

Downtown Development Authority of City of Madison Heights

Memorandum

Date: April 21, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community & Economic Development Director
Subject MHDDA Placemaking RFP

As a part of the DDA budget for FY 2023-24 the DDA board approved \$50,000 in Contractual Services for the development of a Downtown Streetscaping Plan. At our February 13th DDA Meeting the board authorized development of a Request for Proposal that would focus on three areas:

- 11 Mile Rd from I-75 to Hampden
- 11 Mile Rd from John R Rd to Lorenz
- John R Rd from E Cowan to 11 Mile Rd

The desired outcome of the plan was to have detailed and tangible designs for these areas including costs, phasing and would enable the DDA to compete for grants to help with these improvements. After reviewing projects in other communities, staff became concerned about the scope of this project. If the scope of the RFP became too large the proposals would either become too expensive or would not provide enough detail to serve its intended purpose. The updated RFP presented today has a different scope than presented in February. It reduces the scope to accomplish three main goals within the Placemaking Plan:

1. Provides Conceptual Engineering plans for 11 Mile Rd from Groveland to Lorenz.
2. Provides Design Guidelines for the entirety of 11 Mile Rd.
3. Provides an Implementation Plan that includes costs, phasing, and identifies potential funding sources for these projects.

The result of this project will be that we will have necessary details and concepts necessary to compete for a wide variety of grants to help support pedestrian infrastructure in the Groveland to Lorenz area, and it will serve as a jumping point for future planning throughout the DDA portion of 11 Mile Rd that has a unified design and feel.

This project will require the establishment of a Steering Committee and will require a considerable amount of buy-in from the DDA board, 11 Mile business owners, residents, agencies, and organizations. It is intended that the result will be a transformation of this area's public infrastructure that is sensitive to the interests of all stakeholders of this portion of 11 Mile Rd.

Staff recommended action:

Staff recommends that the DDA board authorize staff to issue the RFP as presented and choose 1-2 members to serve on the selection committee. This requires reviewing submitted proposals and being a part of the interview and recommendation process.



REQUEST FOR PROPOSALS

MH 23-01

DOWNTOWN MADISON HEIGHTS PLACEMAKING PLAN

ISSUED: APRIL 26, 2023

SUBMITTAL DEADLINE: JUNE 1, 2023

Electronic bids will be accepted online at www.mitn.info until JUNE 1, 2023 at 2:00pm (EST). Proposals will be opened via Zoom at approximately 2:05 pm (EST), interested vendors may participate by clicking this link at the appropriate date/time **ZOOM LINK**. Please refer to the attached instructions, specifications, and electronic bid submission procedures.

Proposals must be submitted electronically; hard paper copy, email or fax submission of bids/proposals is NOT accepted.

The City of Madison Heights is a Participating Agency in the Michigan Inter-Governmental Trade Network (MITN). Interested vendors are encouraged to register with MITN at <http://www.MITN.info> to view specifications for this and all our open bids.

Amy J. Mischak

HR Director/Purchasing Coordinator
City of Madison Heights
(248) 583-0828

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I. STATEMENT OF INTENT

The purpose of this Request for Proposal (RFP) is to select a firm to provide design and conceptual engineering consulting services for a Downtown Placemaking Plan. This Downtown Placemaking Plan must include elements for streetscape improvements including a full range of site amenities including trees and landscaping, seating areas, special pavements, site furnishings, traffic calming measures, pedestrian crosswalks, and on-street parking.

II. BACKGROUND

Madison Heights is in the southeast corner of Oakland County at the intersection of I-75 and I-696. The city is approximately 7.1 square miles and has a population of approximately 30,000 residents. The city operates under a Council-Manager form of government, with a 9-member appointed Planning Commission which includes the Mayor, a City Council member, and the City Manager.

