

City of Northville, Michigan
Revised Request for Proposals
Professional Consulting Services
for the development of a
Schematic Design Plan for Downtown Northville's
Sidewalk and Landscape Replacement Project
December 2, 2008

Overview

The Northville Downtown Development Authority (DDA) requests proposals from qualified consultants to assist the Northville community in developing a Schematic Design Plan for Downtown Northville's Sidewalk and Landscape Replacement Project (SDP).

General Instructions

1. Issuing Office. This Request for Proposals (RFP) is issued by the Northville Downtown Development Authority, Northville, Michigan.
2. Questions. All questions may be directed to the following contact person:
Lori M. Ward, Director
Northville DDA
Phone: 248-349-0345
Fax: 248-305-9049
Email: LoriWardDDA@comcast.net

A pre-submission meeting for interested bidders has been scheduled for Tuesday, December 2, 2008 at 2:00 pm in Meeting Room A of City Hall, 215 West Main Street, Northville, MI 48167.

3. Response Date. Ten (10) copies of the proposal must be submitted in a sealed envelope marked "Schematic Design Plan for Downtown Northville" to the City Clerk's office, 215 West Main Street, Northville, Michigan 48167 by 2:00 pm on Wednesday, January 7, 2009. All proposals will be held, unopened, until the deadline. The proposals will then be forwarded to a Selection Committee established by the DDA. The Selection Committee will review the proposals and determine if interviews will be required. If the Selection Committee deems that interviews are necessary, they will be scheduled January 15 – 16, 2009.

4. Content. To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.
5. Related Information. Firms wishing to submit proposals will be provided with all related studies, plans, and zoning text for the project area, upon request. This includes:
 - Northville Downtown Strategic Plan, prepared by Beckett and Raeder Inc., 2006
 - Final Report, Downtown Steering Committee, 2005
 - The Retail Market Study, prepared by Gibbs Planning Group, 2004
 - Zoning text and map
 - Historic District Ordinance and Design Guidelines
 - Map of the DDA Boundaries
 - Public Art Placement Report, January 2006
 - Digital Aerial Survey of Downtown, flown in 2002
 - Survey data with horizontal and vertical control prepared in 2006-7
 - Previous Conceptual Design Plan prepared by GMA, 2007
 - Main Street at Center Street & Mary Alexander Court Operation Assessment prepared by Spaulding DeDecker, February, 2008
 - Downtown Pedestrian Study prepared by Spaulding DeDecker, October, 2008

In addition, most of these documents can be accessed online and downloaded at the DDA's website www.downtownnorthville.com or at the City's website at www.ci.northville.mi.us

6. Right of Refusal. The Northville DDA reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any proposal if it is in the best interest of the DDA and the City of Northville. All proposals, plans, and other documents submitted shall become the property of the Northville DDA. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
7. Liability of Costs. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the DDA, if any.

Request for Proposals

Schematic Design Plan for Downtown Northville

Sidewalk and Landscape Replacement Project

November 2008

Background

The City of Northville was incorporated by Charter on December 19, 1955 as a Home Rule City under Michigan Statutes. The City operates under the Council-manager form of government with an elected Mayor and City Council appointing a full-time City Manager. The City's population is approximately 6,500. The City of Northville has a well-defined urban core, which serves as a business and cultural center for a regional population of over 88,000.

The City established the DDA by ordinance in August 1978. The DDA is led by an Executive Director who serves a volunteer board of directors comprised of eleven residents, business and property owners. The DDA has an annual operating budget of \$750,000 and is supported by tax increment financing revenue and a 2-mill levy.

Since its formation, the DDA has undertaken several key redevelopment projects. In 1978, the DDA's first project included the construction of a comprehensive streetscape and infrastructure improvement project. Over the course of a year and a half, four blocks of the downtown area were completely rebuilt with new sidewalk, brick paving, street lights, trees, decorative furnishings and planters. In addition, several streets were resurfaced and utilities upgraded to support the increased activity in the downtown. In 1993, the DDA completed the construction of two table-top parking decks in the downtown to replace a deteriorating deck and to increase the number of available parking spaces in downtown. In 2007, the DDA completed the redevelopment of Northville's Town Square which doubled the size of the previous open space area in the heart of downtown. The new project includes a new pavilion, decorative heated sidewalks and plaza, a fountain/fire pit, overhead festoon lights, wireless internet connection, new landscaping. In addition to these three major efforts, the DDA has continued to enhance the downtown annually through physical improvement projects and initiatives aimed at promoting and marketing the downtown.

The City of Northville is located 20 miles northwest of downtown Detroit and is easily accessible from all southeastern suburbs via improved freeways. Local access to downtown is good, but not direct. Eight Mile / Baseline Road is the primary access route, providing easy east / west access to Center Street. Additional access is provided from the south via Northville Road (north/south), which feeds into Main Street and Sheldon Road which becomes Center Street downtown.

Recent Planning Efforts

In 2005, Beckett and Raeder Inc., an Ann Arbor based landscape architecture planning, and engineering firm was hired to develop a Strategic Plan for downtown Northville that would guide improvements, both physical and economic, in the downtown for the next 5-7 years.

