

**MAIN STREET MONROE/DOWNTOWN DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS
CONCEPTUAL DESIGN SERVICES – PARKING LOT AND
GREENSPACE AREA ALONG THE SOUTH BANK OF THE RIVER
RAISIN, WEST OF MONROE STREET**

1. Purpose of Work:

There are several properties, owned by the City of Monroe, that front the south bank of the River Raisin just west of Monroe Street. The properties make up current and potential parking areas with varying degrees of functionality and completion. The goal of the Main Street Monroe/Downtown Development Authority (MSM/DDA) is to take all of these areas and create a comprehensive design for a parking and greenspace area along the river. The City of Monroe and MSM/DDA have already pledged \$75,000 each for the renovation of the Former Stepping Stone Property, but an overall plan was desired before moving forward to ensure that the functionality of the entire area is considered before construction on a specific area begins. This concept has been looked at in the past and a preliminary design exists that was created before the City reclaimed ownership of the Former Stepping Stone Property. There are six areas that will be considered during the design process which include:

- Lauer Finzel parking lot: northwestern portion of the area which is a lined and fully functioning parking lot.
- Weipert parking lot: southwestern parking lot located between 56 and 78 West Front Street. It has been renovated in recent years and will not be altered as part of this design, but will need to be taken into consideration due to sole access being from the larger Lauer Finzel parking lot.
- Potential pedestrian alley: located between 34 and 44 West Front Street giving access from West Front Street to the parking lot if property can be purchased from a private owner.
- Former Stepping Stone Property: vacant lot located between 12 and 34 West Front Street.
- United Way parking lot: northeastern portion of the area which is unlined with a gravel surface and is functioning as a parking lot
- Privately owned areas behind the buildings along West Front Street and the city-owned parking area: The majority of properties in this area have space available for parking behind their buildings which can be incorporated into the design if agreements are reached.

The MSM/DDA desires consulting assistance in completing this conceptual design work which includes consideration of the elements requested by the MSM/DDA, and recommendations for the elements that will create a functional and inviting environment.

2. Work to be performed by the Consultant:

The consultant for this project will perform, at a minimum, all of the following project elements:

- a) Attend an undetermined amount of meetings with MSM/DDA and City Staff, Committees, property owners, etc. to determine elements to include in the design.
- b) Review the base topographic data provided by the City in paper and AutoCAD 2004 format.
- c) Review the preliminary design which was completed prior to the Former Stepping Stone Property being purchased.
- d) Perform aesthetic/functional design, which will, at a minimum, take into consideration the following elements (consistent with the City of Monroe Zoning Ordinance):
 - a. Entry and Exit points for vehicular and pedestrian traffic
 - b. Interior traffic and pedestrian flow
 - c. ADA Compliance
 - d. Greenspace and vegetative buffers (within the parking area and along the river)
 - e. Possible agreement with private property owners for shared parking
 - f. Access to MLK Footbridge
 - g. Maximizing parking spaces
 - h. Sustainable components
- e) Draw scale of plans to 1 inch equals 20 feet or ensure that the scale is appropriate to fit the entire plan on a 24"x36" paper.
- f) Deliver conceptual design plans, conceptual detailed cost estimates based on the following two designs and the phasing plan to the MSM/DDA office no later than August 31, 2010
 - a. Plan 1: If agreement can be reached for shared parking with the private property owners abutting the parking area.
 - b. Plan 2: If an agreement can not be reached for shared parking with the private property owners abutting the parking area.

3. Potential Future Phases Work to be performed by the Consultant:

It may prove desirable, if funding is available, to proceed with full project design for one or more portions of the project. Consultants should provide information on qualifications to proceed with the project if requested.

4. Schedule:

The design should be completed in any case by August 31, 2010, and this is required of all parties responding to this RFP. Further consideration will be given to parties that are able to provide a quicker turnaround time, as evidenced by the proposals and past experience, but this will not be the sole determining factor.

5. Proposal Submission:

The proposal shall consist of, at a minimum, a work plan outlining project personnel, project schedule, deliverables, and project fees. Concept drawings showing one or

more options for this area, conceptual cost estimates and a phasing plan. Past experience in projects of this type should be specifically detailed as well. There is no limit on the number of pages, but responding parties are asked to keep their proposals as short as possible to convey the requested information in a clear and concise manner.

Questions on this RFP must be submitted in writing via fax or email by 3:00 P.M. on Wednesday, May 19, 2010. No phone call responses to questions will be provided.

Consultants should declare their intention to submit a proposal in writing by this date and time via fax or email as well. Responses to all questions will be sent to all consultants declaring their intent to submit by 4:30 P.M. on Wednesday, May 26, 2010 via fax or email. Four (4) original submittals are due at 3:00 P.M. on Friday, June 4, 2010.

Proposal should be submitted to:

Andrea Jones

Executive Director

Main Street Monroe/Downtown Development Authority

118 E. Front St.

Monroe, MI 48161

(734) 240-2458 (direct phone)

(734) 240-2457 (fax)

director@monroemainstreet.com

6. Costs:

All prices shall be quoted in U.S. dollars. If any uncertainty exists, quote estimated costs or a range of costs. Unless respondents specifically note otherwise, any and all quoted prices will be considered firm. Provide estimated hours for design project completion, and total costs not to exceed for this design phase.

7. Selection Process:

These are that criteria that will be used during the evaluation process (not necessarily in equal weights):

- Understanding of Service;
- Qualifications of Team;
- Past Performance;
- Quality Assurance/Quality Control; and
- Cost.

It is expected that authorization to proceed will be given by the Main Street Monroe/Downtown Development Authority on June 16, 2010 and if this is not the case, the completion time will be extended by the number of days in delay of the Main Street Monroe/Downtown Development Authority award.