



**Request for Proposals: Architectural Design Services**

**2817 E Grand Boulevard**

**Detroit, MI 48211**

## **I. Introduction**

Vanguard Community Development is a stalwart champion of the Historic North End neighborhood. Founded in 1994, Vanguard has built a solid reputation as a broad-based community development entity that revitalizes the physical, economic, and social fabric of Detroit's Historic North End. A proud, BIPOC-led nonprofit 501(c)(3) organization, Vanguard operates programs in three strategic areas: Housing Development, Community Engagement & Planning, and Economic Development.

Vanguard is in the process of expanding its Community Campus, which currently encompasses approximately 4 acres located on the eastern end of East Grand Boulevard near the I-75 freeway, positioned in the Historic North End Main Street and the Jam Handy/North End Historic District. The property is also located in a Traditional Main Street Overlay Area. The campus includes four buildings with two acres of green space ("Black Bottom Park") in the rear of the buildings.

The campus occupies three quarters of a city block on East Grand Boulevard. Vanguard is in the process of expanding its footprint by acquiring a fifth building to complete ownership of the entire block. The building to be acquired is 2817 East Grand Blvd., a two-story commercial building, totaling nine thousand five hundred (9,500) square feet with an attached two and a half car garage and fenced parking lot. It was previously utilized as office and warehouse space. Vanguard proposes to relocate its offices and operations to this building and provide some community use of the building.

## **II. Invitation to Submit Proposals**

On behalf of Vanguard Community Development, This Is My Detroit, LLC, the Project Manager for this phase of the Community Campus Expansion, hereby invites licensed and experienced Architectural Firms to submit proposals for Design Services for the rehabilitation of 2817 E Grand Boulevard. It is the intent of this RFP to determine the selection of an Architectural Firm to provide full Design Services & Construction Documentation.

Participation in this selection process shall be at no cost or obligation to This is My Detroit, LLC or Vanguard Community Development. Design teams may also be interviewed prior to the Contract Award.

**Schedule of RFP issuance and award shall be as follows:**

- **RFP Publication:** **February 15, 2024**
- **Pre-Proposal Site Visit:** **February 20, 2024, 10:00 AM**
- **Proposals Due:** **February 27, 2024, 4:00 PM**
- **Complete Review of Proposals:** **March 1, 2024**

- **Notice of Award:** **March 5, 2024**

Questions regarding the RFP should be submitted to [info@vanguardcdc.org](mailto:info@vanguardcdc.org).

### **III. Project Description**

Vanguard Community Development is requesting architectural proposals to provide contract plans, specifications and cost estimates for the renovation of the property located at:

**2817 East Grand Boulevard  
Detroit, MI 48221**

The renovation/improvement project is an effort to make the building more accommodating for Vanguard Community Development staff and its operations and more user-friendly to the community.

General floor plans do not exist for the facility; the Architect will be required to verify dimensions and floor space as part of the work. It is the intent that the proposed renovations/improvements will use as much of the existing walls, mechanical, electrical and plumbing as possible.

There will also be owner selected vendors completing IT infrastructure, data wiring, audiovisual, security and furniture installation components of the project. The Design Team shall coordinate with these vendors and provide plan information as needed.

### **IV. The Scope of Work**

The Scope of Work for this RFP is outlined below, and the project shall be designed in accordance with all local, state and federal codes, regulations, and guidelines.