The Strategic Plan was completed in June and adopted by City Council on July 17, 2006. Five subcommittees were established as part of the DDA structure to help organize the effort and serve as the mechanism for the implementation of the Strategic Plan. One of the subcommittees established under the DDA, was the Design Committee. The Design Committee was established with the charge of leading the efforts to initiate the physical improvements outlined in the Strategic Plan. In addition, many community members have expressed an interest in participating in the design process. The Design Committee will be utilized, as outlined in the section titled Project Process (page 7), for review and feedback of the developing Schematic Plans.

All plans and designs developed in recent years are available online at the DDA's website at www.downtownnorthville.com. These plans reflect an enormous community outreach effort that has been the success of the planning process to date. The development of the Schematic Design Plan for Downtown Northville's Sidewalk and Landscape Replacement Project will require the continued communications with, and involvement of, the Northville community.

A Conceptual Design Plan for Downtown Northville was developed in 2007 by Grissim Metz Andriese Associates (GMA). The Town Square project was then selected as the first project for implementation. GMA completed the design services for the project and in conjunction with McCarthy & Smith (Construction Managers) oversaw the construction of Town Square in the summer and fall of 2007.

With the Town Square improvements now complete, the condition of the existing streetscape in the downtown is noticeably deteriorating. The Downtown's sidewalks, landscaping, and site furnishings are now over 30 years old. Many of the sidewalks are cracked and patched, the trees have suffered in the harsh urban conditions, and the lighting source is outdated and inefficient when compared to today's new technologies. The DDA has issued this RFP for design services to address these issues in a way that is sensitive to the history, scale, and charm of downtown Northville while ensuring that the recommendations are compatible with physical improvements made in downtown over the past few years.

Intent

The intent of this Request for Proposals is to invite qualified and experienced consultants to present proposals to develop a SDP for Northville. This plan will serve as the blueprint for all future physical improvement in the downtown area, will assist the DDA in making decisions on how to spend the DDA's finite resources, and will be the first step in the eventual construction document services.

The concepts developed by GMA went through an extensive public input process and should be used as a starting point by the selected consultant in the development of the SDP for the Sidewalk and Landscape Replacement Project. The SDP should include modifications to the earlier Conceptual Plan and take it to the next level of design in order to provide enough detailed information to be utilized in:

- the development of accurate cost estimates for all aspects of the design;
- prioritizing projects to package for construction;
- the City's preparation and submission of grant applications;
- and; the issuance of bonds.

It is the intent of the DDA to utilize the successful bidder of this RFP for additional contractual services for the completion of the project. Future services would include, but not be limited to, completion of design development, construction documentation, and assistance in bid advertisement and award. The successful bidder would also assist the future Construction Manager with site inspections and submittal reviews.

Project Objectives

This project has the goal of creating an enticing environment for residents and visitors alike. The DDA expects that the development and implementation of the SDP will:

1. Repair and replace all deteriorating conditions in the downtown
2. Meet all current code and safety ordinances and standards
3. Keep maintenance requirements to a minimum
4. Create a unique visual experience while ensuring compatibility with the improvements made in Town Square in 2007 and other areas
5. Address parking lot screening and design
6. Improve public open space
7. Address the appearance and pedestrian and vehicular circulation of Mary Alexander Court
8. Improve pedestrian connections into and around the downtown area
9. Explore opportunities for additional outdoor cafes and seating
10. Balance parking needs with other streetscape objectives

Project Area

The project area encompasses the four prime blocks of downtown bounded by Wing Street to the west, Hutton Street to the east, Dunlap Street to the north, and Cady Street to the south. The area is a subsection of the larger DDA district. There is a four block core area within the downtown where most of the design work as requested in the RFP will be implemented. The entire DDA District, including this project, is within the boundaries of a local, state, and nationally registered Historic District. The City of Northville has an active Historic District Commission that will play an active role in the review of the SDP developed for the downtown. See Attached Map.

Project Components

Sidewalk and Landscape Replacement

Northville's previous infrastructure, sidewalk, and landscaping improvements were installed as part of the MainStreet '78 project and are now 30 years old. Many of the improvements are starting to look their age and are looking worn out and tired. The SDP should address the needs of the aging streetscape and address the following items: paving, trees, irrigation, electrical distribution, street lighting, landscape material, street furniture (bike racks and benches), recommended areas for outdoor seating, accessibility, maintenance, parking lot landscaping and screening, dumpster screening, locations for additional on-street parking, alleyway improvements, and signage.

Town Square

The SDP should be compatible with the improvements made to the Town Square area in terms of quality, materials, color palate, and plantings.

Mary Alexander Court Reconfiguration

Mary Alexander Court has the potential to become a vibrant retail area within the downtown. Incorporating pedestrian friendly streetscape elements into a redesign of Mary Alexander Court may give it more appeal and, in turn, increase the vitality of adjacent businesses. The DDA is currently working with a traffic engineer to determine the best circulation along Mary Alexander Court and to the upper level of the Cady Street Parking Deck. This information will be shared with the selected consultants.

