



## REQUEST FOR PROPOSALS FOR DIVERSITY, EQUITY & INCLUSION STRATEGIC PLAN HUNTINGTON WOODS, MICHIGAN

The City of Huntington Woods seeks professional consulting services to engage the public in designing a comprehensive strategic plan to help inform how we can best approach diversity, equity and inclusion (DEI). The DEI Plan is an important component of the broader framework of the City's Anti-Racism Plan and Master Plan update.

The City Commission actively supports DEI principles and strive to incorporate them into our policies and decision-making process. DEI are important to our community and we have a longstanding history of being a leader in public policies that support these values:

- 2001: Adopted a Human Rights Ordinance to assure equal opportunity to all persons in employment, housing, public accommodations and public services.
- 2018: Supported our library's Drag Queen Story Time when it became a national storyline.
- 2019: Banned conversion therapy (first City in Michigan to do so).
- June 2020: Issued ***Huntington Woods Statement Condemning Acts of Racial Injustice and Commitment for Justice, Fairness and Peace for All***. This statement reinforced our commitment to work to make *Huntington Woods a warm and welcoming city free of fear and turmoil*.
- October 2020: Enacted the [Anti-Racism Plan](#), a framework which directs City administration to examine and support anti-racist practices and policies that foster DEI. The framework is intended to be evaluated annually and expected to evolve over time.

Huntington Woods City Commission and City Administration strive to make our City a welcoming and inclusive community. However, to build a strong future, it is imperative to self-examine, understand, and leverage DEI as a strategy

The Proposal should be submitted in a sealed envelope marked "Huntington Woods Diversity, Equity and Inclusion Consulting and addressed to 26815 Scotia Road, Huntington Woods MI 48070 Attn: Heidi Barckholtz, City Clerk. Questions can be sent to City Manager

Amy Sullivan at [asullivan@hwmi.org](mailto:asullivan@hwmi.org) or by phone at 248-581-2632. Deadline for submission is 4:30 p.m. on Wednesday, December 16, 2020.

## About the City of Huntington Woods

The City of Huntington Woods is in Southeastern Oakland County and is bounded by 11 Mile to the north, Woodward Avenue to the east, the I-696 Service Drive to the south and Coolidge Highway to the west. The City is located less than 15 miles northwest of downtown Detroit. The City is an inner-ring suburb within walking distance to downtown Royal Oak and a short drive to the downtowns of Ferndale and Birmingham. Known as the “The City of Homes,” Huntington Woods is comprised of 2,364 homes with a population of 6,300 people. The housing stock is entirely single-family homes and one duplex. Within the City limits (1.47 square mile), you will find an elementary school, church, library, recreation center, City offices, public safety and public works departments as well as baseball fields, skate park, tennis courts, swimming pool and numerous pocket parks and play areas. The City is also home to a large section of the Detroit Zoo and Rackham Golf Course which is owned and operated by the City of Detroit. The golf course makes up 20% of the total land area of the City. The City’s median household income is \$125,873 and median property value is \$321,400. The homeownership rate is 97.1%.

Huntington Woods has recently been recognized as:

- One of the Best Places to Live in Michigan in 2019
- Most Educated City in Michigan
- One of Michigan’s 20 Safest Cities
- One of the Most Charming Cities in Michigan
- 2019 Governor’s Active Community Award recipient

## Scope of Service

Huntington Woods is not a diverse community. As of the 2010 census, the racial makeup of the City was 96% White, 1% African American, 0.2% Native American, 1.3% Asian, 0.5% from other races and 1.1% from two or more races. Hispanic or Latino of any race were 1.6% of the population.

The City would like to explore how to build upon our strengths to encourage DEI in our community and in our City government. The process shall include a community-wide engagement session to gather data and input and assess the perspectives and experiences of our residents. With the constraints of the current COVID pandemic impacting community gatherings, the consultant will need to provide alternative methods to engage the public in a safe manner. The selected consultant will present a report with their findings/recommendations to the City Commission that will foster an inclusive and

welcoming community. The report shall also include best management practices from other small cities.

Since this DEI strategic plan is a part of the City's broader Anti-Racism framework, which includes the City's Master Plan update, the research and strategy should be closely coordinated with the Master Plan update efforts. While the Master Plan update is a separate RFP, it is expected that the DEI community-wide engagement session will take place within the same timeframe as the Master Plan update's community engagement sessions.