- Create a project schedule, including all activities, phases, presentations, and decisions and approvals required.
- Conduct site surveys to determine existing building conditions and site capabilities. The Asbestos Surveys and lead sampling are already underway, and results will be shared with the selected Design Team.
- Review and consult with Project Manager and Vanguard Project Team to confer on program requirements, design considerations, and preferences;
- Participate in up to two (2) public meetings, to allow for community input prior to plans and specifications being finalized;
- Perform all required code reviews;
- Prepare a Cost Estimate for all construction elements;

- Prepare all necessary design plans required for analysis, and submission of building permit(s);
- Assist in the preparation of all bid documents,
- Preparation of all required specifications, construction details, material lists, and design plans.
- Prepare final Construction Documents, which will include construction plans, specifications, demolition plans and all required bid/construction documents.
- Attend pre-bid meeting, pre-construction conference and participate in other meetings as requested until Project completion;
- Review and respond to any Requests for Information submitted by the contractor and make any required adjustments to the plans as needed.
- Coordinate and consult with Project/Construction Manager during Project construction and until Project completion.

## **V. Submittal Requirements**

The proposal shall provide information necessary for Vanguard Community Development to evaluate the qualifications, experience, and expertise of the Offeror to provide architectural services for the renovation of a 9,500-square-foot building.

The Offeror is to make a written proposal which presents an understanding of the work to be performed. The proposal should demonstrate and provide evidence that the Offeror has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required herein is submitted with the proposal.

1. Proposers should submit a complete digital proposal, collated into one PDF document, and two (2) hard copies no later than **4:00 PM on Tuesday, February 27, 2024, to:**

Vanguard Community Development  
2795 E. Grand Boulevard  
Detroit, MI 48211  
Info@vanguardcdc.org

2. **Contents:** Proposal shall contain the following information:

**A. Cover Letter/Executive Summary** on company letterhead signed by a person with the corporate authority to enter any contract which results from the RFP.

**B. Firm Description** - Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.

**C. Relevant Experience-** Describe relevant experience preparing plans and specifications for projects requiring approval by the City of Detroit, experience with other non-profit agencies, etc.

**D. Key Personnel Qualifications** - Identify key personnel who would work on the Project as assigned, their respective roles, and a synopsis of relevant experience.

**E. References** - Include a list of clients for whom similar work has been performed, with the name, title and phone number/email address of a contact person.

**F. Scope of Work** - Provide an explanation of tasks associated with the Project, including how you propose to complete each task.

**G. Budget and Schedule of Charges-** Provide a “Not to Exceed” amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and any other relevant fees/charges.

**H. Work Schedule** - Provide a time schedule for completion of work. Proposals that prioritize the work and expedite the schedule will be given preference and will receive a higher rating.

**I. Insurance** – The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance with minimum limits in accordance with statutory requirements of the State of Michigan.

## **VI. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Capabilities, experience and resources of the firm.
- Schedule for completion of the work.
- Qualifications and experience of key individuals.
- Responsiveness to the RFP.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the selection process. Proposals will be reviewed and evaluated and awarded by Vanguard Community Development.

## **VII. OTHER CONSIDERATIONS**

Vanguard Community Development reserves the right to reject all proposals. This Request for Proposals does not commit Vanguard to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services. Vanguard Community Development reserves the right to negotiate with any qualified source or to cancel, in part or in its entirety, this Request for Proposals, if it is in the best interest of Vanguard to do so. Vanguard may require the selected consultant firm to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

## **VIII. GENERAL TERMS AND CONDITIONS**

By submitting a response, the Vendors confirm that they have read and will comply with all the general terms and conditions listed below.

- A. **Conflict of Interest:** By submission of a response, the Proposer agrees that at the time of submittal, they: (1) have no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest."
- B. **Debarment and Suspension:** The Contractor certified to the best of its knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, state or local department or agency; (2) have not within a three-year period preceding this form been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

- C. **Insurance:** Vendor agrees to indemnify, defend, and hold harmless Vanguard Community Development from any and all liability arising out of or in any way related to the Vendor's performance of services related any Contract agreed to as a result of the RFP, including any liability resulting from intentional or reckless or negligent acts or the acts of the employees or agents of Vendor. If awarded, Vendor will provide proof of the following coverages: worker's compensation, comprehensive general liability and if applicable, automobile, and professional malpractice. Coverage limits are to be statutory at minimum.