Connection to Ford Field and Mill Race Village

Funding is not currently available for the design and construction of this project. However, significant road work has been planned for the Dunlap/Hutton Street area in 2009, and the streetscape connection to this future project needs to be addressed as part of the scope of this project. The designs developed as part of this project should provide enough detail to allow DPW to begin the road milling

and resurfacing in the fall of 2009 and address curb alignment and treatment of the existing median (whether it stays or is eliminated).

Project Process

A Steering Committee for the project has been established and will include two members of the DDA, City Manager, DDA Director, and DPW Director. The selected consultant will meet with the Steering Committee to review the scope of services and discuss the specifics of the project. Over the course of the project, the Consultant will meet a minimum of 3 times with a group of community volunteers. It is recommended that the Design Committee volunteers be utilized to provide feedback for the schematic designs prepared by the Consultants. It is estimated that a minimum of 10 total meetings will be required through the course of the project to meet with the project volunteers, Design Committee, DDA, Historic District Commission, and City Council.

Submissions

All proposals must be received in their entirety at or before 2:00 pm on Wednesday, January 7, 2009. Applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified. At a minimum each respondent shall submit the following information:

1. Firm History. Name, address, and brief history of the firm. The proposal must be signed by an appropriate authorized official for the firm submitting the proposal. In addition, include relevant information of any firm that you intend to subcontract with for any portion of the project.
2. Personnel. Include resumes of key personnel to be assigned to this project, indicating relevant qualifications and experience. Indicate the role that they will be playing in the development of the SDP. Include an organizational chart for the project.
3. Related Experience. Include information on projects where the firm rendered professional services similar to those requested in this RFP. List the name of key personnel assigned to each project.
4. Work Plan. Provide the technical approach recommended to accomplish the required work. Include tasks, methodologies, and a description of the client/stakeholders involvement in the process. The process required to create the SDP shall include an extensive effort to involve and inform the citizens, businesses, and interest groups in Northville of the design initiative.

5. References. Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.
6. Timeline. Provide a project schedule with key meetings and deliverables noted. Given the planning initiatives accomplished over the past year, it is anticipated that the design phase of the project will be substantially completed in order to bid out the identified projects for a spring 2010 construction season.
7. Project Budget. The DDA has a construction budget established for all physical improvements not to exceed \$2 million. The selected consultant will be expected to establish project costs in enough detail and to be useful in the submission of a SAFETEA-LU grant application. In addition, the selected consultant will be asked to assist in the preparation of graphics for the SAFETEA-LU grant application.
8. Fees. Provide a firm fixed fee quotation for the services outlined in the consultant's work plan. Proposed fees should include hourly rates, a not-to-exceed amount, and costs for reimbursable expenses. If any additional services are proposed, they should be clearly identified. Please include a separate rate sheet for the firm, which would be used for contracting additional services or meetings.
9. Deliverables. Provide a detailed list of work products that will be developed as a result of the Schematic Design Planning process. The final product should be a schematic plan with detailed budgets for all proposed improvements. Great care must be given to consideration of available DDA funds and funding capabilities. All items delivered as part of this project will be the sole property of the Northville DDA. The SDP should include all the elements as requested in the scope of services section of this request for proposals. Both hard and electronic versions of the final SDP will be provided to the DDA.
10. You are invited to include one page of additional information not provided above if you feel that it would be useful and applicable to the project.
11. The selected consultant shall not commence work on this contract until they have provide proof of the insurance required outlined in Attachment A. All coverage shall be with insurance companies licensed to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to the City of Northville

Evaluation

Proposals will be reviewed by a Selection Committee. Each proposal will be reviewed and evaluated based on the following:

- Thoroughness and clarity of proposal
- Proposed budget and timeline
- Past experience of firm with similar work
- Past experience of personnel proposed for this project
- Consultant's reputation for quality, integrity, ability to meet established budgets, meeting schedule
- Understanding of the issues impacting the community
- Demonstrated civil engineering, transportation, pedestrian safety and traffic expertise

The most qualified firms will be short-listed for interviews to be held on January 15 - 16, 2009. The purpose of the interviews is to allow the comparison of firms' different approaches to the design process, as well as their understanding of the project. It is essential that the consultant's personnel assigned to the work, as well as key representatives, be present at the interview. The top ranked firm shall be selected based on the interview. A recommendation of the selected firm will be made to the DDA Board of Director's at their January 20, 2009 meeting and to the City Council on Monday, February 2, 2009. The selected firm and DDA representatives will negotiate a mutually acceptable contract. The negotiated contract shall be approved by the DDA Board of Directors and the Northville City Council.

Anticipated Schedule

November 28, 2008	Request for Proposals Re-issued
December 2, 2008	Pre-submission Proposal Meeting
January 7, 2009	Proposals Due
January 12, 2009	Selection of Proposals for Interview
January 15 - 16, 2009	Interviews
January 20, 2009	Recommendation to DDA
February 2, 2009	Recommendation to City Council
February 2009	Project Begins
Summer 2009	Schematic Design Plan Delivered
Spring 2010	Construction of Identified Projects