

Request for Proposal (RFP)

Design Consultant Services

Cortland Community Impact Center (CCIC) Function and Design

Wayne Metropolitan Community Action Agency (Wayne Metro) is requesting submission of statements of qualifications and proposals from qualified firms to perform planning, program, interior and architectural design services for the Cortland Community Impact Center Function and Design project.

Interested Firms are invited to submit a Proposal as described below electronically to the Attention of:

Karen MacDonald, Department Director
Operations – Community Development
Wayne Metropolitan Community Action Agency
7310 Woodward, Suite 800, Detroit MI 48202
O: 313-463-5458 C: 313-670-5681
Kmacdonald@waynemetro.org

All Proposals must be received on or before November 5, 2021, no later than 12:00 pm.

Pre-Response Meeting. A pre-response meeting will be held at the Cortland Community Impact Center, at 1:00 P.M. on **Tuesday**, October 26, 2021 and 11:30 A.M. on **Monday**, November 1, 2021, located at 138 Cortland Street, Highland Park, MI. Attendance at a pre-response meeting is recommended but is not mandatory.

Thank you for your interest in working with Wayne Metro.

Project Description and Scope of Services

Wayne Metropolitan Community Action Agency (Wayne Metro) invites qualified Design Firms to respond to a Request for Proposals (RFP) to help us reimagine our plans/uses for our CCIC building and determine affordable solutions for design improvements. The Design Project budget is \$45,000.

As part of our continued, long-term commitment to Highland Park, Wayne Metro established the Cortland Community Impact Center (CCIC), a community hub that encompasses a full city block and offers a range of activities that empower residents to become strong, healthy and thriving. The main building is a former school located at 138 Cortland and, for the past 11 years, has housed Head Start classes on the first floor. The main building currently has 6 Head Start classrooms and the program serves 75 children.

The second floor has adult basic education services; healthy community services including community gardens and food distribution; children's health support services including a diaper bank, dental clinic, and car seat safety instruction; and integrated financial coaching services with home repair, weatherization and utility assistance. Next to the main building is the Cortland Crops Community Garden and Produce Stand that distributes free produce with the help of a Highland Park small farm, Buckets of Rain.

Across the street at 135 Cortland is the recently completed Weatherization Training Center and Quality Housing Incubator that provides hands-on home repair and weatherization instruction for neighborhood and metro Detroit residents. The Weatherization Training Center is creating a workforce skilled and

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ready to enter a growing industry, which is especially important since we anticipate that our Weatherization program will grow exponentially within the next year. This growth will offer numerous training and employment opportunities to the community while expanding affordable housing opportunities.

Steps away from Cortland at 111 Highland Street is the vacant 7-story Roselawn Apartment building. Wayne Metro has pursued several rounds of a LIHTC application to MSHDA but did not receive funding. We are currently considering demolition of the structure followed by new construction of affordable permanent supportive housing serving our most vulnerable populations: individuals who are chronically homeless and returning citizens. Offering affordable housing within walking distance of Head Start, employment opportunities and other supportive services can help tenants become stable and can help returning citizens reunite with their families.

Interior improvements of \$2.5 million have been completed on the main building at Cortland. Wayne Metro completed several project plans for the remainder of the building but did not move forward because the mechanical and systems upgrades left no room in the budget for any building design improvements. The need is high but resources are limited. Reimagined plans and design improvements are needed to determine the best uses of the main building. Wayne Metro is seeking services to:

1. Review of existing conditions, previous site plans and concepts. (See attachment A sample site plan)
2. Community engagement consisting of a needs assessment and stakeholder engagement [including interviews with community members, staff, clients, returning citizens and community partners to determine needs for the space]. Create and strengthen partnerships to advance the design and physical structure of our space while enhancing our programmatic work.
3. Conduct research, solution driven plans, and precedents as needed.
4. Conceptual Design Development

Wayne Metro is also seeking a human-centered design approach to problem solving that will be instrumental in helping Wayne Metro create a beautiful, functional and sustainable community hub that benefits everyone in the community. By building strong relationships and working smarter, we can make our communities a better place to live. Assistance from the Design Consultant will ensure we use the space more efficiently and accommodate the needs and wishes of the community more effectively. Wayne Metro is seeking a design process that will include voices of community members to determine best uses for the building. This is important because community voices are often excluded from development and design conversations that happen throughout Highland Park and Detroit. Through this process, we hope community members will have a sense of ownership over the building. Utilizing our space more efficiently will also grow our capacity to incorporate new partners in our work.