The City of Madison Heights' Community & Economic Development (CED) Department houses the Planning Services division and serves as the primary point of contact for matters related to the City's Planning Commission, Zoning Board of Appeals, and Downtown Development Authority. The CED Department consists of the Director, City Planner, Building Official, Trade Permit Inspectors, GIS Technician, and two administrative assistants. The Community and Economic Development Director also serves as the Executive Director of the Madison Heights Downtown Development Authority (DDA) and will serve as Project Manager for the City.

Our City Council created the Downtown Development Authority of Madison Heights (DDA) in 1997 to eliminate the cause of property value deterioration and to promote economic growth. The DDA district includes 182 parcels across an area of 104 acres and is home to approximately 110 businesses. Its boundaries of the DDA area are on John R Rd at Gardenia to the North to 10 Mile Rd to its South, and on 11 Mile from Exit 62 on I-75 to the West and Lorenz to the East. The DDA board includes downtown area business owners, residents, the mayor, and the city manager of Madison Heights.

The Master Plan contains overarching goals for the DDA area and includes a preliminary road diet assessment for John R Road between 10 Mile and Gardenia. The intent of these initial assessments was to explore options to improve walkability and pedestrian safety features in the DDA area. The DDA intends to begin incorporating some of the elements of this initial assessment in a small area of the downtown to serve as a test case for the rest of the district.

Most recently, the city selected McKenna Associates for consulting services to assist in the completion of a Comprehensive Zoning Ordinance Rewrite in 2022. The DDA area is presently zoned B-3 General Business District and M-1 Light Industrial. These districts have encouraged business uses and site designs that cater to the vehicle over the pedestrian. Examples of these existing uses are auto related uses such auto sales, auto repair, car washes, gas stations and drive-thru restaurants. Our new zoning ordinance will introduce two new districts to the DDA area,

the City Center and Mixed-Use innovation districts, which encourage more pedestrian friendly site design and uses.

Pertinent planning and zoning documents include:

- [2021 Master Plan](#)
- [2017 DDA Tax Increment Financing and Development Plan](#)
- [City of Madison Heights Code of Ordinances: Appendix A – Zoning Ordinance](#)
- [Zoning Ordinance 2023 1st Draft](#)

III. SCOPE OF WORK

With assistance from City staff, the selected firm will conduct a public process to develop a downtown placemaking plan for 11 Mile Rd with a focus on the area between Groveland and Lorenz. The selected firm shall agree to work with city staff to develop a downtown placemaking plan. that proposes improvements to the 11 Mile Road segment of the DDA, including streetscaping elements, pedestrian amenities, consistent with the 2021 Master Plan. The plan will accomplish the following objectives in order of importance:

Project Objectives

1. Provide conceptual engineering plans for 11 Mile Rd from Groveland St. to Lorenz St that include detailed graphics representing the engineering intent for the street segment.
2. Provide Design Guidelines for 11 Mile from Stephenson Hwy to Lorenz with an integrated look that addresses the existing conditions of the MHDDA's streetscape & parking infrastructure and the challenges it poses to pedestrian safety and downtown redevelopment., A limited traffic analysis should be included here to support any suggested lane reconfigurations along 11 Mile Road
3. Provide a clear and actionable Implementation Strategy that enables the DDA to compete for potential funding opportunities and includes cost estimates, phasing, and other pertinent information.

Work Program

The final work program will be developed in conjunction with city staff, but should include the following:

1. **Past Work Review & Analysis:** The consultant team will review all pertinent documents including the City's Master Plan, the DDA Development Plan, and new Zoning Ordinance currently in development to highlight existing goals and objectives for the downtown area. The team is also invited to meet with staff on-site and walk the DDA area with staff and DDA members to get a feel for existing conditions. This portion of the work program will include

some level of downtown analysis and a limited traffic analysis not to exceed 15% of the budget.

