RANDOLPH PLAZA PRE-DEVELOPMENT PLANNING REQUEST FOR PROPOSAL

Greektown Neighborhood Partnership
400 Monroe Street, Suite 340
Detroit, Michigan 48226

DATE OF REQUEST        Friday, August 14, 2020

QUESTION DEADLINE      Monday, August 24, 2020 by 2:00 p.m. EST
                       All questions must be submitted in writing to Melanie Markowicz, Executive Director, via email at melanie@greektowndetroit.org.

RESPONSE TO QUESTIONS   Thursday, August 27, 2020 by 5:00 p.m. EST
                       All responses will be via email.

PROPOSAL DUE DATE      Friday, September 4, 2020 at 2:00 p.m. EST
                       Submit proposal to Greektown Neighborhood Partnership
                       Melanie Markowicz, Executive Director
                       400 Monroe Street, Suite 340
                       Detroit, MI 48226

PROPOSALS MUST BE SUBMITTED TO THE GREEKTOWN NEIGHBORHOOD PARTNERSHIP OFFICE AT OR PRIOR TO THE EXACT DATE AND TIME INDICATED ABOVE. LATE PROPOSALS WILL NOT BE ACCEPTED.

The Greektown Neighborhood Partnership (GNP) expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to the submittal of the bids by addendum(s) to the RFP. GNP reserves the right, to accept or reject any or all items in the proposal prior to the issuance of the award; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the lowest bidder. If, either, a unit price or extended price is obviously in error and, the other is obviously correct, the incorrect price will be disregarded. All purchase orders subject to this award are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request. All proposals shall be firm for ninety (90) days from the deadline listed above. All proposals must be submitted to the address indicated above and include one (1) hard copy original, two (2) additional hard copies, and one (1) digital copy of in a single Portable Document Format (PDF) file on a USB flash drive. Digital copies must follow this naming convention: Randolph Plaza_GNP_RFP Response_FirmName
REQUEST FOR PROPOSAL
RANDOLPH PLAZA PRE-DEVELOPMENT PLANNING

TABLE OF CONTENTS

1.0 Introduction + Vision
2.0 Minimum Qualifications
3.0 Team Qualifications
4.0 Site Description + Context
5.0 Summary of Tasks + Deliverables
   5.1 Project Administration + Management
   5.2 Public Outreach + Visioning
   5.3 Plan, Design + Program Development
   5.4 Final Plan, Renderings, + Report
   5.5 Capital Improvements Cost Estimate
6.0 Anticipated Project Timeline
7.0 Guiding Principles
8.0 Proposal Content Requirements
9.0 Proposal Submission
   9.1 Submitting Instructions and Other Key Information
   9.2 Proposal Disclaimer and Conditions
   9.3 Selection of Proposal
10.0 Conditions, Disclaimers + Disclosures
Signature Page
1.0 INTRODUCTION + VISION
The Greektown Neighborhood Partnership is issuing a Request for Proposal (RFP) to seek proposals from an experienced and qualified urban planning, landscape architecture, and engineering planning and design team to provide pre-development planning and design services for the development of Randolph Plaza, a new public park space in Downtown Detroit’s Greektown district. The pre-development planning will consist of: Visioning and Public Outreach; Schematic Site Plan, Design, and Program Development; A Final Concept Plan and Renderings; and Phased Capital Improvements Cost Estimate for Proposed Design Work.

The Randolph Plaza Pre-Development Project is the next phase in development of the first public space developed in the Greektown district in close collaboration with the Downtown Detroit Partnership, City of Detroit, Michigan Department of Transportation, Quicken Loans Community Fund, and local business and property owners.

The goal of the Randolph Plaza Pre-Development Project is to develop a long-term concept plan for the space as an urban pedestrian park plaza and future bicycle route for many users, a neighborhood destination, gateway to Greektown, and an asset for Downtown Detroit. The Greektown Neighborhood Partnership and partners seek to transform a newly created public space into a multi-functional urban park plaza where downtown residents and nearby workers, stadia-goers, visitors, nearby hotel guests and students can socialize, relax, dine, learn, and participate in cultural activities. Centered on pedestrian and bicycle circulation, connectivity, and mobility, critical elements of the project include universal access, safety, greening, public art, and business and economic development, all while celebrating the district’s strong cultural roots.

The Greektown Neighborhood Partnership has been awarded a grant to support the development of Randolph Plaza as a downtown public park space and bicycle connector through the Ralph C. Wilson Jr. Legacy Funds for Design and Access of the Community Foundation for Southeast Michigan.

2.0 MINIMUM QUALIFICATIONS
Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in this RFP. References that verify project experience should be provided.

3.0 TEAM QUALIFICATIONS
Successful respondents to this RFP must present a team of individuals with a diversity of skill sets in order to provide and manage all required areas of the scope of work. Qualified teams will include the following area competencies.

Project Management + Public Outreach
- Demonstrates excellent organizational, leadership, financial, and communication skills.
- Ability to oversee and manage multiple reporting and stakeholder concerns and needs in a timely and professional manner.
- Successful experience working in an urban environment with a diverse population.
● Ability to navigate sensitive social and political realms while keeping the interests of the project goals at the forefront of communication.
● Ability to conduct meaningful engagement within the guidelines and regulations of the COVID-19 Response.
● Demonstrated ability to conduct meaningful public outreach and community engagement.
● Extensive experience in community presentation in a variety of settings and formats.

