



Project Title: Downtown Partnership Façade Improvement Program
Architectural Assistance

Description of Project: The Downtown Partnership of Baltimore is seeking qualifications from individuals and firms to provide architectural services and design guidance to property owners/tenants participating in the Façade Improvement Program.

RFQ Issued: July 22, 2009

Submittal Deadline: August 11, 2009

Deliver Submittal to: LaToya C. Staten, Director of Economic Development
Downtown Partnership of Baltimore, Inc.
217 N. Charles, Suite 100
Baltimore, MD 21201
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410-605-0453

Attachments: Downtown Partnership One-Mile Radius Map

The Façade Improvement and Architectural Assistance programs are made possible with funding support from the Baltimore Development Corporation and Maryland Department of Housing and Community Development.

I. Introduction

The Downtown Partnership of Baltimore, Inc. (Partnership) is requesting qualifications from individuals and/or firms (Consultant) to provide architectural services for the agency's Façade Improvement Program. Respondents shall be licensed architects with experience in all or some of the following areas: urban design, historic preservation and planning. The chosen consultant will be reimbursed up to \$2,000 per project based on the service type described in Section V. of this document.

II. Background

The Partnership implemented the Façade Improvement Program in order to encourage projects that significantly improve the appearance of buildings in project redevelopment areas. There are two different programs under the façade improvement program umbrella: Signs for Success that provides reimbursements grants of up to \$3,500 for signage, lighting and awnings; and the general Façade Improvement Grant that provides up to \$20,000 matching funds for full façade renovation projects. As a part of these programs, the Partnership proposes to offer design assistance using the selected firms through this process.

III. Description of the Project

Design services will consist of assignments, at the direction of Partnership staff, to develop preliminary designs for individual commercial façade renovations. As an element of the larger façade renovations, the Consultant may be requested to prepare details for non-structural façade improvements and make recommendations for awnings, signage and paint colors with an emphasis on implementation. The Consultant will work with Partnership staff, owners and/or tenants of commercial properties in redevelopment project areas. The Consultant shall respond promptly to each task and shall complete each assignment within 14 business days.

IV. Scope of Services

The consultant shall provide the following architectural services to selected façade improvement program participants. The services provided by the Consultant generally will include the following:

A. Meet the property owner/tenant at the project site to familiarize themselves with the buildings and its surroundings and to establish the goals and parameters of the renovation. The Consultant shall photograph the street facades and collect information including site and building plans, in order to prepare renovation concepts. The Consultant shall submit an accurate estimate for completing the design work.

B. Advise the Participant regarding a conceptual design for the façade improvements based on the development and design standards of the Westside Strategic Plan and Market Center Urban Renewal Plan. If applicable, the consultant should also respect the architectural elements of the façade as outlined by both the Baltimore City Historic District and National Historic District. *Electronic copies of these guidelines are available upon written request.*

C. Within 14 business days of the initial on-site meeting, provide Participant and the Partnership with copies of the following:

1. A color/basic design sketch of the project with appropriate written recommendations and call-outs of material and other proposed exterior modifications. The design must represent a project that is feasible within the Participant's stated budget.

2. A recommended color scheme and a minimum of two alternatives, including color samples and paint reference numbers.

D. Advise the Participant of the building permit process in general.

V. Proposed Activities

Consultant shall be assigned to a project on an as-needed basis. The Partnership will specify types of services required for the project. Compensation determined for each project shall be based on the hourly rates set upon execution of a contract, not to exceed the maximum fees specified for each task as shown below. The Partnership will authorize a Notice to Proceed for each project and establish an individual project "not to exceed" amount. The Partnership will pay the architectural fee upon presentation of the renovation concept to the property owner/tenant and approval from the internal Design Review Committee.

Service Type:

(1) Simple Feasibility Study – estimated 5 billable hours

This category of task covers meeting with a program Participant who has a very small budget or a very basic list of improvements to be undertaken. Signs for Success participants would fall in this category. All of the activities described in Section IV: A-C is required. The design sketch as described in Section IV: C (1) should be very simple.

(2) Single Tenant Applications – estimated 10 billable hours

This category of task will be assigned when the Applicant has a substantial budget and will be completing a full façade renovation. Tasks falling under this category require all the activities described in Section IV: A-D. The design sketch as described in Section IV: C should be detailed with architectural elements clearly identified.

(3) Multiple Tenant Property Owner Participant – estimated 15 billable hours

The category of task will be assigned when the Applicant is the property owner of two contiguous street-facing businesses. Tasks falling under this category require all the activities described in Section IV: A- D. The design sketch as described in Section IV: C should be detailed with architectural elements clearly identified.

VI. RFQ Schedule

RFQ issued	July 22, 2009
Qualifications Due:	August 11, 2009
Evaluations of Qualifications	Week of August 17, 2009
Interviews with Architects	August 20, 2009

VII. Submittal Requirements

Interested architects should submit five (5) copies of their response to this RFP with the following minimum information:

A. Name, Title, Firm Name, Address and Telephone Number. Include the name of the person or persons who will be authorized to make representations on behalf of the firm.

B. Qualifications and Experience. Explain the qualifications of the firm and its experience providing design guidance and architectural services required for varied types of rehabilitation and renovation work. In addition, provide a summary of the education and experience of all persons who will be providing services or staffing the project.

C. References. Provide a list of names, addresses and telephone numbers of at least three clients for which the firm has successfully completed storefront improvements within the past three years. Include an example of work performed for the client (i.e. before and after photos are encouraged).

D. Fee Schedule. Provide a projected fee schedule for various personnel that will be involved in the project. Provide an estimated total rate per storefront for a typical project based on the tasks described in Section V: Proposed Activities.

E. General Comments. Comment on any aspect of the RFQ including, but not limited to, the scope of services and proposed activities.

Interested parties are urged to visit the project areas to familiarize themselves with existing conditions in the course of preparing a submittal (see one-mile radius map with Westside identified).

VIII. Response Deadline

The deadline for response to this RFQ is Wednesday, August 11, 2009 by 5:00 p.m. Postmarks as of this date will also be accepted. Proposals should be sent to:

LaToya Staten, Director of Economic Development
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IX. Selection Criteria

Members of Partnership staff, Façade Design Review Committee and funding partners shall review the proposals and interview the most qualified individuals and/or firms based on the following criteria;

- A. Demonstrated ability to perform specialized architectural and design services with an emphasis on storefront renovation, rehabilitation and restoration, including signage, color, design and graphic elements;
- B. Ability to communicate design ideas to property owners and to offer a range of improvement options in response to property owner input;
- C. Willingness to adhere to and implement design guidelines while emphasizing the historic and architectural elements of the project;
- D. Ability to manage projects in a timely manner and adhere to a budget; and
- E. Cost of architectural services.

X. Disadvantaged Business Enterprises

The Partnership encourages responses from Baltimore City Certified Woman and Minority owned firms.

XI. General Conditions

This RFQ does not commit the Downtown Partnership of Baltimore, Inc. to award a contract or to pay any costs incurred in the preparation of a response to this RFQ. The selected consultant(s) will not be guaranteed a minimum amount of work. However, the individual/firm shall provide on-call services at the agree rate for a minimum of one year.