2. **Community Engagement:**

- a. Establish a Steering Committee: With the help of city staff, the consultant team will first establish a steering committee consisting of community stakeholders including business owners, residents, public officials, developers, and religious, educational, and cultural institutions. This steering committee will provide a high-level viewpoint and input on the design process. Coordination with utility, transportation and roadway agencies will be vital to ensure that conceptual designs are compatible with existing infrastructure.
- b. Draft Community Engagement Plan: The consultant team will collaborate with staff and the DDA board to develop an engagement plan that ensures that the project incorporates the input and creates buy-in with key stakeholders throughout the stages of the project.

3. Draft Conceptual Designs & Consensus Building: Once the consultant team has been able to review past work and conduct any additional analysis, there should be a series of preliminary design workshops or other forms of public engagement that helps the consultant team and staff understand the design preferences of key stakeholder and inform the conceptual design included in the final version of the plan.

4. Final Version of Placemaking Plan: Staff envisions that the final stage of this project will include any remaining meetings with stakeholders prior to finalizing the Placemaking Plan including all its elements (Conceptual Engineering for Groveland to Lorenz, Design Guidelines for 11 Mile, and Implementation Plan).

IV. DELIVERABLES

The selected firm shall agree to provide the following deliverables:

- A. A completed DDA Placemaking Plan that includes:
 - a. Final Conceptual Engineering Plans for the area on 11 Mile Rd from Groveland to Lorenz
 - b. Design Guidelines for 11 Mile Rd from Stephenson Hwy to Lorenz.
 - c. Implementation Plan that includes cost estimates, phasing, and other pertinent information.
 - d. All supplemental documents, data, and analysis related to this project including draft conceptual engineering plan including draft conceptual engineering plans, a limited traffic analysis, and details of streetscape elements and amenities. **Please note that all data shall become the property of the City of Madison Heights for future use and modification.**

V. SUBMITTAL SCHEDULE AND INSURANCE REQUIREMENTS

1. PREPARATION OF PROPOSAL

- A. Interested contractors are expected to examine specifications and all instructions. Failure to do so will be at the contractor's risk.
- B. Each contractor shall furnish all the information required on proposal forms. Erasures or other changes must be initialed by the person signing the form.
- C. If there is any doubt as to the meaning of any part of the specifications or other conditions within this request for proposal, please call (248) 583-0828 for clarification.

2. SUBMISSION OF PROPOSALS/BIDS

- A. RFP/Bid Submission Options: Bid Submittals/Proposals must be submitted electronically. Hard paper copy, email or fax submission of bids / proposals is not an option. To be considered, your bid/proposal must be submitted to the city as instructed prior to the Date and Time specified. No late bids/proposals will be accepted. Bids/proposals may be withdrawn by a bidder, or authorized representative, provided their identity is made known and an email, phone call or fax is made to the City and the City can verify via return email or phone call the identity of the bidder and the intention to withdraw the bid/proposal, and if withdrawal is made prior to the stated submittal deadline. On the mitn.info portal, electronic bids/proposals may be withdrawn by placing the bid/proposal into "storage" through the Edit option prior to the stated submittal deadline. The City of Madison Heights reserves the right to postpone the bid/proposal opening for its own convenience.
- B. Electronic Bid/Proposal Submission Only the vendor / Contractor will need to complete, scan, and upload your entire bid/RFP package through the MITN system. All electronic bids / proposals will be submitted directly into a secured MITN "vault" that cannot be opened until the bid / proposal submission deadline date and time.

Vendor / Contractor Submittal Procedure:

- ☐ Login to the MITN website using your previously registered credentials at <http://www.mitn.info>.
- ☐ Locate and enter the Madison Heights Solicitation you have prepared a bid/proposal for.
- ☐ Click on the "Place Bid" button on the upper right side of the page.
- ☐ In the "Place a Bid" window, select "Place a new Bid" or "Place a No Bid" (Depending on your response). Select the "Continue" button.
- ☐ On the next page, in the "Documents" tab, select "Add File" or "Import Zip file" (Depending on your file type). Complete all required actions and click the "Next" button.
- ☐ This will bring you to the "Pricing" tab. There you will see a reminder to "Do not forget to attach your pricing in the 'Documents' section." Select the "Next" button.