Preliminary Project Schedule & Deliverables

Project Review [November 2021]

Review existing building and site plans including an onsite walkthrough; Kick off meeting with Wayne Metro representatives to discuss schedule, budget, and vision.

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Programming [Dec-Feb 2022]

Conduct a needs analysis and assessment with four groups: local community, instructors/students/vendors involved in Weatherization program, staff/volunteers/Wayne Metro's architect, sustainability professionals to weigh in on potential sustainability ideas; Conduct research and analysis required to determine solutions based on the findings of the needs analysis process; Development of presentation based on the narrative and findings; Meeting / presentation to review findings and gain approvals by Wayne Metro staff.

Conceptual Design Development [Feb-April 2022]

Further development of approved and chosen approach; Development of conceptual design layouts and sketches; Development of concept drawings for the "signature" areas; Recommendation for interior finishes and furnishings; Recommendation for site items/ideas based on community feedback; Meeting to discuss and review.

Presentation of Conceptual Design Package [May 2022]

Presentation refinement based on feedback from Wayne Metro staff; Present site plan ideas as a conceptual sketch and notes; Present concept development package [develop conceptual plan layouts and diagrammatic sketches for further development only]; Present Sustainability initiatives based on site and building usage to Wayne Metro and architect.

Submission Requirements

The proposal must be no longer than 12 pages (not including staff resumes) and include the following:

A. Cover Letter: Summarize why the Design Consultant is the best firm to complete the scope of work.

B. Firm Qualifications: Provide a brief overview of the firm(s) performing planning, program, interior and architectural design services, their qualifications in working with non-profit agencies, and a description of any special services, expertise, or abilities that the firm(s) can utilize in the performance of the services described herein.

C. Firm Experience: Describe experience with projects of similar size and scope.

D. Project Leadership: Designate the individual who will be the primary point person with Wayne Metro staff and oversee the scope of work. Describe the Project Leader's qualifications, and outline their primary responsibilities.

E. Project Team: Provide an organization chart that identifies the key members of the project, their firm, title, and assigned role within the project team. Briefly summarize the major responsibilities of each team member and the primary tasks they will be working on. Include resumes of team members.

F. Approach and Work Plan: Provide a written narrative describing the Design Consultant team's approach and work plan for completing the scope of work. On a per task basis, the narrative should

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identify the designated team member(s) responsible for completing the work, deliverables, number of meetings and number of staff to attend meetings, and the time frame for completion.

G. Fee Proposal and Compensation: Identify lump sum fees for which Firm would be seeking compensation for the CCIC project. Please provide a current fee schedule for the types of service(s) that you offer. Also provide detailed information on your billing practices (i.e. lump sum, percentage-based, other), including reimbursable cost categories and hourly billing rates by position for additional services.

Identify any additional fees, costs, expenses or reimbursable fees for which Firm would be seeking compensation.

Proposal Evaluation Criteria

Submitted proposals shall be evaluated using the following key criteria:

- Firm experience and demonstrated ability to deliver high quality, innovative work for relevant projects of similar complexity.
- Staff experience and demonstrated ability to work well with community groups, various Wayne Metro departments and staff.
- Demonstrated ability to deliver use planning, interior design conceptual layout and sketches of high quality based on the findings of the needs analysis process.
- Completeness and clarity of proposal.
- Fees

The highest-ranking firm(s) may be asked to come in for an interview. After a Design Consultant is selected, the Community Development Department Director will initiate final contract negotiation. If an agreement on the fee cannot be reached, Wayne Metro reserves the right to end negotiations and enter into negotiations with another firm.

Selected Consultant Rules

The selected Consultant shall be able to meet the following requirements in order to enter into a contract with Wayne Metro.

Funding for this project is provided by Enterprise Community Partners, Inc through US Department of Housing and Urban Development Section 4 funds. Any contracts entered into under this funding must comply with the provisions described in [Appendix II to Part 200 - Contract Provisions for non-Federal Entity Contracts Under Federal Awards](#) including [General Administrative Requirements and Terms for HUD Financial Assistance Awards](#).

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Attachment A

2017 Site Plan

Cortland Community Impact Center



138 Cortland, Highland Park, Michigan