



## Kalamazoo County Land Bank Authority

### REQUEST FOR PROPOSALS

#### **ARCHITECTURAL SERVICES**

#### **Eastside Commercial Corridor Project**

Vacant Structure:

1616 E. Main (06-14-261-003)

Vacant Parcels:

1628 E. Main (06-14-256-005)

1601 E. Main (06-14-255-030)

560 Phelps (06-14-261-001)

629 Edwin (06-14-261-006)

627 Edwin (06-14-261-105)

#### **SCHEDULE / DATES**

**Responses Due: May 20, 2019**

#### Timeline:

Anticipated Award date - by May 31, 2019

First Stakeholder Input Sessions – June, 2019

Final Stakeholder Input Sessions – July 2019

Final Site Plan and Concept Plans with preliminary

City approvals and cost estimates –August 9, 2019

Anticipated Construction – 2020/2021 (subject to fundraising campaign for project)

**Kalamazoo County Land Bank Authority  
1523 Riverview Drive, Suite A Kalamazoo, MI 49004**

**Request for Proposals for Architectural Services**  
**For the East Main Commercial Corridor Project**

The Kalamazoo County Land Bank Authority (Land Bank) is seeking a professional Architect to facilitate a charrette process and complete bid-ready plans for the renovation and re-activation of a 3,000 square foot commercial structure at 1616 East Main. The charrette process and concept plans will be inclusive of the block and several Land Bank owned vacant parcels on the block. Upon completion, the block will have a multi-year plan that will forward resident a resident defined vision for the area and connect it to the surrounding residential area, the downtown, the nearby Eastside Gateway project and the wider Kalamazoo community.

The development will be informed by resident and stakeholder input and should serve as a source of neighborhood pride and inspiration for other development in the Eastside neighborhood. It is envisioned that the concept plan will include interim improvements for vacant lots and long term visions for redevelopment. Of particular focus will be the 3,000 foot commercial structure, its façade and interior renovation, parking plans and beautification to enable reactivation of this space. Environmentally friendly features in building renovation and landscaping improvements are desired.

Awarded Consultant must be able to commence charrette work in June of this year with a completion date of August 9<sup>th</sup> for final concept drawings and cost estimates. Final bid-ready drawings are anticipated to be needed in 2020. Awarded firm will be required to provide architectural oversight throughout the duration of the project. Construction is anticipated in 2020 and 2021. Awarded architect will be required to inspect and sign off on all payments received by construction contractor.

The Land Bank would like to have the first community input sessions in June of this year and will work with partners to invite guests and secure the space. The selected architect will be required to help facilitate this session. Two to three additional sessions are desired for the month of July to allow reaction to site plans and final sharing of plans. Final concept plans with cost estimates for marketing and fundraising are required by August 9<sup>th</sup>.

The Kalamazoo County Land Bank Authority invites proposals from qualified firms to provide these services.

Nothing in this RFP shall be construed to create any legal obligation on the part of the Land Bank or any respondents. The Land Bank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the Land Bank be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the Land Bank for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the

Land Bank. Respondents may also withdraw their interest in the RFP, in writing, at any point in time prior to Award as more information becomes known.

This RFP is being emailed to prospective proposers, entities that have filled out a bid application advertised on the Land Bank's website and will be posted on the Kalamazoo County Land Bank Authority's website. The Land Bank encourages qualified firms to apply.

Submission:

Request for Proposals are available on line at [www.Kalamazoolandbank.org](http://www.Kalamazoolandbank.org). Proposals will be accepted at the Land Bank's offices at 1523 Riverview Drive, Ste A, Kalamazoo, MI 49004. Three hard copies of proposals must be submitted to Land Bank offices. Proposals must be submitted in a sealed envelope and shall be labeled: "Proposal to Provide Architectural Services for the Kalamazoo County Land Bank." The Land Bank will receive proposals until 4:00pm on May 20, 2019.

Any questions regarding this solicitation must be submitted in writing either to the address below or by email to [Michelle.TombroTracy@kalamazoolandbank.org](mailto:Michelle.TombroTracy@kalamazoolandbank.org). Contract will commence upon completed execution and continue until Certificate of Occupancy (C of O) is received and all legitimate Payment Requests have been received and honored.

# EAST MAIN ST PROJECT SITE



## Legend

- Street Names - City
- Parcels

1: 1,128



0.0 0 0.02 0.0 Miles

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



## 1. BACKGROUND

The Kalamazoo County Land Bank Authority was incorporated in 2009 as an authority of the Kalamazoo County government. Its mission is to work with local, state and federal partners to remove blight, address vacancy, and re-position underutilized/abandoned/foreclosed properties throughout Kalamazoo County in order to stabilize and transform at-risk neighborhoods and revitalize the greater Kalamazoo community.