- ☐ On the following screen, in the “Exceptions” section, select “No” or “Yes” (depending on your response). In the “Bidder Compliance & Authentication” section, you will enter your full name and password where prompted. Click the “Submit Bid” button.
- ☐ In the “Bid Submission Confirmation” window, select “No” or “Yes” (depending on your response).
- ☐ Finally, the next screen will confirm your bid submission. Here you will receive a confirmation number and will be able to download a PDF version of the confirmation for your records.

Important: The mitn.info system locks at 2:00PM (Madison Heights, Michigan Time) on the due date, and no bids / proposals can be downloaded after that time. No exceptions.

Bids/proposals must be downloaded and accepted by the mitn.info downloading portal before 2:00 pm. Do not wait until the last minute to submit your bid/proposal – internet connections, computer systems failures on the submitter’s part could cause a bid/proposal to be denied from downloading in the mitn.info system. There will be no exceptions and late submittals cannot be accepted.

C. BID BOND SUBMITTAL- Please refer to the specifications and forms for bid bond requirements and other required information when you are preparing your bid/proposal documents. When bid bonds are required, all bidders must submit a photocopy of the Bid Bond (surety, cashier check, certified check) as part of the electronic bid submission. The photocopy must be of sufficient resolution to show a valid stamp, seal, signatures, names, dates, etc. The original Bid Bond must be provided upon request of the City. Failure to submit the original Bid Bond, upon request of the City, may result in the bid being deemed unresponsive and the bid rejected without further evaluation.

D. After stated closing time, no bid may be withdrawn or canceled for a period of ninety (90) days after said closing time.

E. The bidder shall specify a unit price for each item listed. Unit price will prevail on all items.

F. PUBLIC BID OPENING: A public bid opening shall be held at or near 2:05 pm on the posted deadline date, utilizing Zoom meeting software. The link for each specific bid open shall be included in the specifications. A City Representative shall read the bids/names of firms submitting proposals, as they are downloaded and made available. Please be patient as the process may take a few minutes while the files are downloaded.

Join Zoom Meeting for RFP Opening RFP – Madison Heights Downtown Placemaking Plan:

<https://us02web.zoom.us/j/84216608323>

Meeting ID: 842 1660 8323

One tap mobile

+19292056099,,84216608323# US (New York)

+13017158592,,84216608323# US (Washington DC)

G. TERMS

All bids to be tax exempt, State of Michigan #B386025685.

All bid quotations will be based on F.O.B. Destination – City of Madison Heights

Please direct your questions to the City of Madison Heights Purchasing Department at 248-583-0828, Monday through Friday, from 8:00 a.m. to 4:30 p.m. (EST)

3. GENERAL CONSIDERATIONS OF PROPOSALS RFP #MH-22-01:

A. Proposals submitted on bid form are understood to be according to specified data.

In cases where an item is requested by a manufacturer's name, trade name, catalog number, or reference, it is understood that the bidder proposes to furnish the item so identified or an item of equal quality and value.

Reference to any of the above is intended to be descriptive but not restrictive and only indicates articles that will not be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder states in his/her proposal exactly what he/she proposes to furnish, including illustration or other descriptive matter which will clearly indicate the character of the article covered by such proposal.

B. The Purchasing Agent hereby reserves the right to approve as an equal, or reject as not being an equal, any article proposed which contains major or minor variations from specification requirements, but which may comply substantially therewith.

C. The City of Madison Heights reserves the right, in its sole discretion, to reject any/or all bids, to waive any irregularities and technical defects contained therein, to award the bid in its entirety, in part or not at all and/or to determine which bid is the lowest and/or best to enter into a Contract, as it may deem to be in the best interest of the City.

