



Call for Architectural Services- 3rd Street Corridor

The City of Niles

Issue Date: May 26 2017

Responses Due: June 15, 2017 12:00pm EST

Community Development

Sanya Vitale, Director

333 N. 2nd St

Niles, Michigan 49120

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www.ci.niles.mi.us

Estimates must be addressed to the Niles City Clerk, sealed and specifically marked on the outside of the envelope "*Sealed Bid Call for Architectural Services- 3rd Street Corridor Due June 15, 2017*". Estimates will be accepted at City Hall until opened publically by the City Clerk on June 15, 2017 at 12:00pm EST. Faxed and/or emailed proposals will not be accepted. Unsealed proposals or incorrectly marked proposals will not be accepted.

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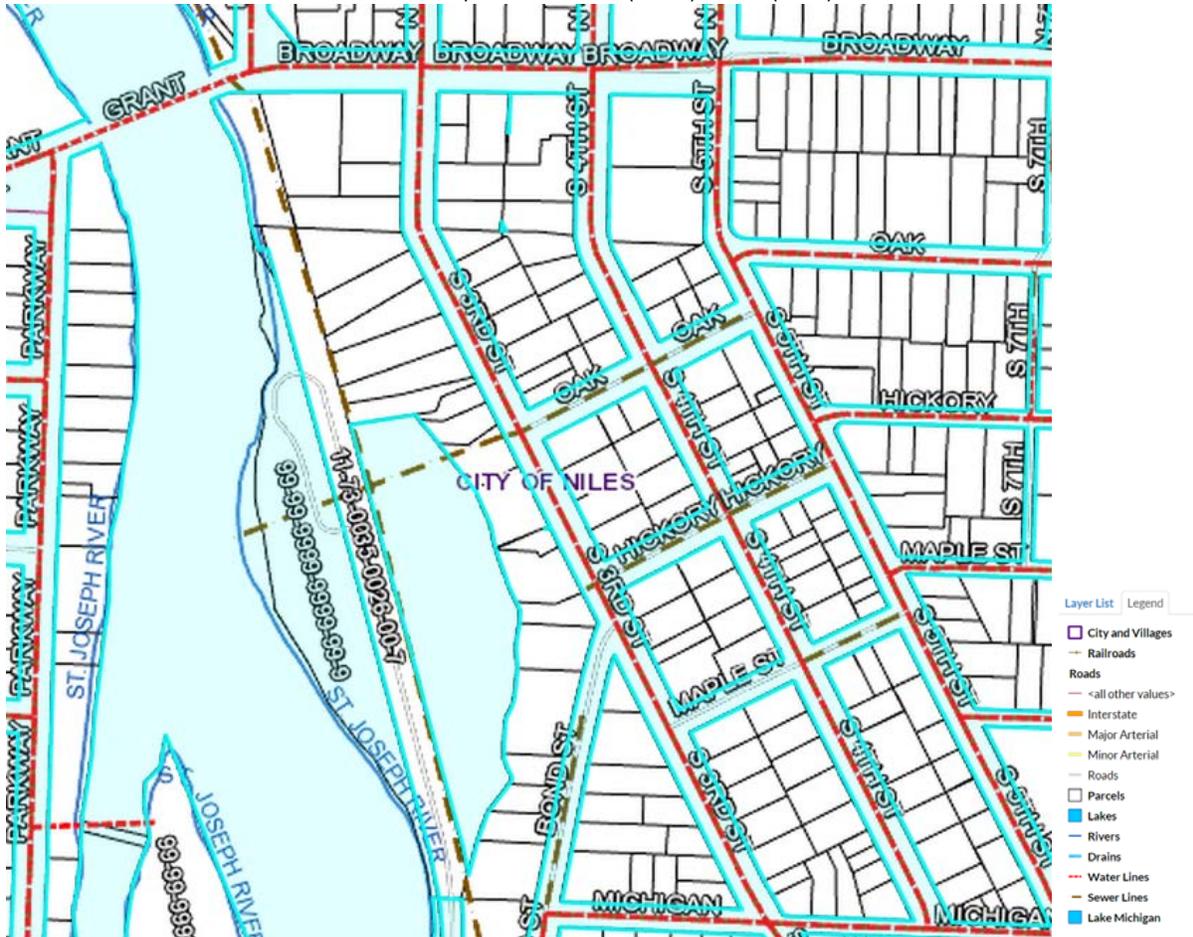
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PROJECT PURPOSE

With funds authorized by MSHDA through the Housing Trust Fund, the City of Niles seeks the services of an architectural firm that can work with staff to develop and provide a preliminary project design for the City's 3rd Street corridor. The project deliverables shall include narrative, cost analysis, and renderings based upon a study of current conditions, zoning and building regulations, land use, and established target market and placemaking analyses. It is understood that the City will use the product of this to establish an estimated cost of construction by reviewing said plans with local general contractors.

