



**DETROIT BROWNFIELD REDEVELOPMENT AUTHORITY
SPECIAL BOARD OF DIRECTORS MEETING
WEDNESDAY, APRIL 15, 2020
2:00 PM**

BOARD MEMBERS PRESENT:

Pamela McClain
Stephanie Washington
Sonya Mays
John George
Raymond Scott
Juan Gonzalez
Maggie DeSantis
Amanda Elias

BOARD MEMBERS ABSENT:

Donele Wilkins

OTHERS PRESENT:

Jennifer Kanalos (DEGC/DBRA)
Brian Vosburg (DEGC/DBRA)
Cora Capler (DEGC/DBRA)
Paul Kako (DEGC)
Malinda Jensen (DEGC)
Glen Long Jr. (DEGC)
Rebecca Navin (DEGC)
Cleveland Dailey (DEGC)
Maxwell Cameron (DEGC)
Terry Jordan (DEGC)
Ngozi Nwaesei (Lewis & Munday)
Michelle Bakun (EGLE)
Chris Brochert (1475 E. Jefferson)
Dennis Archer Jr. (1475 E. Jefferson)
Jared Belka (Warner Norcross & Judd)
Mike Fitzgerald (1475 E. Jefferson)
Jason Horton (1475 E. Jefferson)
Kate Baker (Oakland Housing)
Bret Stuntz (SME)



**MINUTES OF THE DETROIT BROWNFIELD
REDEVELOPMENT AUTHORITY SPECIAL MEETING
WEDNESDAY, APRIL 15, 2020
HELD VIA ZOOM VIRTUAL MEETING**

CALL TO ORDER

Chair Raymond Scott called the meeting to order at 2:11 PM.

GENERAL

Approval of Minutes:

Mr. Scott called for a motion approving the minutes of March 11, 2020 as presented. The Board took the following action:

Ms. Mays made a motion approving the minutes of the March 11, 2020 Board meeting, as presented. Mr. George seconded the motion. A roll call vote was conducted with the following result:

Ayes: Ms. DeSantis, Mr. George, Ms. Mays, Ms. McClain, Mr. Gonzalez, Mr. Scott, Ms. Washington, and Ms. Elias

Nays: None.

DBRA Resolution Code 20-04-02-272 was approved.

Treasurer's Report – February 2020

Mr. Long presented the February 2020 Treasurer's Report.

Ms. Mays asked what potential impacts of the Coronavirus crisis may have on the DBRA. Mr. Long stated that the financing for the DBRA is through tax capture under the approved brownfield plans and through commitment fees so the Coronavirus crisis should not have an impact on the viability of the DBRA.

Mr. Scott called for a motion accepting the February 2020 Treasurer's Report as presented. The Board took the following action:

Ms. Washington made a motion accepting the February 2020 Treasurer's Report, as presented. Mr. George seconded the motion. A roll call vote was conducted with the following result:

Ayes: Ms. DeSantis, Mr. George, Ms. Mays, Ms. McClain, Mr. Gonzalez, Mr. Scott, Ms. Washington, and Ms. Elias

Nays: None.

DBRA Resolution Code 20-04-03-197 was approved.

PROJECTS

Amended and Restated 1475 E Jefferson Brownfield Plan

Mr. Vosburg presented the Amended and Restated Brownfield Plan for 1475 E. Jefferson to the DBRA Board.

Project Introduction

Jefferson Larned Development Company LLC is the project developer (the “Developer”) for the Plan. The project is a planned construction of an approximately 42,000 square-foot grocery market and approximately 100 surface parking spaces.

The total investment is estimated to be \$15.6 million. The Developer is requesting \$2,710,000.00 in TIF reimbursement.

There will be approximately 100 temporary construction jobs and 72 FTE jobs.

Property Subject to the Plan

The eligible property (the “Property”) consists of three (3) parcels located at 1401-1475 E. Jefferson Avenue located on the block bounded by Rivard Street to the west, Larned Street to the north, St. Aubin Street to the east, and E. Jefferson Avenue to the South.

Basis of Eligibility

The Property is considered “eligible property” as defined by Act 381, Section 2 because (a) the Property was previously utilized for a commercial purpose; (b) it is located within the City of Detroit, a qualified local governmental unit under Act 381; and (c) was determined to be a “facility” as defined by Act 381.