D. NON-IRAN LINKED BUSINESS.

Under Michigan Public Act No. 517 of 2012, as amended, an Iran linked business as defined therein is not eligible to contract with the City of Madison Heights and shall not submit a bid. By signing the bid documents it is hereby certified and agreed on behalf of the signatory and the company submitting this proposal the following: (1) that the signatory is duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) that the signatory and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

E. NON-DISCRIMINATION CLAUSE

In the performance of a contract or purchase order, the contractor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status,

physical or mental handicap or disability. The contractor further agrees that every subcontract entered into for the performance of any contract or purchase order resulting here from will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to Title VI of the Civil Rights Act of 1964 42 U.S.C., as well as the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, et seq, and the Michigan Handicapper's Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, et seq, and any breach thereof may be regarded as a material breach of the contract or purchase order.

F. The Contractor / Company acknowledges and agrees that the City, with the written approval of the Contractor / Company, may extend this Contract for new projects or additional work of a similar nature at the same unit prices as set out by Contractor / Company for this Contract, by execution of a change order. Any work to be performed under a change order of this contract is subject to all the requirements contained herein. The Contractor / Company shall provide all insurance certificates and performance bonds for the required coverage for the new work to be performed for any change order extending this contract. A change order extending this Contract, as set out herein, shall be in compliance with Section 2-249 (c) (1) of the City's purchasing ordinance.

4. INSURANCE REQUIREMENTS

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Madison Heights. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and Self-Insured Retentions are the responsibility of the Contractor.

- Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- Comprehensive General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included. A per project/contract aggregate shall be endorsed onto this policy.
- Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- Owners' and Contractors' Protective Liability: The Contractor shall procure and maintain during the life of this contract, a separate Owners' and Contractors' Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate.

- **Additional Insured:** Commercial General Liability and Motor Vehicle Liability, as described above, shall include an endorsement stating the following shall be Additional Insureds: The City of Madison Heights, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Madison Heights as additional insured, coverage afforded is considered to be primary and any other insurance the City of Madison Heights may have in effect shall be considered secondary and/or excess.
- **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: City of Madison Heights, c/o Purchasing Department, 300 West 13 Mile, Madison Heights, MI 48071.
- **Proof of Insurance Coverage:** The Contractor shall provide the City of Madison Heights, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Madison Heights as least ten (10) days prior to the expiration date.

The following identifies the schedule for the RFP and consultant selection process:

Date/Time	Activity
4/26/23	RFP is posted
5/17/23	Questions must be received by the Community & Economic Development Director in writing (via letter or email)
5/25/23	Responses to questions will be posted at www.mitn.info
6/1/23	RFP due – Submissions made after this deadline will not be considered
6/8/23	Selection Committee will select their top consultants for interviews
6/12-6/16	In-person interviews with Selection Committee
6/20/23	Downtown Development Authority will make recommendation to City Council
6/26/23	City Council will consider DDA recommendation and award a contract to the selected consultant

VI. PROPOSAL CONTENT

Proposals shall be submitted as detailed in Section V – Submittal and Schedule – and include the following:

1. **Letter of Interest:** Cover letter indicating interest in the project and identifying the firm's ability to provide zoning ordinance services. The letter must include the consultant's understanding of Madison Heights' needs and any foreseen challenges.
2. **Introduction:** A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
3. **Work Program:** Describe the general project approach and process to be employed to fulfill the Scope of Work outlined in Section III. Describe the proposed project schedule, including a timeline of major milestones, deliverables, and completion.
4. **Timeframe Flow Chart:** Submit a flow chart with the estimated project timeframe for meeting important project targets.
5. **Experience and Qualifications:** A brief description of the firm's prior work relevant to this RFP, including the name, address, and phone number of client references and primary contacts.
6. **Consultant Personnel:** Include resumes of company personnel, including subcontractors if proposed to be used, as well as their involvement and proposed roles in the project.
7. **Estimated Costs:** Submit cost estimates for each task associated with the preparation of the project. Please see Exhibit A – Cost Proposal – for further instructions.
8. **Exhibits:** Please include fully executed copies of Exhibits B and C, attached to this RFP.
9. **Supplemental Information:** Please include any other supplemental information that may help with the selection process.