City of Niles, MI -3rd Street Village Project

Broadway (north) to Bond (south)
St. Joseph River bank (west) to 4th (east)



BACKGROUND

The City of Niles, Michigan, located just north of the Indiana-Michigan border in Southwest Michigan, is a unique community seeking plausible solutions for a variety of economic and social issues, due to current and projected community demographics. In Niles, poverty is commonplace and we frequently find that local housing and commercial stock continue to fail due to a long-term deferred maintenance. Additionally, many mid to large scale employers are struggling to find entry level employees while residents are struggling to find long-term gainful employment.

City leaders believe that intentional and targeted redevelopment of key corridors could help to activate the community and grow the tax base, thereby improving economic indicators, and ensuring long-term sustainability. Through MSHDA supported Blight Elimination and Placemaking grant opportunities and key partnerships with Kinexus, MSHDA, MEDC, MEDQ, and other local entities, the City of Niles has been

working on redeveloping key areas of the community for several years. Through these funding and partnership opportunities, the City demolished and remediated several key blighted properties that offer desirable locations, with access to the St. Joseph River, the Indiana-Michigan River Valley Trail, parks, green spaces, the historic downtown, and other amenities for potential developers to install housing and mixed use developments.

Of particular importance to the City's redevelopment efforts is the 3rd Street corridor, which is a gateway to our community and adjacent to the historic downtown, the Lakeland Medical Corridor, and the St. Joseph River. Efforts to improve the 3rd Street corridor have already begun. The City's former Public Safety Facility, which was located at the corner of 3rd Street and Broadway, has been demolished. The City has garnered support from several developers hoping to install projects at the site, should the City be able to make the area redevelopment ready. Proposed plans for this site currently include the development of a mixed-use village with middle-income housing in the form of stacked flats (apartments) and/or other similar housing. Middle-income housing units are of particular importance, as the City's 2016 Target Market Analysis (TMA) indicates that there are some 600+ missing Middle Housing units in Niles.

In addition to the former Public Safety Facility site, the City's vision for the 3rd Street corridor includes additional remediation of blight, the installation of affordable and market rate housing, environmental analysis and remediation of any land found to be contaminated, rehabilitation of historic and other single and multi-family homes, enhanced green space, the addition of commercial opportunities, and overall redevelopment and activation of the corridor.

The City believes that the entire community would be affected by the 3rd Street redevelopment plan. It is anticipated that these efforts would not only bolster the aesthetic and economic value of the 3rd Street corridor, but also activate the community and encourage additional community improvements. It is expected that the requested reports and tools developed as a part of this project will provide guidance on the development and installation of a comprehensive project associated with the long-term redevelopment plan for this site. Best practices would indicate that consideration should be given to the income range available from employers having difficulty accessing an appropriate labor force, as this may be linked with a lack of available, affordable, safe and code compliant housing. For further information on the City's long-term plan, please see the attachment labeled City of Niles, MI 3rd Street Village Project.

MEASURABLE BENEFITS DESIRED

1. Elimination of blighted properties
 - a. Demolition- acquire and demolish non-code compliant structures with no significance to the fabric of the area
 - b. Rehabilitation- provide targeted home improvement loans and/or grants to single family home owners who qualify for support
 - c. Historic Preservation- seek out opportunities for preservation of significant structures
2. Development of new housing opportunities
 - a. Market rate housing can be developed and installed using a variety of methods
 - i. Low density residential- single family homes
 1. Properties currently in place can be rehabbed through targeted support opportunities.
 2. New village style dwellings can be installed. These units should range in size from 1,200 square feet to 2,000 square feet.