The subject site includes a 3,000 square foot commercial property and adjacent vacant properties owned by the Land Bank. The site is two blocks from a recent development of the Land Bank in its final phase of completion at East Michigan and Foresman and Phelps.

The charrette process should be informed by Imagine Kalamazoo, the Eastside Neighborhood Plan and direct solicitation of input from residents and stakeholders about the possible uses and preferred form and aesthetic for the building and the block. The Land Bank plans to raise funds for the final concept plan and to oversee a competitive community process inviting tenants/users to present proposals for the space consistent with the ideas elicited in the charrette process. It should be noted, it is not anticipated that one use will be identified but that input on various possibilities that the community would like to see are defined to provide for greatest flexibility and a broader reach to attract a user.

The Land Bank has maintained a commitment to quality in its developments such as the Market Place Development, Prairie Gardens development, Riverview Launch and the East Side Gateway project. ***At the same time, funding is always an issue. The Land Bank seeks architects that will be creative in achieving a high quality product and attractive aesthetic while keeping costs contained.***

**EQUAL EMPLOYMENT OPPORTUNITY:** Contractor will be required to comply with all applicable federal, state and local equal opportunity, affirmative action and minority representation laws.

**ELIGIBILITY:** All respondents will be required to certify that they are not on the U.S. Comptroller General's List of Ineligible Contractors nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business is designated as an ineligible bidder or on the U.S. Comptroller General's List of Ineligible Contractors. All respondents must also remain current and not be in default of any obligations due Kalamazoo County or the City of Kalamazoo including, but not limited to, the payment of taxes, fines, penalties, licenses or other monies due to Kalamazoo County or the city of Kalamazoo.



## **Design Concepts and Project Requirements**

1. Façade improvements and interior specs for 1616 East Main that draw attention to this building as a neighborhood anchor and provide a range of potential uses. Meeting requirements for certificate of occupancy will be necessary, including the provision of restroom(s) for the space. While a full commercial kitchen is not ruled out at this point, the Land Bank is leaning away from the provision of a hood and fire suppression system given the costs.
2. East Main, a well-travelled road into downtown from the Eastside and the township. An aesthetically interesting and appealing development that builds community pride and confidence in the neighborhood. A & E firm must be willing to work with a KCLBA defined design team involving local community partners that are involved in development of the project vision and implementation
3. The Land Bank owns several vacant parcels adjacent to or near the property. The project will include parking for 1616 and beautification and interim improvements for vacant lots that help position this block as a neighborhood and community anchor are desired.
4. Long term general concept ideas for vacant lots that may include new structures are desired. Immediate and midterm landscaping improvements for surrounding Land Bank owned lots will be required as a part of the concept plan. It is anticipated 1616 and associated parking will require full architectural drawings while it is desired concept drawings for the other lots are completed.
5. Demonstration of experience with site planning and landscaping architecture associated with creating attractive walkable places.
6. Demonstration of experience working on civic or community projects where cost controls and strong aesthetic goals were both a priority.

## 2. CONSULTANT REQUIREMENTS

### **Purpose:**

The Kalamazoo County Land Bank seeks a qualified Architect to complete a Charrette Process and Final Plans and Specifications for the renovation of a 3,000 square foot commercial structure on East Main, including required parking and landscaping. The Concept plans should include concepts for the wider block including interim and long term concepts for Land Bank owned vacant lots. Cost estimates are required for both 1616 East Main and its associated parking and the concept ideas for other lots on the block.

### **Scope of Work Requirements:**

The selected firm must have the demonstrated capability to provide a range of services and deliverables. Requirements include but are not limited to the following:

- a. It is required that the successful A & E firm retains a professionally registered Architect with demonstrated experience designing commercial developments of this scope and nature. The Consultant or their associates must possess substantial expertise and experience with site planning, commercial architecture and design, and preferably neighborhood, civic or community projects. The Consultant and all contributing individuals/firms must hold appropriate and current state licensure and/or professional registrations before, during and for a period of at least three years after completion of this project.
- b. The Consultant will demonstrate successful experience providing complete architectural and engineering drawings and documentation of specifications for Owner review and acceptance, Site Plan Review and approval, Construction Plan Review and Approval, and issuance of construction permits.
- c. The Consultant will be required to facilitate a charrette process jointly with the Executive Director of the Kalamazoo County Land Bank and should plan for stakeholder engagement meetings associated with this work.
- d. The consultant should include cost and value engineering expertise on their team. Consultant team will be required to produce plans that are mindful of cost constraints and to provide cost estimates consistent with current industry standards. Consultants are strongly encouraged to include an expert with construction manager experience in their team in order to contain costs and obtain realizable cost estimates at the concept stage.
- e. The Consultant will be required to participate in bi-weekly meetings with Land Bank and General Contractor staff to discuss progress and any technical issues which may arise.
- f. It is required that Respondents have the ability to adequately finance their business and their obligations related to this project.
- g. The Consultant will present the preliminary Site and Construction Plans to the City of Kalamazoo for review and approval and advise KCLBA of timing of such and will represent the Land Bank in other similar forums if required and requested.
- h. Consultant will specify what type of materials will be used for all elements of the project including structural, and finishes within the project limits.