Eligible Activities and Projected Costs

The “eligible activities” that are intended to be carried out at the Property are considered “eligible activities” as defined by Sec 2 of Act 381, because they include department specific activities, demolition, site preparation, infrastructure improvements, and development and preparation of a brownfield plan and Act 381 work plan. The eligible activities and budgeted costs are intended as part of the development of the Property and will be financed solely by the Developer. The Authority is not responsible for any costs of eligible activities and will incur no debt. The eligible activities are estimated to commence within 18 months of approval of the Plan and be completed within 3 years.

Tax Increment Financing (TIF) Capture

The Developer desires to be reimbursed for the costs of eligible activities. Tax increment revenue generated by the Property will be captured by the DBRA and used to reimburse the cost of the eligible activities completed on the Property after approval of this Plan pursuant to the terms of a Reimbursement Agreement with the DBRA.

COSTS TO BE REIMBURSED WITH TIF

1. Baseline Environmental Assessment Activities	\$20,000.00
2. Department Specific Activities	\$1,115,000.00
3. Demolition	\$75,000.00
4. Site Preparation	\$960,000.00
5. Infrastructure Improvements	\$510,000.00
6. Brownfield Plan & Work Plan Preparation/Implementation	\$30,000.00
Total Reimbursement to Developer	\$2,710,000.00
7. Authority Administrative Costs	\$648,582.00
8. State Brownfield Redevelopment Fund	\$198,574.00
9. Local Brownfield Revolving Fund	\$766,721.00
TOTAL Estimated Costs	\$4,323,877.00

The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues of the DBRA from the Property shall be governed by the terms of the Reimbursement Agreement.

Other Incentives

The Developer is not seeking additional tax incentives.

Attached for the DBRA Board's review and approval was a resolution authorizing the Amended and Restated 1475 E. Jefferson Brownfield Plan for submittal to the Community Advisory Committee for consideration and comment within 30 days of their receipt of the proposed Plan. In addition, it authorizes the President of the Detroit Economic Growth Corporation or any person designated by him, as a representative of the DBRA, to conduct a public hearing in the area to which the Proposed Plan applies within the next 30 days. This public hearing may be held jointly with any public hearing conducted by the Community Advisory Committee.

Mr. George asked for clarification on the square footage of the development and the total investment. Mr. Vosburg stated that the development includes an approximately 42,000 square-foot grocery market and approximately 100 surface parking spaces and the total investment is approximately \$15.6 million.

Ms. Mays asked how the construction timeline for the project may be affected by the Coronavirus crisis. Mr. Archer stated that the Developer is ready to start construction once all approvals for the project are obtained and all financing for the project is secured, the construction of grocery stores has been deemed to be "essential" and the construction of the development would not be halted due to any Executive Orders but it could be a challenge to obtain construction materials for the project and that may affect the construction timeline, but the current timeline has construction beginning by June 1, 2020.

Ms. DeSantis asked how the project has changed and why the project has changed. Mr. Archer stated that the previous version of the Plan included residential units to be built above the grocery market and a sub-level parking structure below the grocery market but due to the rising construction costs the construction of the residential units and the sub-level parking structure was no longer viable.

Mr. Gonzalez asked if the anticipated grocery store would be similar to the Meijer store located at Woodward Avenue and 13 Mile Road. Mr. Archer stated that the anticipated grocery store will be similar to the Meijer store located at Woodward Avenue and 13 Mile Road and it will be the fourth smaller format Meijer store in the state of Michigan with the other locations being in Grand Rapids, Lansing, and Royal Oak, Michigan, and it will be a grocery store only and will not offer other products found in traditional Meijer locations.

Mr. Scott called for a motion to authorize a public hearing and refer the Amended and Restated 1475 E. Jefferson Brownfield Redevelopment Plan to the CAC, as presented. The Board took the following action:

Ms. McClain made a motion to authorize a public hearing and refer the Amended and Restated 1475 E. Jefferson Brownfield Redevelopment Plan to the CAC, as presented. Ms. DeSantis seconded the motion. A roll call vote was conducted with the following result:

Ayes: Ms. DeSantis, Mr. George, Ms. Mays, Ms. McClain, Mr. Gonzalez, Mr. Scott, Ms. Washington, and Ms. Elias

Nays: None.

DBRA Resolution Code 20-04-252-04 was approved.