- ii. Moderate density residential- townhomes/row housing
 1. Employers need updated dwellings to accommodate their staffing needs.
 2. Research shows a preference of proximity as people are looking to live in a highly walkable area, near downtown, close to green spaces and specific shops and restaurants.
 3. Middle Housing concepts are offering affordable, new construction dwellings marketed to fixed and/or moderate income residents working or attending school locally.
 - b. Careful attention to façade and construction materials will be vital to long-term viability and resale.
3. Develop mixed-use facilities
 - a. Without detracting from the downtown, consider what types of commercial providers would be most appropriate to the village.
 - i. Commercial providers should be carefully considered and their facilities will require as much attention as residential.
 - ii. Installing a restaurant, micro-brew or other bar/grill dining facility would be key to the success.
 - iii. Proximity to mainline grocery should be highlighted or we should install additional resources.
 - iv. Early childhood education facilities could provide a long-term solution to economic stagnation and decrease poverty in future generations.
4. Replace and upgrade failing infrastructure
 - a. Consider costs and avenues for burying utilities to create a village atmosphere
 - b. Repair streets and sidewalks ensuring ADA compliance
 - c. Repair or replace sewer, water and other laterals

POINTS TO CONSIDER

- In light of the interest by local stakeholders, we have a unique opportunity to highlight partnerships that many communities are struggling to cultivate.
- A redevelopment zone may have expanded funding opportunities at a federal level dependent on current platforms.
- We could reach out to MSHDA to access HOME funds for rental rehab program specific to a targeted redevelopment zone.
- Support may be available from larger employers needing affordable and modern housing opportunities as there seems to be a lack of qualified labor.
- Other funds may be available and more readily accessed for targeted projects by working with a partner like Kinexus, SWMPC, MML, MSHDA and others.
- CDBG rehab funds are available to low moderate income residents at \$25,000 per home at a rate of two homes per year for two years.
- CDBG funds are available for road and sidewalk repairs.
- CDBG can be used for acquisition, however the requirement of setting it aside for affordable options will be required and this should be considered last.
- Niles has many dwellings deeded through bequest. Home maintenance has been deferred.
- Municipal infrastructure is aging at a rate that is unaffordable to replace.
- Niles presents a unique opportunity due to current and projected demographics.
 - Niles has a classification that garners additional points on certain Development programs available to this and other providers through the State.

- Employers need entry level employees and are having difficulty finding them. Consideration should be given to the income range available from employers having difficulty accessing an appropriate labor force. This may be linked with a lack of affordable, safe and code compliant housing.
- There are increased numbers of seniors needing walkable or easily travelable home locations.
- While poverty is common place, there is a growing number of moderate income households who have the ability to seek out and gain bank loans for home acquisition.
- Installing an affordable housing program in concert with a redevelopment zone would add credibility to any applications the City or developers would have available to them to rehab homes or in this case, to develop affordable housing.
- If we piggy back opportunities, grant programs will pay more attention.
 - The Fed has an interest in economies of scale and collaboration across the stakeholder spectrum. We have this naturally.
 - Affordable housing developers have a vested interest in Niles as they would access Low Income Housing Tax Credits and are willing to build to suit our specs.
- There should be a plan developed that includes marketing and public relations opportunities for the Plan.

WORKING POINTS

- Assess parcels and ownership, current and recent sales.
 - The flood plain must be clearly marked early in the planning phase. Any requests for variance through FEMA have the potential of taking up to a year to work through. Many of these cases are happening in and around Niles around banks are seeing more requests to refinance homes along the river.
 - Consider tax payments and pending problems known by tax department and or county.
 - Consider significance of each structure to fabric of neighborhood. Does it contribute to the current or future fabric?
 - Work with building safety to garner input on property maintenance and known issues and violations.
 - Research commercial parcels. Determine ownership, importance of structures.
- Assess current and needed infrastructure.
 - Much of the fabric of a redeveloped inner village can be made through carefully planned streets, sidewalks, landscape, lighting, and other urban planning theories.
 - Consider environmental review and other DEQ or EPA level clearance requirements. City consultant and South Bend can provide guidance.
 - Discuss MDOT requirements, ADA compliance for infrastructure upgrades.
 - Work with utilities including cable, Internet, telephone, cellular, gas and other lines. Our utilities suggests that a plan that included a buried pit under the sidewalk could provide an affordable and attractive option to our utility partners.

RESPONSE FORMAT

- Responses to this RFP must be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or other electronic means, including email.
- All notices and other written communications under this RFP should be addressed to the individual in the capacity indicated below, unless otherwise modified by subsequent written notice. Proposals must be addressed to the Niles City Clerk, sealed and specifically marked on the outside of the envelope **“Call for Architectural Services- 3rd Street Corridor.”** Estimates will be accepted at City Hall until they are opened publicly by the City Clerk on Thursday, June 15, 2017 at 12:00pm EST.