Sustainable, durable and easy to clean finishes will be required. Cost effective solutions with a high quality aesthetic are also required.

- i. Consultant will provide a general description of materials and methods proposed to be used in the construction. These plans should be modeled after the Concept and prototype designs provided. The proposal shall include description in sufficient detail of building exterior, interior, structural, mechanical and electrical systems to permit the conceptual understanding of the proposal. Plans should be mindful of creating a neighborhood place that contributes to Eastside efforts that will restore this block to its former vibrancy while at the same time being mindful of budget limitations. Creative but aesthetically mindful approaches are required.
- j. It is required that the Consultant will work with Land Bank staff to develop and finalize site and building plans for final Land Bank approval.
- k. The Consultant must facilitate all necessary and appropriate approvals, including the site plan review process, obtaining permits and authorizations to commence, and the Certificate of Occupancy.
- l. It is required that the Consultant will provide and present timely reports including a project schedule at the time of commencement. These reports may take the form of payout requests and the required weekly or bi-weekly meetings with regular progress updates during the design and engineering phase of the project. Consultant may be requested to attend periodic meetings with contractors throughout the project.
- m. It is required that the awarded Consultant ensure compliance with all applicable laws, acts, statutes, codes, rules, standards, practices, and ordinances in association with the design and construction. It is required that all areas of the development shall be built to Federal Accessibility and State of Michigan Barrier Free Standards for commercial business.
- n. It is required that the Consultant will work with General Contractor to provide to the Land Bank a complete set of "as-built" plans and drawings upon completion.
- o. It is required Consultant will sign off on Contractor pay-out requests throughout the term of the project and author clarifications and minor changes to the documents throughout the project.

It shall be noted that all work products produced by the Consultant for this project and within its scope of services shall be provided to the Land Bank in hard copy and digital form. The Land Bank shall own all work products and documents resulting from this RFP. All reproductions deemed to be necessary for this project including boards and large prints of site plan elements for Land Bank and/or community meetings must be accounted for in the Proposal Budget or may be produced by the Land Bank staff after receipt of digital image.

**Contract Time Frame:**

Subsequent to the selection of the awarded firm, the contents of the proposal shall become a contractual obligation if a contract ensues. Failure of Consultant to accept this obligation will result in the cancellation of the Contract Award.

The Land Bank requires a Consultant who is able to ensure and facilitate completion of this project in a timely manner.



## **Type of Contract**

Negotiations may be undertaken with those Consultants whose proposals, as to price and other factors, as determined by the Land Bank, show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be one most advantageous to the price and other factors considered, including capacity, ability to produce high quality design and construction in the specified time frame, and past experience with design/build. The Land Bank reserves the right to consider proposals or modifications thereof received at any time before award is made, if such action is in the best interest of the Land Bank. The determined price of contract shall be adhered to and at no time will the contractor be allowed to bill for additional work not agreed upon in advance in writing by both parties. The contract will provide for a schedule of progress benchmarks and a fixed date for completion of the work.

## **Rejection of Proposals**

The Land Bank reserves the right to reject all proposals received as a result of this RFP, or to negotiate separately with any source, including respondents to this proposal, whatsoever in any manner necessary to serve the best interest of the Land Bank and the project. The Land Bank reserves the right to reject any or all proposals submitted based on completeness and thoroughness, cost of proposals, and the Land Bank's needs.

## **Incurring Costs**

The Land Bank is not liable for any pre-contractual costs incurred by consultants prior to issuance of a contract. Pre-contractual costs are defined as expenses incurred by the offerer in: (a) preparing the proposal in response to this RFP; (b) submitting that proposal to the Land Bank; (c) negotiating with the Land Bank in any manner related to this proposal; or (d) any other expenses incurred by offerer prior to date of award, if any, of the contract. Offerer shall not include any such expenses as part of the response to this RFP.