Corktown Housing Brownfield Redevelopment Plan

Mr. Vosburg presented the Corktown Housing Brownfield Redevelopment Plan to the DBRA Board.

Project Introduction

Corktown Housing, LLC (a wholly owned subsidiary of Oakland Housing, a 501(c)(4) non-profit organization) is the project developer (the "Developer") for the Plan. The project entails the development of blighted property into owner-occupied affordable housing. Phase I, currently under construction, consists of 14 townhome units spread over three buildings. Phase II consists of 18 townhome units spread over four buildings, and Phase III consists of approximately 54 units of small multi-family townhomes and duplexes. Other features of the project include a green alley, a pocket park, and community space.

The total investment is estimated to be \$18.6 million. The Developer is requesting \$2,667,685.00 in TIF reimbursement.

There will be approximately 68 temporary construction jobs and 0 FTE jobs.

Property Subject to the Plan

The eligible property (the “Property”) consists of thirty-one (31) parcels bounded by Spruce Street to the north, property lines to the east, the West Fisher Freeway to the south, and Wabash Street to the west.

Basis of Eligibility

The Property is considered “eligible property” as defined by Act 381, Section 2 because (a) the Property was previously utilized for industrial purposes; (b) it is located within the City of Detroit, a qualified local governmental unit under Act 381; and (c) the parcels are determined to be either blighted as defined by Act 381, or are adjacent and contiguous to at least one blighted parcel.

Eligible Activities and Projected Costs

The “eligible activities” that are intended to be carried out at the Property are considered “eligible activities” as defined by Sec 2 of Act 381, because they include department specific activities, including Baseline Environmental Assessment activities, due care activities, demolition, site preparation, infrastructure improvements, and development, preparation, and implementation of a brownfield plan and Act 381 work plan. The eligible activities and budgeted costs are intended as part of the development of the Property and will be financed solely by the Developer. The Authority is not responsible for any costs of eligible activities and will incur no debt. The eligible activities are estimated to commence within 18 months of approval of the Plan and be completed within 3 years.

Tax Increment Financing (TIF) Capture

The Developer desires to be reimbursed for the costs of eligible activities. Tax increment revenue generated by the Property will be captured by the DBRA and used to reimburse the cost of the eligible activities completed on the Property after approval of this Plan pursuant to the terms of a Reimbursement Agreement with the DBRA.

COSTS TO BE REIMBURSED WITH TIF

1. Environmental Response Activities	\$20,000.00
2. Due Care Planning Activities	\$10,000.00
3. Demolition	\$228,459.00
4. Site Preparation	\$1,387,586.00
5. Infrastructure Improvements	\$663,246.00
6. Brownfield Plan & Work Plan Preparation/Implementation	\$60,000.00
7. Contingency (15%)	\$358,394.00
Total Reimbursement to Developer	\$2,667,685.00
8. Authority Administrative Costs	\$567,914.00
9. State Brownfield Redevelopment Fund	\$185,199.00
10. Local Brownfield Revolving Fund	\$568,967.00
TOTAL Estimated Costs	\$3,989,765.00

The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues of the DBRA from the Property shall be governed by the terms of the Reimbursement Agreement.

Other Incentives

The Developer is not seeking additional tax incentives.

Attached for the DBRA Board’s review and approval was a resolution authorizing Corktown Housing Brownfield Plan for submittal to the Community Advisory Committee for consideration and comment within 30 days of their receipt of the proposed Plan. In addition, it authorizes the President of the Detroit Economic Growth Corporation or any person designated by him, as a representative of the DBRA, to conduct a public hearing in the area to which the Proposed Plan applies within the next 30 days. This public hearing may be held jointly with any public hearing conducted by the Community Advisory Committee.

Mr. Scott called for a motion to authorize a public hearing and refer the Corktown Housing Brownfield Redevelopment Plan to the CAC, as presented. The Board took the following action:

Ms. McClain made a motion to authorize a public hearing and refer the Corktown Housing Brownfield Redevelopment Plan to the CAC, as presented. Mr. George seconded the motion. A roll call vote was conducted with the following result:

Ayes: Mr. George, Ms. Mays, Ms. McClain, Mr. Gonzalez, Mr. Scott, Ms. Washington, and Ms. Elias
Nays: None.

DBRA Resolution Code 20-04-286-01 was approved.

