan Civil Service Commission and the Authority's Board.

C. Cancellation of Selected Proposal. The selection of a proposal by the Authority may be cancelled at any time prior to the complete execution of a contract. If the Authority cancels its selection of a proposal, the Authority may repost this or a similar RFP and re-seek proposals. Reasons for canceling the selected proposal may include, but are not limited to, the following:

1. Refusal of Department of Civil Service to process required forms.
2. Refusal of duly authorized Authority signatory to execute the contract.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL**

EXHIBIT C

PROPOSAL FORMAT

I. Overview

- Proposals must be submitted in the format described in this Exhibit C as outlined below.
- There should be no attachments, enclosures or exhibits other than those considered by the Bidder to be essential to a complete understanding of the proposal.
- Each section must be clearly identified with appropriate headings and/or table of contents.
- The proposal should be clear, accurate, and complete, with sufficient detail to enable the Authority to evaluate the services and methods proposed.

II. Headers/Table of Contents

A. Business Organization. Include the following information and supporting documentation as outlined in Exhibit A Organization Background Checklist found attached and incorporated into this RFP:

1. The full name and address of Bidder, including any “Doing Business As” titles.
2. The branch office or name and address of registered agent, if applicable.
3. The type of entity (e.g., Michigan corporation, Michigan nonprofit corporation, Michigan limited liability company, foreign). Note that the selected contractor will be required to provide proof of authorization to conduct business in the State of Michigan.

B. Management and Personnel. Answer/Address the following:

1. **Officer and Management Summary.** Identify managers and/or officers who will manage the contract if it is awarded and provide their resumes or CVs. Identify officers and managers by name and position. List their responsibilities and the specific tasks each officer and manager assigned to the project will carry out and the anticipated time frames for each task. Provide current contact information including the manager(s) and/or officer(s) name, title, mailing address, email address, and phone and fax numbers.
2. **Personnel Summary.** Identify proposed key project personnel, including job titles, responsible for performing the activities and services described in the Scope of Work.

C. Experience.

1. **Prior Experience of Bidder.** Indicate **at least 3 relevant experiences** from the **last 5 years** supporting your ability to successfully manage a contract of similar size and scope for the work described in this RFP. Include sufficient detail to demonstrate the relevance of such experience. Include descriptions of qualifying experience, including project descriptions, costs, and starting and ending dates of projects successfully completed. Also include the name, address, and telephone number of the responsible official of the client organization who may be contacted.
2. **Experience of Proposed Personnel Assigned to Provide Services.** The proposal should describe the education and experience of the personnel who will be assigned to provide the proposed services, including managers who may oversee work of personnel. The individuals assigned to complete the deliverables for this project must meet National Park Service 36CFR61 professional qualifications for historian or architectural historian. See https://www.nps.gov/history/local-law/arch_stnds_9.htm.
3. **Examples of Work.** The following examples of recent work should be submitted with the application:
 - a. An Intensive-Level Historic Resource Survey Form completed by the staff person assigned to do the survey work for this grant.
 - b. A National Register of Historic Places Nomination Form completed by the staff person assigned to do the nomination work for this grant.
 - c. Four (4) photograph samples by the person assigned to complete the photographic survey for this grant.
 - d. Example of graphic design capability (map or tour brochure preferred) by the staff person assigned to complete interactive bike tour map. A link to an online example may be provided.
4. **Confirm Whether Any Assigned Personnel Receive Pension Payments from the State of Michigan.** If any assigned personnel receive pensions from the State of Michigan, you must provide confirmation, signed by each assigned person with a State of Michigan pension, that he or she acknowledges and agrees that he or she must forfeit any pension payments made during the term of the contract. If a contract is awarded, each assigned person with a State of Michigan pension must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services to withhold the retiree's pension payments during the contract term.
5. **Professional References.** Include professional references who can provide information regarding the Bidder's prior past performance.
6. **Additional Information and Comments.** Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

D. Proposed Services.

1. **How Services Will be Rendered.** Address and describe the process used to render the services and how the services will be rendered. This should be an overview of the methodology to be used, based on staff and time frames, to meet

the project scope of work and complete the required services within the time frame of the project.

2. **Use of Subcontractors.** If any work will be subcontracted, describe the following:
 - a. Work that will be subcontracted.
 - b. The process used to select the subcontractors.
 - c. The subcontractor's experience and expertise.
 - d. The names of the firms/individual(s) who will perform the subcontracted work.
 - e. How quality of service will be monitored and ensured.

3. **Standards.** Describe or address the following:
 - a. All work must be done in accordance with the U.S. Secretary of the Interior *Standards and Guidelines for Archaeology and Historic Preservation for Identification, Evaluation, and Registration* and National Park Service publications including: *Civil Rights in America: A Framework for Identifying Significant Sites*; *How to Complete the National Register Multiple Property Documentation Form*; *National Register Bulletin: How to Complete the National Register Registration Form*; *National Register Bulletin How to Apply the National Register Criteria*, the *National Register Photo Policy Factsheet*, and the SHPO's *Manual for Historic and Architectural Surveys in Michigan*.

4. **Security of Data.** If the services to be rendered require the collection and/or use of confidential and/or personal data, confirm the following:
 - a. Has your organization established and used a policy to address the security of paper and electronic data? (***Please do not submit a copy of your security policy.***)
 - b. Does your policy address the removal of confidential and/or personal data from storage media? (For example, does your firm's policy include the removal or "wiping" of data from hard drives when a computer is no longer used?)

