

REQUEST FOR PROPOSAL
Architectural Services for the Bellaire Community Hall

The Village of Bellaire Downtown Development Authority is accepting written proposals from qualified firms to provide architectural and engineering services.

Proposals should be submitted no later than September 10, 2019 at 5pm.

REQUEST FOR PROPOSALS (RFP). The Village of Bellaire Downtown Development Authority is soliciting bids/proposals from architect/engineer (A&E) teams to plan and design the rehabilitation of the Bellaire Community Hall. The project is located at 202 N Bridge Street, Bellaire, MI 49615.

Project History and Description. Built with Works Progress Administration (WPA) funds and dedicated in 1937, the historic Bellaire Community Hall saw many uses, like community plays, high school graduations, dances, basketball, and roller skating. The stage opened up to a grand dance floor; in the back was a balcony that looked down over the expanse of wood flooring and onto the stage. In the early 1970s, partition walls were installed to make room for office and meeting space. The Bellaire Community Hall currently houses Village of Bellaire offices and council chambers, Village Police station, public restrooms and the Bellaire Historical Society. The building is approximately 5,000 square feet (main level footprint), plus a full basement. The stage and balcony are still intact, but hidden behind walls.

Organizational Structure. The Bellaire Community Hall is owned by the Village of Bellaire. The Village of Bellaire Downtown Development Authority has identified the renovation of the Bellaire Community Hall as a priority project. To that end, they have contracted with Crosshatch Center for Art & Ecology to manage the project. All questions regarding the project should be directed to Amanda Kik, Co-director, Crosshatch Center for Art & Ecology at amanda@crosshatch.org.

Feasibility Study. In August 2018, the Village of Bellaire DDA contracted with Fleis & VandenBrink to conduct a feasibility study; the findings of this study may be found in Appendix A.

Scope and Nature. A Community Design Charrette (see Appendix B) was held in early 2019 to determine the best use of the building. The Village of Bellaire DDA would like to renovate the Bellaire Community Hall for use as a community space (arts and culture, community gatherings, rentals etc.), home for the Bellaire Historical Society, a warming kitchen, a small bar, public

restrooms and space for youth programming. The stage, dance floor and balcony will be restored to create a functional theater space. The services to be provided include:

- Conceptual plans that include considerations from the Community Design Charrette (see Appendix)
- Preparation of marketing materials for use in fundraising efforts.
- Plans and documents to be used in the bidding for construction of the project.
- Participation in the review of bids and selection of construction company.
- Oversight and inspections during construction and approval of the completed project for acceptance.
- Participation in zoning approvals, and similar approval and permitting processes.
- Compliance with Americans with Disabilities Act and similar requirements.
- Energy efficiency and sustainability with consultation and advice.

Schedule. The tentative schedule for the project is as follows:

Issue RFP	August 1, 2019
Last date/time to submit questions regarding RFP	August 30, 2019
Proposals due	September 10, 2019
Notify firms of invitation to participate in presentation/interview	September 17, 2019
Notification to selected firm	September 30, 2019
Contracts finalized	July 2020 (contingent on secured funding)
Commence construction	November 2020 (contingent on secured funding)

PROPERTY INSPECTION. All interested parties should contact Amanda Kik, Co-director of Crosshatch Center for Art & Ecology at amanda@crosshatch.org to schedule a time to view and inspect the building and property.

PROPOSAL SUBMISSION. Three (3) paper copies of the proposal to Crosshatch Center for Art & Ecology, PO Box 929, Bellaire, MI 49615. Additionally, please submit proposals electronically (formatted to 8.5 x 11” sized paper) to Amanda Kik at amanda@crosshatch.org. Proposals are due no later than September 10, 2019 at 5pm.

EXPERIENCE AND QUALIFICATIONS. Each contractor submitting a proposal should include, but not be limited to, the following information:

- Cover letter stating interest in project with signature of duly authorized principal.
- Technical qualifications.
- Experience with similar projects involving renovations to historic buildings.
- Experience of key staff personnel assigned to the project.
- List of professional references and cost history.
- Evidence of license in the State of Michigan.
- Financial references.
- Cost of services breakdown in accordance with scope of services.

EVALUATION CRITERIA AND SELECTION. The responses will be reviewed by an evaluation panel consisting of individuals selected by the DDA. Responding contractors will bear all costs of this RFP and interviews, if any. Proposals will be reviewed using the following criteria/elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP
- Fee proposal / cost: overall fee / billing rates
- Prior experience, qualifications, references, past performance
- Experience with similar projects
- Experience with sustainable and/or “green” design
- Experience with Universal Design