Ms. DeSantis left and then rejoined the meeting due to technical difficulties and was therefore not present for the vote on the item above.

ADMINISTRATIVE

Adoption of Procurement Guidelines

Mr. Dailey presented the Adoption of Procurement Guidelines to the DBRA Board which included a demonstration of how the scoring document will be utilized.

At the request of the Board of Directors of the City of Detroit Brownfield Redevelopment Authority ("DBRA"), staff has prepared the procurement guidelines attached hereto as **Exhibit A** (the "Procurement Guidelines") for the procurement to purchase goods and services. The Procurement Guidelines formalizes the processes that have been undertaken by DBRA staff in prior procurements of goods and services as well as additional terms and processes to benefit certain Detroit businesses.

Key terms of the Procurement Guidelines were summarized as follows:

- DBRA staff may procure goods and services through a general advertisement and solicitation process or, based on the time-sensitive nature of a project or other project-specific factors, DBRA staff may utilize an expedited method whereby staff will contact contractors to submit a bid.
- Subject to restrictions imposed by funding sources (e.g., Federal and State Funding), when applicable, DBRA staff will apply an equalization credit to the base bid price for all Detroit-headquartered and Detroit-based businesses ranging from 2% - 6% based on the location of the business and the base bid price. In no event will the amount of the credit exceed \$75,000.
- DBRA staff will evaluate bids received based on the base bid price (as adjusted for equalization), a bidder's previous performance, a bidder's relevant experience, and a bidder's proposal and qualifications.
- DBRA staff shall have the discretion to select a bidder which was not identified as the most responsive bidder in the event that Federal, State, or other project funding limitations prevent the selection of such bidder and/or the project budget does not support the selection of such bidder.
- For contracts requiring approval of the DBRA Board of Directors, DBRA staff will present a draft resolution to the DBRA Board of Directors summarizing the project, the work to be performed, and certain information related to all bids received. Any limitations that prevented the selection of a certain will also be identified.

DBRA staff recommended that the DBRA Board of Directors approve the adoption of the Procurement Guidelines as provided in **Exhibit A**, along with any changes deemed necessary and/or appropriate by counsel. A draft resolution was attached for the DBRA Board's consideration.

Ms. DeSantis asked for clarification on whether the DBRA Board was being asked to approve the Procurement Guidelines or was only viewing a presentation on the procurement practices of the DBRA. Ms. Kanalos confirmed that the DBRA Board is being asked to approve the Procurement Guidelines for the DBRA and that a copy of the proposed Procurement Guidelines is included in the board packet for the meeting.

Ms. Washington asked how the DBRA Staff determined the amounts of the equalization credits for Detroit-based and Detroit-headquartered businesses. Mr. Dailey stated that the amounts of the equalization credits

for Detroit-based and Detroit-headquartered businesses were chosen based on various City of Detroit department practices for equalization credits.

Ms. Washington asked how the DBRA Staff will determine if a company is Detroit headquartered or Detroit based. Mr. Dailey stated that there is a certification that companies can obtain from the City of Detroit for being either Detroit based or Detroit headquartered, and that not all companies are willing to obtain such certification and in those cases the DBRA staff either works with the City of Detroit's Civil Rights Inclusion and Opportunity Department to determine if the company is Detroit-based or Detroit-headquartered, and in some cases the DBRA Staff has experience with some of those companies who are known to be located in Detroit but do not have the certification.

Ms. Washington asked when the Procurement Guidelines will be implemented if the DBRA Board approves them. Mr. Dailey stated that the Procurement Guidelines will be implemented right away if the DBRA Board approves them and added that with the exception of the equalization credits, the DBRA Staff has already been practicing the methods presented in the Procurement Guidelines for several years.

Ms. DeSantis asked who will make the decisions included in the Procurement Guidelines. Mr. Dailey stated that DBRA Staff will make the decisions included in the Procurement Guidelines and should the DBRA Staff be working in conjunction with another City of Detroit department, then staff from such departments would be included in the decision making process.

Mr. Scott called for a motion to approving the Adoption of Procurement Guidelines, as presented. The Board took the following action:

Ms. McClain made a motion to approve the Adoption of Procurement Guidelines, as presented.

Ms. DeSantis seconded the motion. A roll call vote was conducted with the following result:

Ayes: Ms. DeSantis, Mr. George, Ms. Mays, Ms. McClain, Mr. Gonzalez, Mr. Scott, Ms. Washington, and Ms. Elias

Nays: None.

