



STATE OF MICHIGAN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

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April 17, 2019

Q/A for RFP: NRHP Nomination for Sojourner Truth Homes Public Housing complex in Detroit

- 1) Page 17 - B. Management and Personnel - 1. Authorized Signatory - b. "Proposal must include the statement of bid commitment, see Section H below, signed by the approved signatory."

QUESTION: Because there is no "Section H" attached, to the RFP, it is not clear what the "statement of bid commitment" is. Is this still required?

Due to an error in the document section numbering, Section H refers to the confirmation statement and signature lines on page 23 (section is mislabeled as "13."). Yes, it is required for the proposal to be accepted.

- 2) On page 7, due dates for quarterly reports are listed January 15, April 15, July 15, and September 15. Should these dates be January 15, April 15, July 15, and October 15?

No, the January 15, April 15, July 15, and September 15 dates are correct.

- 3) On page 14, proposal selection is estimated to be on or about April 21, 2019, however, proposals are not due until April 29, 2019. What is the anticipated date of proposal selection and consultant notification?

The SHPO intends to select a consultant within thirty (30) days of the date the proposals are due.

- 4) On page 20, the deadline for submitting the final nomination to SHPO is no later than one month in advance of the scheduled date of the SHPRB where the NRN will be presented. The original RFP indicated that Detroit is a CLG and therefore the nomination must be submitted 105 days (3 1/2 months) in advance of the SHPRB meeting. How far in advance of the SHPRB meeting is the final nomination due to SHPO?

The one-month deadline is an error. The original RFP correctly stated the deadline of 105 days (3-1/2 months) in advance.

- 5) At the bottom of Page 20, the RFP references “a pre-planning meeting, the five regional workshops, one stakeholder meeting, submittals of workshop summaries....”. These items are not mentioned elsewhere in the RFP, so they may be an error. Should these items be ignored?

Yes, this is an error and these items can be ignored.

- 6) On pages 20-21, the timetable is to include the pre-planning meeting, five regional workshops, one stakeholder meeting, submittal of workshop summaries, quarterly reports, and final report. This does not seem to match the Scope of Work for this project. Should the timetable include all meetings, submittal of drafts, review times, submittal of quarterly reports, the SHPRB meeting presentation, and submittal of the final report as indicated in the original RFP??

The current wording is an error.

For clarity regarding Q4, Q5, and Q6, the timeline section should read as follows:

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. It is the responsibility of the applicant to provide a detailed timeline that will enable SHPO’s assessment of the applicants proposed methodology. A detailed timeline would include all significant dates, their associated tasks or activities, and the responsible authority. Some examples of tasks to include are: meetings, research periods, review periods for drafts, quarterly and final report dates, deliverable dates, and the completion date.

For planning purposes, SHPO review time is 30 days. The State Historic Preservation Review Board (SHPRB) meets three times a year in January, May and September. Please note that the City of Detroit is a Certified Local Government (CLG). As such the city is entitled to additional review time for National Register nominations. The final National Register nomination package must be submitted to the SHPO 105 days (3 1/2 months) before the SHPRB meeting at which the nomination will be presented.

Include a timetable indicating how the project will be scheduled. The timetable should include, at a minimum: all meetings, submittal of drafts, review times, submittal of quarterly reports, the SHPRB meeting presentation, and submittal of the final report.

<i>Estimated Completion Dates</i>	<i>Task Project Components & Responsible Party</i>