## **Inquiries**

Questions that arise prior to submission of Proposals must be directed to [Michelle.TombroTracy@kalamazoolandbank.org](mailto:Michelle.TombroTracy@kalamazoolandbank.org).

## **Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFP.

## **Consultant Responsibilities**

The selected Consultant will be required to assume responsibility for all services offered in their proposal, regardless of who produces them. Furthermore, the Land Bank will consider the selected Consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Respondents must identify the primary contact within their firm as well as lead individuals/firms for key elements of the project including the qualifications and experience of each individual and stating their role in the

project. Consultant should identify site planning and/or landscape architect partners on the project in their proposal as appropriate. Individual responsible for cost estimates and value engineering should be identified in the proposal.

### **Contract Payment Schedule**

The successful Consultant will submit invoices to the Land Bank to the attention of Finance Manager, Tammy Lahman at [Tammy.Lahman@kalamazoolandbank.org](mailto:Tammy.Lahman@kalamazoolandbank.org). All reasonable efforts will be made to provide Payment for contract services entered into as a result of this RFP within thirty (30) days of receipt an invoice, provided all required documentation is submitted and work has been approved. Invoice packets will be complete and work will meet satisfactory approval to avoid unnecessary delays in payment.

### **Independent Price Determination**

By submission of a Proposal, the offerer certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization in connection with this proposal that:

1. The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other offerer or with any competitor; and
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offerer and will not knowingly be disclosed by the offerer or to any competitor; and
3. No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
4. Each person signing the proposal also certifies that:
  - a. He/She is the person in the offerer's organization responsible within that organization for the decision as to the prices being offered in the proposal; and
  - b. He/She is not the person in the offerer's organization responsible within that organization for the decision as to the prices being offered in the proposal but that he/she has been authorized in writing to act as agent for the persons responsible for such decision.

### **Equal Opportunity Affirmative Action**

The Consultant shall adhere to all federal and state regulations with respect to equal opportunity, affirmative action and minority representations. Minority firms are encouraged to apply.

### **Ownership of Work Products**

It is explicitly understood that all work products and documents resulting from this RFP and subsequent contract (if any) shall become the property of the Kalamazoo County Land Bank Authority. KCLBA will have the right to make available plans to interested parties.

### **Consultant's Compliance with State and Federal Regulations**

The selected Consultant shall comply with all applicable state and federal regulations governing the contract (if any) that results from this RFP.

**INELIGIBLE BIDDERS:** All respondents will be required to certify that they are not on the U.S. Comptroller General's List of Ineligible Contractors nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business is designated as an ineligible bidder or on the U.S. Comptroller General's List of Ineligible Contractors. All respondents must also remain current and not be in default of any obligations due Kalamazoo County or the City of Kalamazoo including, but not limited to, the payment of taxes, fines, penalties, licenses or other monies due to Kalamazoo County or the city of Kalamazoo.

### **Threshold Requirements**

The following threshold requirements will be required to be met for a Respondent to be awarded a contract. Respondents should provide as many of these requirements as practical in their submittal.

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of Insurance: Commercial General Liability with limits not less than \$1,000,000; Workers Compensation and Employers Liability with limits not less than \$1,000,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000.
3. Three (3) references for projects of similar scope and nature, including date of project, contact person and phone number, and a brief description of the project.
4. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the partners. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

### 3. PROPOSAL REQUIREMENTS

All proposals shall be organized in the following manner:

A. Contact Information

Name, address and telephone number of the firm(s). The name and title of the individual authorized to negotiate contract terms and make binding commitments shall be included. Name, address of subcontractors planned for the project (site planning and landscape architecture).

B. Table of Contents: Should include a list of all sections and appendices in the RFP response and indicate corresponding page numbers, if appropriate.

C. Experience/Qualifications

Narrative description of experience performing similar projects (concept planning, charrette and commercial construction). Information regarding credentials and experience of personnel to be assigned to project.

- (1) Description of the resources to deliver services in a timely manner. Please provide the names of all personnel (including all firms and associated personnel expected to contribute to this project) who will be assigned to work with the Kalamazoo County Land Bank, including education and previous experience. Describe assigned staff experience presenting and participating in plan reviews and/or other presentation settings. Description of like projects.
- (2) Years in Service. State the number of years your firm and the project leader have been performing the requested services. State the number of years your firm has offered performance contracting services. State the number of years of all individuals participating in this project and their respective roles and responsibilities.
- (3) Number and Value of Contracts. Indicate the number of performance contracts actually implemented by your firm, each year for the past 5 years. Provide images and a description of the projects to demonstrate experience with projects of similar scope, nature, and timeframe.
- (4) Full-Time Personnel. Indicate the number of full-time personnel employed by your firm or contributing partners proposed for contribution to this project.
- (5) Accreditation and other Pre-Qualifiers. Describe the relevance or importance of any accreditations or pre-qualifications with regard to this project. Include any professional certifications or accreditations with proposal.
- (6) Qualifications and Experience. Describe the number, credentials, and experience of individuals/firms/staff which will provide technical analysis, civil engineering design, landscape design, site planning, and plan review.
- (7) Areas of Expertise. List all other areas of expertise related to the proposed project. Describe experience with value engineering, and cost estimates.