DBRA Resolution Code 20-04-01-220 was approved.

OTHER

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Citing no further business, Mr. Scott called for a motion to adjourn the meeting.

On a motion by Mr. George, seconded by Ms. McClain the meeting was unanimously adjourned at 2:58 PM.



CODE DBRA 20-04-02-272

APPROVAL OF MINUTES MARCH 11, 2020

RESOLVED, that the minutes of the special meeting of March 11, 2020 are hereby approved and all actions taken by the Directors present at such meeting, as set forth in such minutes, are hereby in all respects ratified and approved as actions of the Detroit Brownfield Redevelopment Authority.

April 15, 2020



DBRA 20-04-03-197

ACCEPTANCE OF TREASURER'S REPORT FOR FEBRUARY 2020

RESOLVED, that the Treasurer's Report of Receipts and Disbursements for the period February 1 through February 29, 2020, as presented at this meeting is hereby in all respects accepted as actions of the Detroit Brownfield Redevelopment Authority.

April 15, 2020



CODE DBRA 20-04-252-04

AMENDED AND RESTATED 1475 EAST JEFFERSON BROWNFIELD REDEVELOPMENT PLAN – TRANSMITTAL OF BROWNFIELD PLAN TO THE COMMUNITY ADVISORY COMMITTEE

WHEREAS, pursuant to 381 PA 1996 (“Act 381”), the City of Detroit Brownfield Redevelopment Authority (the “DBRA”) has been established by resolution of the City Council of the City of Detroit (the “City”) for the purpose of promoting the revitalization of environmentally distressed areas in the City; and

WHEREAS, under Act 381 the DBRA is authorized to develop and propose for adoption by City Council a brownfield plan for one or more parcels of eligible property; and

WHEREAS, under the resolution establishing the DBRA and the bylaws of the DBRA requires the DBRA, prior to the approval of a brownfield plan, submit the proposed brownfield plan to the Community Advisory Committee for consideration and comment and solicit comments by publication of notice that the proposed brownfield plan has been submitted to the Community Advisory Committee and by conducting a public hearing in the area to which the proposed Plan applies.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Detroit Brownfield Redevelopment Authority acknowledges receipt of the proposed **Amended and Restated 1475 East Jefferson Brownfield Redevelopment Plan** (the “Proposed Plan”) and authorizes and directs the Chairperson to cause the Proposed Plan to be transmitted to the Community Advisory Committee for consideration and comment within 30 days of their receipt of the Proposed Plan.

2. The President of the Detroit Economic Growth Corporation or any person designated by him, as a representative of the DBRA, shall conduct a public hearing in the area to which the Proposed Plan applies within the next 30 days. This public hearing may be held jointly with any public hearing conducted by the Community Advisory Committee.

3. The Chairperson is authorized and directed to cause there to be published notice that the Proposed Plan has been submitted to the Community Advisory Committee and of the public hearing to be held pursuant to this resolution.

BE IT FINALLY RESOLVED, that all of the acts and transactions of any Officer or Authorized Agent of the DBRA in the name and on behalf of the DBRA, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolution except that such acts were taken prior to execution of these resolution, are hereby in all respects confirmed, approved and ratified.

April 15, 2020



CODE DBRA 20-04-286-01

CORKTOWN HOUSING BROWNFIELD REDEVELOPMENT PLAN – TRANSMITTAL OF BROWNFIELD PLAN TO THE COMMUNITY ADVISORY COMMITTEE

WHEREAS, pursuant to 381 PA 1996 (“Act 381”), the City of Detroit Brownfield Redevelopment Authority (the “DBRA”) has been established by resolution of the City Council of the City of Detroit (the “City”) for the purpose of promoting the revitalization of environmentally distressed areas in the City; and

WHEREAS, under Act 381 the DBRA is authorized to develop and propose for adoption by City Council a brownfield plan for one or more parcels of eligible property; and

WHEREAS, under the resolution establishing the DBRA and the bylaws of the DBRA requires the DBRA, prior to the approval of a brownfield plan, submit the proposed brownfield plan to the Community Advisory Committee for consideration and comment and solicit comments by publication of notice that the proposed brownfield plan has been submitted to the Community Advisory Committee and by conducting a public hearing in the area to which the proposed Plan applies.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Detroit Brownfield Redevelopment Authority acknowledges receipt of the proposed Brownfield Plan for the **Corktown Housing Brownfield Redevelopment Plan** (the “Proposed Plan”) and authorizes and directs the Chairperson to cause the Proposed Plan to be transmitted to the Community Advisory Committee for consideration and comment within 30 days of their receipt of the Proposed Plan.