5. **Copyrighted Materials.** Acknowledge and/or confirm the following:
 - a. You agree that any and all products produced as a result of this contract shall be the property of the Authority.
 - b. You agree that the Authority shall (a) hold a copyright on all materials or products produced under the contract and (b) be allowed to file for a copyright with the United States Copyright Office.
 - c. You acknowledge that submitted documents will not contain in part or whole copyrighted materials.

E. Price Proposal & Budget

1. **Price Proposal.** All rates quoted in proposals submitted in response to this RFP will be a firm fixed price for the duration of the contract. No price changes will be permitted. ***(Note that proposals should reflect State of Michigan per diem rates in effect at the time of proposal submission. State per diem rates are subject to change during the term of an awarded contract. They can be found at http://www.michigan.gov/documents/dtmb/Travel_Rates_FY17_January_2017_547101_7.pdf).***
2. **Budget.** Include in the proposal a line item budget identifying all expenses related to the work to be performed. By submitting the bid, the Bidder acknowledges that it bears the risk that its expenses may exceed the proposed amount. The budget should be in the format below and include all applicable items, and at a minimum, must be broken down to show the following:
 - a. Staff costs broken down by each individual staff person. Include # of hours, per hour rate, and work assignment.
 - b. Lodging costs (based on State of Michigan per diem rates). Description should include when and why lodging is needed.
 - c. Meal costs (based on State of Michigan per diem rates). Description should include when and why meals are needed.
 - d. Transportation costs (standard State of Michigan mileage rate is \$0.36 per mile). Description should include type and reason for transportation cost.
 - e. Costs of supplies and materials. Description should include items to be purchased and reason for purchase.
 - f. Other direct costs. Description should include items to be purchased and reason for purchase.
 - g. Total budget.
 - h. Budget Format:

- F. Schedule/Timeline.** Bids must include a schedule for delivery of services set forth in the Scope of Work and cite the proposed deadlines for completing the tasks within the Scope of Work. All work must be completed within **24 months** from contract signing.

Include a timetable indicating how the project will be scheduled. The timetable should include: (1) any proposed meetings; (2) dates for draft submittals; (3) review times (allow 4 weeks for Authority review) and completion dates for deliverables; (4) quarterly reports (these will be due July 15, Sept. 15, Jan. 15, and April 15 each year during the project reporting period); and (5) final Project Completion Report. A proposed schedule/timeline is listed below:

<i>Completed Service/Project Components</i>	<i>Estimated Completion Dates</i>
(Using Scope of Work, Bidder should insert tasks and activities to be completed)	(Bidder should insert estimated deadlines)

G. Disclosure of Participation and Interests in Authority Programs.

- 1. Disclosure of Interests in Authority Programs.** Authority programs include, but are not limited to, the Housing Voucher Program, any loans where the Authority is the lender, and any grants made by or administered by the Authority.
- 2. Submission of Conflicts of Interests.** Submit a list of all interests that the Bidder, its officers, board members, and employees respectively have in Authority programs. If the Bidder intends to use independent contractors or subcontractors to render services, include the interests that independent contractors or subcontractors and their officers, board members, and employees respectively have in Authority programs.
- 3. Potential Conflicts of Interests.** Indicate in the proposal whether the Bidder is under contract and/or has been awarded a grant from the Authority. Please confirm whether any potential conflict of interest will exist if the Authority enters into a contract with the Bidder.

Potential conflicts of interest may arise from the Bidder’s officers, employees, members, board members, independent contractors or subcontractors the Bidder will use to render services if the firm enters into a contract with the Authority.

If the Bidder is currently under contract or is receiving a grant from the Authority, indicate if the Bidder or project personnel holds a position with another entity that may be under contract or receiving a grant from the Authority.

Include an organizational chart from each entity under contract or awarded a grant from the Authority in which the Bidder or project personnel holds a position. Include each employee's position and title within the entity. In addition, indicate whether the Bidder or the project personnel is responsible for making financial decisions in his/her capacity and what measures have been implemented to ensure that funds are not comingled.

THE STATE RESERVES THE RIGHT TO DEEM A BID NON-RESPONSIVE FOR FAILURE TO DISCLOSE A POTENTIAL CONFLICT OF INTEREST.

4. Family Members Who Work for Authority. Please list the names of the Bidder's officers, board members, and employees who have family members who work for the Authority and the names of the family members who work for the Authority.

H. Signature Clause to be Signed by Bidder's Authorized Signatory. Insert into the proposal and have the authorized signatory sign the following signature clause at the end of the proposal:

I confirm that I have submitted this proposal on behalf of _____ in response to the Michigan State Housing Development Authority's Request for Proposals for Advertising & Media Services.

I also confirm that I have read and understand the Authority's indemnification, copyright, data security and insurance requirements.

By: _____

Its: _____

Date: _____



**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL**

**EXHIBIT D
PROJECT PERSONNEL**

See appended document titled

CERTIFICATE VERIFYING PROJECT PERSONNEL

**CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE
CONTRACTOR/SUBCONTRACTOR**

The Contractor/Subcontractor acknowledges that the following personnel are Project Personnel of the Contractor/Subcontractor:

(1) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is this person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

(2) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

(3) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

Name of Signatory for Contractor/Subcontractor:

Printed Name: _____
(Print or type name above line)

Its: _____

Signature: _____

Federal Identification Number: _____

Pensioned Retirees (2007, MCL 38.68) (12/7/07 Rev)