- (8) Subcontractors. Describe the nature and extent of work generally conducted by subcontractors.
- (9) Proposed approach to the project: Describe strategies and approaches to the project that demonstrate an ability to solicit stakeholder and resident input, manage a process that results in a final plan informed by stakeholder input. Describe who will be involved in the process to ensure budget limitations inform the project scope and cost estimates are informed by current industry standards.

D. Respondents should demonstrate their firm is financially sound.

E. Management Approach

Describe your firm's approach to managing this project. Describe the services to be provided as proposed, the time required to deliver these services, organizational relationships of the assigned personnel, accountability and quality controls. Describe all contract administration services that will be provided included with the proposed budget. Name the key point of contact for your firm on this project to the Land Bank.

F. Proposed Fee Schedule

The construction budget for this project is initially estimated at \$1,000,000 including renovation of 1616 East Main, parking, landscaping and site improvements. This number may decrease or increase and is subject to a successful fundraising campaign.

- Respondents should propose a budget that does not exceed the funding cap of \$10,000 for the charrette (noting how many stakeholder and resident engagement meetings for initial concept will be provided, presentation, feedback and presentation of final concept, with initial approval from the City and cost estimates informed by industry standards). Respondents should note who on their team will bring expertise to ensure concepts are cost effective.
- Given the final construction costs are not yet known, respondents are asked to provide a breakdown of all architectural and related services (site planning, engineering, landscape planning) as a percentage of the overall construction budget.
- The project is a community economic and community development project and fundraising is currently underway. Respondents are invited to identify any amounts associated with services that will be provided as a donation to the project. Donors will be recognized in all marketing materials.

G. A minimum of three (3) complete references (name, title, address and phone number) whom the Land Bank may contact to verify services rendered or currently being provided.

The selected firm should avoid personal and organizational conflicts of interest and is reminded (section 4, page 9 of this RFP) any conflicts of interest must be disclosed in the proposal.

*Respondents are reminded to submit a plan for the charrette with a not to exceed budget of \$10,000 and pricing as a percentage of construction costs for full drawings and contract administration should fundraising be successful and the project is able to proceed to construction.*

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

Each Respondent should visit the site of the proposed work and fully acquaint himself/herself with the existing conditions. The Contractor by the execution of the Contract shall be in no way relieved of any obligation under it due to his failure to receive or examine any form or legal instrument or to visit the site and acquaint himself with the conditions there existing and the Land Bank will be justified in rejecting any claim based on facts regarding which he should have been on notice as a result thereof.



## EVALUATION CRITERIA

The proposals received will be reviewed, fully considered, and rated by an evaluation team. The Land Bank will use the following criteria in its evaluation of proposals submitted.

Responses will receive the following weight:

<b>Price</b>	<b>Percent</b>
Indications: Analysis of cost competitiveness, including clarity of proposal with regards to professional services covered in the percentage fee requested.	20%
<b>Responsiveness</b> Indications: Quality of the information submitted, based on completeness, relevance, conciseness and organization of material presented, professional presentation. <b>Demonstration of achieving high quality projects with cost controls and within budgets.</b>	15%
<b>Understanding and Expertise</b> Indications: Understanding of the project and the consultant's expertise for the project, based on rationale and descriptions for work tasks and past projects	15%
<b>Recent Experience</b> Indications: Experience conducting similar scope, complexity, and magnitude for other public or non-profit agencies or a private project similar in scope, based on description of previous projects and clientele	10%
<b>Educational Background, Service Provision, References</b>	10%

Indications: Educational background of assigned personnel, work experience, and directly related requested services, based on descriptive resume or work history, personal references, recent references from clients

5%

**Efficiency**

25%

Indications: Ability to complete work within the required timeframe, based on demonstration of capacity and references reporting projects completed on or ahead of schedule

**Totals**

**100%**

The Land Bank may also contact and evaluate the Respondent's references; contact any Respondent to clarify any response; contact any current users of a Respondent's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.

The Land Bank shall not be obligated to accept the lowest priced proposal, but shall make any award in the best interest of the Project.