2. The President of the Detroit Economic Growth Corporation or any person designated by him, as a representative of the DBRA, shall conduct a public hearing in the area to which the Proposed Plan applies within the next 30 days. This public hearing may be held jointly with any public hearing conducted by the Community Advisory Committee.

3. The Chairperson is authorized and directed to cause there to be published notice that the Proposed Plan has been submitted to the Community Advisory Committee and of the public hearing to be held pursuant to this resolution.

BE IT FINALLY RESOLVED, that all of the acts and transactions of any Officer or Authorized Agent of the DBRA in the name and on behalf of the DBRA, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolution except that such acts were taken prior to execution of these resolution, are hereby in all respects confirmed, approved and ratified.

April 15, 2020



DBRA CODE 20-04-01-220

ADMINISTRATIVE: ADOPTION OF PROCUREMENT GUIDELINES

WHEREAS, at the request of the Board of Directors of the City of Detroit Brownfield Redevelopment Authority (“DBRA”), staff has prepared procurement guidelines for the procurement to purchase goods and services (the “Procurement Guidelines”); and

WHEREAS, the Procurement Guidelines are attached hereto as **Exhibit A**; and

WHEREAS, the DBRA Board of Directors has reviewed the Procurement Guidelines and has determined that the proposed Procurement Guidelines are consistent with the goals, intents, and purposes of the DBRA.

NOW, THEREFORE, BE IT RESOLVED that the DBRA Board of Directors hereby approves and adopts the Procurement Guidelines in the substantial form provided in **Exhibit A** attached hereto along with any changes deemed necessary and/or appropriate by counsel and which comply with the intent of this Resolution.

BE IT FURTHER RESOLVED that the DBRA Board of Directors hereby authorizes any two of its Officers or any two of its Authorized Agents or one Officer and any one Authorized Agent to take any other actions and execute any documents necessary or appropriate to implement the provisions and intent of this resolution.

BE IT FINALLY RESOLVED that all of the acts and transactions of any Officer or Authorized Agent of the DBRA, in the name and on behalf of the DBRA, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolutions except that such acts were taken prior to execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

April 15, 2020

EXHIBIT A

(See attached)

**THE CITY OF DETROIT
BROWNFIELD REDEVELOPMENT
AUTHORITY**

PROCUREMENT GUIDELINES

The Procurement Guidelines are intended to serve the City of Detroit Brownfield Redevelopment Authority (“DBRA”) and its staff as a manual for successful procurement practices in purchasing goods and services for the DBRA. This manual does not create any binding obligations on DBRA or its staff nor shall any cause of action or liability arise from the terms contained herein. DBRA reserves the right to depart from these guidelines and/or amend these guidelines from time to time as it determines in its sole and absolute discretion.

PROCUREMENT PROCESS

DBRA staff may utilize two processes for the procurement of services, materials, equipment, and construction work: the Solicitation Process and the Select Bid Process. The Solicitation Process is the standard method of procurement, however, based on the time-sensitive nature of a project, or other project-specific factors, DBRA staff may determine that the project needs to move through the bid selection stage at an accelerated pace and therefore opt to use the Select Bid Process. Both of these processes are outlined below:

1. Solicitation Process

a. Solicitation

- i. DBRA staff, in conjunction with the project architect/engineer, the City of Detroit (the “City”) or other governmental agency staff, as applicable, will develop an advertisement (the “Advertisement”) seeking bids from qualified contractors or consultants to provide the requested materials, equipment, services, and construction work associated with a project initiative.
- ii. The Advertisement should include a summary of the project, meeting dates and deadlines, and other necessary information regarding the bid proposal package.

b. General Announcement

- i. DBRA staff will publicize the Advertisement in a manner reasonably expected to result in broad access and opportunity for qualified vendors to respond. Advertising platforms may include, but not be limited to the Detroit Economic Growth Corporation’s (“DEGC”) official website (www.degc.org), governmental procurement informational sites, local newspapers, Detroit-based publications, national publications, and other trade organization publications.

c. Bid Package

- i. DBRA staff will prepare a set of documents for the project which will include a request for proposals/qualifications, plans, specifications, and other documents required for the submission of a bid (the “Bid Package”).
- ii. The Bid Package and any modifications or addenda will be uploaded to the DEGC’s website for download by interested parties.
- iii. DBRA staff may directly contact Pre-Qualified local Detroit-based vendors, service providers, and contractors pre-qualified to provide the goods and services being solicited and provide these parties with the Advertisement.