VII. EVALUATION CRITERIA

Evaluation Criteria

The following criteria will be considered in evaluation of submitted proposals:

1. Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.

2. The firm's general approach to the project. Although the City of Madison Heights has identified the general nature of services required, the consultant is given leeway toward the approach and methodology to provide the proposed services.
3. Past record of performance on contracts with other governmental agencies, including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.
4. Capacity of the candidate to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the City and dedicate the appropriate personnel.
5. Qualifications of individuals who will have direct involvement in tasks on this project.
6. Compatibility with the City's financial obligations.

The selection committee will select finalists from the complete proposals received before the RFP deadline. The city may ask finalists to present their proposals in person prior to final selection.

VIII. INQUIRIES

Any questions concerning the RFP shall be directed in writing via email to:

Giles Tucker
Community & Economic Development Director
GilesTucker@madison-heights.org

QUESTIONS MUST BE RECEIVED NO LATER THAN **4:00PM ON 5/17/23**.
AN ADDENDUM WILL BE POSTED AT WWW.MITN.INFO BY **4:00PM ON 5/25/23**.

EXHIBIT A – Cost Proposal

Cost proposals will be evaluated after a review and evaluation of each consultant's qualifications.

The city is seeking a lump-sum bid which includes:

1. Task-by-Task Summary: Itemize all the tasks and associated costs that are included in the lump-sum bid.
2. Deliverables: The bid should include deliverables and their associated costs.
3. General and Administrative Burden or Overhead: Indicate percentage and total.
4. Costs of Supplies and Materials: Itemize.
5. Transportation Costs: Show travel costs and per diem separately.
6. Other Direct Costs: Itemize any costs not included in the above items that are deemed necessary.

The Cost Proposal must also include a breakdown of costs, should the city require additional services beyond the services proposed in the lump-sum bid. This should include, in a readable format, a breakdown of costs as described below:

1. Manpower Costs: Itemize to show the following for each category of personnel with a different rate per hour:
 - a. Category, i.e., project manager, senior planner, analyst, etc.
 - b. Rate per hour
2. General and Administrative Burden or Overhead: Indicate percentage and total.
3. Costs of Supplies and Materials: Itemize.
4. Transportation Costs: Show travel costs and per diem separately.
5. Other Direct Costs: Itemize any costs not included in the above items that are deemed necessary.

EXHIBIT B – Proposal Submission

The undersigned, having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the unit prices as stipulated herein, subject to negotiation.

I hereby state that all the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Madison Heights. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Madison Heights that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

DATE: _____

FIRM NAME: (if any) _____

ADDRESS: _____
(Street Address) (City) (State) (Zip)

PHONE NO. (____)_____ FAX NO.: (____)_____

EMAIL: _____

SIGNATURE

PRINTED NAME: _____

TITLE: _____

Subscribed and sworn to before me this ____ day
of _____, 20 __, a notary public in
and for said county.

_____, Notary Public

_____ County, Michigan

My Commission Expires: _____

EXHIBIT C – Non-Collusion Affidavit

STATE OF MICHIGAN)

COUNTY OF _____)

_____, being first duly sworn, deposed and
says that:

1. He/She is _____ of _____
_____, the consultant that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said consultant nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other consultant, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other consultant, firm or person to fix the price or prices in the attached proposal or of any other consultant, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other consultant, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Madison Heights or any person interested in the proposed contract; and
5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the consultant or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The undersigned signed this on the ____ day of _____, 20__.

SIGNATURE

PRINTED NAME: _____

TITLE: _____

Subscribed and sworn to before me this ____ day
of _____, 20 __, a notary public in
and for said county.

_____, Notary Public

_____ County, Michigan

My Commission Expires: _____