## Proposal Requirements

The successful proposal shall:

1. Provide information on the respondent's background and experience in the following:
  - Preparing DEI strategic plans
  - Conducting community-wide public engagement sessions to determine views and opinions
  - Working with DEI within the context or professions of urban planning, community development, economic development, and public policy
  - Working with DEI within a municipal Master Plan
2. Describe the intended approach to address the scope of work.
3. Highlight any characteristics or capabilities that make the respondent uniquely qualified to perform the services requested.
4. Provide a proposed fee range for completing all work anticipated to be necessary to complete the project. The final scope and fee will be negotiated with the successful respondent but is expected to be consistent with the fee range submitted with this proposal.
5. Identify any additional services that the City may want to consider adding to the scope of the project and a fee range associated with the additional services.
6. Indicate if you are a woman-owned or minority-owned business.
7. Disclose any actual or potential conflicts of interest with the City, its officers, elected officials, agents, and employees.
8. Describe any partnerships with any organizations/subcontractors/suppliers that will play a role in this project.

9. Identify at least three (3) references including the organization/business, address, contact person, phone number, date of services, and scope of services, unless your firm has prior experience working with the City.
10. Provide examples of at least two (2) similar projects completed in the last three (3) years. Examples may be provided in electronic format or by proving an internet link.
11. Provide a copy of your certificate of insurance verifying professional, commercial general, automobile liability, and workers' compensation insurance coverage with minimum policy limits as detailed in this RFP. The coverage must be maintained and carried in force for the duration of the contract.
12. Any additional information believed necessary to assist the City in evaluating your proposal may also be submitted.

## Evaluation criteria

The selection process will be based on responses to this RFP, verification of references and any interviews to verify the ability of the proposer to provide services in response to this document. The City will evaluate each proposal based on the following criteria:

1. Demonstrating clearly and completely, your firm's understanding of the RFP scope of work
2. Qualification, skill and experience level of staff and creativity conducting a public engagement session
3. Reasonableness of project cost
4. Demonstrated experience on projects of similar scope and favorable reference checks
5. Provision of a certificate of insurance that meets or exceeds the City's minimum requirements

## Proposal Conditions

A. **INDEPENDENCE.** By submission of a proposal, a Bidder certifies that the Bidder has not paid or agreed to pay any fee or commission, or any other thing of value, contingent on the award of this contract to any employee, official, or current contracting consultant of the City. The Bidder certifies that the financial information in this statement has been arrived at independently and without consultation, communication, or agreement, for the purpose of

restricting competition as to any matter relating to such costs with any other proposal or Bidder.

B. PUBLIC RECORD. The contents of the proposals shall be considered public records of the City. Any Bidder submitting a proposal hereunder further acknowledges and agrees that the City is a public entity which is required to abide by laws governing public records and shall not be liable for disclosures required by law. All materials submitted in response to this RFP shall become the property of the City upon delivery to the address set forth above.

C. GENERAL REQUIREMENTS.

1. The City of Huntington Woods or its representatives shall not be held responsible for expenses incurred in the preparation or subsequent presentation of the Bid response.
2. This RFP is not an offer to enter into a contract, but rather a solicitation for Bids.
3. The City of Huntington Woods reserves the right to reject all Bids in its sole discretion. The City of Huntington Woods reserves the right to reject any and all Bids in whole, or in part, and accept any Bid or portion of the Bid that, in their opinion, best serves the interests of the City of Huntington Woods.
4. The selected vendor/contractor and their subcontractors are required not to discriminate against any employee or applicant for employment to be employed in the performance of the Bid with respect to hire, tenure, terms, conditions or privileges of employment, because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a legitimate occupational qualification. Violation of this requirement may be regarded as a material breach of the Michigan Fair Employment Practices Act and may be subject to prosecution.
5. The City adheres to a mandatory no smoking policy on City premises and/or at City functions. All Bidders shall comply with this no smoking policy.
6. No work connected with this project may start until the selected consultant has obtained the insurance coverage as required in attached appendix. Such insurance shall be kept in effect 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 Huntington Woods.
7. The awarded contract will be governed by the laws of the State of Michigan. Venue for any claims or litigation regarding this contract shall be in Oakland County Circuit Court or the Federal District Court, Eastern Division. The selected vendor/contractor shall not assign the contract or sublet it or portions thereof without the written consent of the authorized City representative.