1. A vendor, service provider, or contractor is deemed to be “Pre-Qualified” when these vendors, service providers, or contractors have been utilized by the DBRA, or any other public entity managed by the DEGC, in the past and specialize in the work or services being sought.

d. Pre-Solicitation Meeting and Q&A Period

- i. DBRA staff may hold a pre-solicitation meeting designed to give interested parties the opportunity to gain a better understanding of the project and the goods and services being solicited. DBRA staff, based on the complexity and type of procurement, may require attendance at a mandatory pre-solicitation meeting and site visit as a pre-requisite for the submission of a responsive quotation, proposal, or bid.
- ii. DBRA staff should identify a secure email for the submission of questions during the response period.
- iii. DBRA staff may issue responses for any question received to all interested parties identified by the DBRA.

e. Responses

- i. Response Deadlines
 1. Submissions responding in accordance with the Bid Package must be received in the form and at the designated location prior to the due date and time identified in the Bid Package (the “Deadline”).
 2. Responses received after the Deadline may not be considered.
- ii. Opening Responses
 1. Submitted responses will not be publicly opened or evaluated.
 2. Opened responses may be subject to disclosure under the Michigan Freedom of Information Act (“FOIA”).
- iii. Response Evaluation
 1. Prior to scoring all proposals, DBRA staff will apply an equalization credit to the base bid price for all Detroit-headquartered and Detroit-based businesses in accordance with the following:

Contract Value	Credit Percentage and Cap for Detroit-HQ Businesses	Credit Percentage and Cap for Detroit-Based Businesses
Under \$1,000,000.00	6% credit	5% credit
\$1,000,000.00 and over	3% credit, capped at \$75,000	2% credit, capped at \$75,000

2. DBRA staff will then evaluate all proposals and assign a score to each complete bid package based on the following criteria and point allocation:
 - a. Base bid price (as adjusted for equalization): 40% of the total score
 - b. Bidder’s previous performance: 25% of the total score

- c. Bidder's relevant experience: 25% of the total score
- d. Bidder's proposal and qualifications: 10% of the total score
- 3. Following the scoring of each complete bid package received, DBRA staff will identify the top three quotations, proposals, or bids based on the evaluation outlined above.
- 4. In the event that a project is funded in whole or in part by funds from that prohibit the use of a geographic preference in scoring, including but not limited to Federal and State grant funds, the evaluation of each proposal will be solely based on the above criteria without any application of an equalization credit.

f. Post-Solicitation Interviews

- i. Following DBRA staff's evaluation of the proposals, staff may require that the top three respondents participate in a mandatory post-solicitation interview to review and assess the respondent's complete scope and ability to meet all of the requirements contained in the Bid Package, past performance and relevant experience, association with prior DBRA or DEGC-related projects, and other relevant factors determined by DBRA staff.

g. Recommendation

- i. DBRA staff may consult with other governing authorities and stakeholders and thereafter recommend to DBRA management for approval, the selection of respondent submitting the most responsive quotation, proposal, or bid.
- ii. DBRA staff shall have the discretion to select a bidder which was not identified as the most responsive bidder in the event that Federal, MDOT, or other project funding limitations prevent the selection of such bidder and/or the project budget does not support the selection of such bidder.
- iii. Notwithstanding the foregoing, DBRA staff may, in their sole discretion, reject all proposals, abandon the project, or re-advertise for and solicit other proposals.

2. Select Bid Process

a. Bid Package Preparation

- i. The DBRA will prepare a set of documents for the project which may include a request for proposals/qualifications, plans, specifications, and other documents required for the submission of a bid (the "Bid Package").

b. Outreach to Pre-Qualified Contractors

- i. DBRA staff will contact and provide the Bid Package to Pre-Qualified vendors, service providers, and contractors pre-qualified to provide the goods and services being solicited.
 - 1. A vendor, service provider, or contractor is deemed to be "Pre-Qualified" when these vendors, service providers, or contractors have been utilized by the DBRA, or any other public entity managed

by the Detroit Economic Growth Corporation (“DEGC”), in the past and specialize in the work or services being sought.