Faxed and/or emailed estimates will not be accepted. Unsealed estimates or incorrectly marked proposals will not be accepted.

- Communication and details concerning this RFP shall be directed to the following contract representative:

City of Niles
Sanya Vitale, Community Development Director
333 N. 2nd St
Niles, Michigan 49120
phone: 269.683.4700 extension 3020
email: communitydevelopment@nilesmi.org
www.ci.niles.mi.us

RFQ RESPONSE ITEMS

Please provide the following:

1. Name of Company
2. Owner's Name(s)
3. Name of and title of person completing RFQ
4. Business Address
5. Mailing Address
6. Hours of Operation
7. Contact Person
8. Title
9. Phone
10. Fax
11. Email
12. Cell
13. After-hours Contact and Telephone
14. Emergency Contact and Telephone
15. When was your firm established?
16. Is your firm a minority (MBO or MBE) or woman (WBO or WBE) owned business?
17. Is the company a member of the Better Business Bureau and/or Chamber of Commerce? If yes, please submit documentation as such.
18. Employer Identification Number (EIN)
19. Is the Company a Sole Proprietorship, LLC, Partnership or Corporation? If your company is a corporation, provide the State and County of incorporation.
20. Have any principals of the company ever filed for bankruptcy? If yes, please explain.
21. Have you or any principals of the company ever been debarred, suspended or otherwise impaired from business by the City of Niles, the State of Michigan and/or any Federal agency?
22. List the Officers of the Firm and/or any person(s) authorized to execute/amend contracts, change orders, and/or conduct site walk-throughs on behalf of the firm.
23. Provide a general statement of qualifications based in light of the background information given above.

Personnel

24. List the professional and support positions and number of personnel in each position.
25. Provide an organizational chart, including resumes of all personnel who will be committed to this project. Provide specific information as to their experience on projects similar to this one.
26. List professional consultants outside your firm you propose to provide services not available in your firm. Provide specific information documenting their work on similar projects.

Architecture/Engineering Services

27. Provide information on your current workload and how you would accommodate this project. Describe in detail the process you will follow from schematic approval through approval of the final design.
28. Outline the design schedule that you will implement to meet the expected construction dates. Describe the methods you will use to maintain this schedule.
29. Describe the types of problems that you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
30. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the Owner realized tangible value.

Construction Costs

31. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
32. List the steps in your standard change order procedure.

Legal Concerns

33. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client.
34. Explain your General Liability Insurance coverage.
35. Explain your Professional Liability Insurance coverage.

Fees

36. Provide information on your billing practices (i.e., lump sum, hourly rate, other), including reimbursable cost categories.

Required Documentation to Be Submitted With Completed RFP

37. Proof of insurance
38. Proof of valid licenses/certifications as appropriate
39. Proof of bonding as appropriate
40. Proof of Worker's Compensation Insurance
41. Proof of Woman Owned/Minority Owned Business/Enterprise (as appropriate)

Project Details

Please provide a brief synopsis of how your firm would develop responses to items outlined in the RFP and based upon a study of current conditions, zoning and building regulations, land use, and established target market and Placemaking analyses:

42. Background/Project Premise
43. Measurable Benefits
44. Points To Consider
45. Working Points
46. Development and design, including narrative
47. Project cost analysis
48. Project renderings

Request for Proposals Certification

I/We hereby certify that the above statements and forms enclosed in the firm's response to the RFP area are true and complete to the best of my knowledge. I/We further understand that the City of Niles will utilize the information collected to verify the qualification of the undersigned. Further, the information collected will not be disclosed outside the City without my/our consent, except for verification as permitted by law or as required under the Public Information Act.

I/We authorize the City to obtain a written credit report on the individual, partnership or corporation that is applying as necessary to qualify the firm for work with the City of Niles. Further, the undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the City; and the undersigned hereby releases any and all such parties from any legal responsibility whatsoever on account of having furnished such information to the City.

By signing and returning this application to the City of Niles Community Development Department, I/We acknowledge that the company has received, reviewed and agrees to abide by the City standards for qualification. I/we also agree that in the even that I/We fail to follow any existing or further guidelines set forth by the City of Niles, the company may be limited or denied

Legal Representative

Date

Co-Legal Representative

Date