2. In general, DBRA staff will contact at least three (3) Pre-Qualified vendors.
 3. DBRA staff will endeavor to contact Detroit-based vendors that are Pre-Qualified.
- ii. Staff will request the Pre-Qualified contractors to submit a response to the Bid Package. The timeline for submission will be at the sole discretion of DBRA staff and as required by the project.

c. Pre-Solicitation Meeting and Q&A Period

- i. DBRA staff may hold a pre-solicitation meeting designed to give the Pre-Qualified contractors the opportunity to gain a better understanding of the project and the goods and services being solicited. DBRA staff may require attendance at a mandatory pre-solicitation meeting and site visit as a pre-requisite for the submission of a responsive quotation, proposal, or bid.
- ii. DBRA staff should identify a secure email for the submission of questions during the response period.
- iii. DBRA staff may issues responses for any question received to all interested parties identified by the DBRA.

d. Responses

- i. Response Deadlines
 1. Submissions responding in accordance with the Bid Package must be received in the form and at the designated location prior to the due date and time identified in the Bid Package (the “Deadline”).
 2. Responses received after the Deadline may not be considered.
- ii. Opening Responses
 1. Submitted responses will not be publicly opened or evaluated.
 2. Opened responses may be subject to disclosure under the FOIA.
- iii. Response Evaluation
 1. Prior to scoring all proposals, DBRA staff will apply an equalization credit to the base bid price for all Detroit-headquartered and Detroit-based businesses in accordance with the following:

Contract Value	Credit Percentage and Cap for Detroit-HQ Businesses	Credit Percentage and Cap for Detroit-Based Businesses
Under \$1,000,000.00	6% credit	5% credit
\$1,000,000.00 and over	3% credit, capped at \$75,000	2% credit, capped at \$75,000

2. DBRA staff will then evaluate all proposals and assign a score to each complete bid package based on the following criteria and point allocation:

- a. Base bid price (as adjusted for equalization): 40% of the total score
 - b. Bidder's previous performance: 25% of the total score
 - c. Bidder's relevant experience: 25% of the total score
 - d. Bidder's proposal and qualifications: 10% of the total score
3. Following the scoring of each complete bid package received, DBRA staff will identify the top three quotations, proposals, or bids based on the evaluation outlined above.
 4. In the event that a project is funded in whole or in part by funds from that prohibit the use of a geographic preference in scoring, including but not limited to Federal and State grant funds, the evaluation of each proposal will be solely based on the above criteria without any application of an equalization credit.
- e. Consultation and Stakeholder Evaluations.**
- i. DBRA staff may consult with stakeholders and consultants to review and evaluate the responses received.
 - ii. DBRA staff may conduct a post-solicitation interview to further assess the submitted quotation, proposal, or bid.
- f. Recommendation**
- i. DBRA staff, following the evaluation, may recommend to DBRA management for approval, the selection of respondent submitting the most responsive quotation, proposal, or bid.
 - ii. DBRA staff shall have the discretion to select a bidder which was not identified as the most responsive bidder in the event that Federal, MDOT, or other project funding limitations prevent the selection of such bidder and/or the project budget does not support the selection of such bidder .
 - iii. Notwithstanding the foregoing, DBRA staff may, in their sole discretion, reject all proposals, abandon the project, or re-advertise for and solicit other proposals.

DBRA BOARD APPROVAL

For contracts requiring approval of the DBRA Board of Directors, DBRA staff will prepare a draft resolution for consideration and approval at a DBRA Board of Directors meeting summarizing the project, the work to be performed, and the following information related to all bids received: (i) the bidder's name; (ii) the bidder's principal place of business; (iii) the bid price for each bid received (as adjusted for equalization); and (iv) the final score assigned to each bid. In addition to the foregoing, DBRA staff will identify the lowest, most responsive bidder being recommended for approval by the DBRA Board of Directors. In the event that that Federal, MDOT, or other project funding limitations prevent the selection of a certain bidder and/or the project budget does not support the selection of such bidder, DBRA staff will identify such project constraints and limitations.