Urban Parks Landscape Design, Engineering, + Planning
● Design teams must have demonstrated success in urban park planning and urban landscape architecture design and engineering.
● Experience in planning for multiple uses such as private business outdoor patios, public seating spaces, and event programming elements.
● Technical design capacity in structural engineering and infrastructure, as well as infrastructure components such as utilities, connectivity, and multimodal transit.
● Enthusiasm for incorporating stormwater management and greening practices into site design and ability to deploy these strategies into concepts, design, and development phases.
● Capacity to identify and respect cultural and heritage assets, while designing to creatively incorporate and utilize the historical and cultural context of the Greektown district. Experience in working with National Register of Historic Places listed districts.
● Familiarity with the Secretary of the Interior’s Standards and Guidelines for Historic Preservation and Archeology, especially the Secretary of the Interior’s Standards for Rehabilitation.
● Team must have experience working with multiple governmental agencies and departments, to produce drawings and recommendations which meet all federal, state, and local laws, ordinances and requirements. Ability to certify drawings if so required.
● Ability and demonstrated experience developing cost estimates which accurately incorporate the cost of materials and design appropriate to an urban park space.

Technical Surveying, Mapping, + Graphic Design
● Expertise and technical mapping proficiencies in GIS and supporting graphic software.
● Ability to research, design, and acquire all relevant materials for concept map development.
● Excellent graphic design proficiencies.

Wayfinding, Public Art, + Programming
● Expertise in developing branded wayfinding that incorporates context of the environment.
● Demonstrated ability to incorporate public art into urban park spaces.
● Expertise in design which incorporates programming and operational needs.

4.0 SITE DESCRIPTION + CONTEXT
Greektown Detroit is a celebrated entertainment and cultural district, serving both Detroitsers and visitors from around the world all year round. The traditional center of Detroit’s Greek community, the Greektown neighborhood is one of the last surviving Victorian-era commercial streetscapes in Downtown Detroit. Lively Monroe Street is the heartbeat of historic Greektown, and our district is bounded by Randolph to the west, Gratiot to the north, I-375 to the east, and Lafayette Street to the south.
Greektown Neighborhood Partnership is a nonprofit organization dedicated to the long-term economic and cultural vibrancy of Greektown. We support and enhance inclusive and equitable opportunities for growth within the district through community and economic development programs, all while celebrating our strong cultural roots. Greektown Neighborhood Partnership (GNP) has several key program areas: planning and economic development, culture and heritage; community advocacy and communications; neighborhood beautification and maintenance; business resources Support; special events and programming; and marketing and public relations.

In September of 2019, GNP publicly released the **Greektown Neighborhood Framework Vision**, a privately funded and community-led urban planning initiative created with the City of Detroit, Bedrock, Greektown Casino-Hotel, and the Downtown Detroit Partnership. The **Greektown Neighborhood Framework Vision** was spearheaded by a group of stakeholders representing the neighborhood’s businesses, organizations, cultural spaces, and families. The purpose of the **Framework Vision** is to unite the neighborhood, city leaders and planners, private developers, and other stakeholders behind a common vision for the future of Greektown. The creation and implementation of the **Framework Vision**, along with the expanded focus of the Greektown Neighborhood Partnership, ensures thoughtful development and transformation in the neighborhood. The Framework honed in on five key categories: Public Realm, Mobility & Parking, Culture & History, Development Opportunities, and Neighborhood Experience. Design strategies are focused around connectivity to surrounding neighborhoods and the downtown core, activation, increasing built density, the introduction of new public open spaces connected by activated pedestrian paths, and the creation of a mixed-use neighborhood, expanding uses beyond entertainment. Greektown Neighborhood Partnership is charged with its implementation, and it has been adopted as the neighborhood framework by the City of Detroit.

One of five proposed public spaces in the district through the **Framework**, the development of Randolph Plaza is essential for connecting Greektown with the wider downtown and will complement forthcoming development in the district, while supporting the existing businesses in the area. Recognizing this, a group of dedicated stakeholders has regularly met to plan the development of Randolph Plaza: Greektown Neighborhood Partnership, Downtown Detroit Partnership, City of Detroit, Michigan Department of Transportation, Quicken Loans Community Fund, and Bedrock.

The Randolph Plaza site is a triangular area located on the east side of Randolph Street between Monroe Street and Gratiot Avenue, straddling Macomb Street. The **Greektown Neighborhood Framework Vision** offered inspiration for the development of Randolph Plaza by encouraging an infrastructural investment that permanently closes the westernmost portion of Macomb Street to resolve traffic issues at the nearby intersection, and the construction of a landscaped plaza within the closed off section of asphalt. The mouth of Macomb Street currently dead ends into the plaza area. Our vision includes vacating a portion of Macomb Street to be integrated into the plaza. This section is included in the scope of the pre-development planning project.

Most importantly, Randolph Plaza is envisioned as the gateway to Greektown, where the new public plaza will serve as an active front door to the Greektown district. There are viewsheds of Randolph Plaza from nearby Campus Martius park along Monroe Street, from Broadway Street leading toward the
stadia and theater district, as well as Gratiot Avenue leading into the nearby activated alleyway called The Belt. Randolph Plaza can serve as a landmark for the Greektown district, enhancing its identity within the Central Business District.

The Randolph Plaza area is currently under the jurisdiction of the Michigan Department of Transportation, as is Randolph Street. With direct consultation and collaboration with MDOT, and the local business and property owners, the City of Detroit and stakeholder group spearheaded the first phase of the park’s development. Immediately following the public release of the Greektown Neighborhood Framework Vision, the Department of Public Works began construction on the first initial phase of the park development by laying concrete and bringing the street area up to sidewalk level. Electrical conduit was also laid in anticipation of future programming and uses. This work was completed in late November 2019.

The Randolph Plaza Pre-Development Project will create a long-term vision and a placemaking concept plan and budget for its development. The goal of the project is to develop a long-term plan for the space as an urban pedestrian park plaza and future bicycle route for many users, a neighborhood destination and an asset for downtown Detroit. We seek to transform a newly created, under-developed, and under-utilized public space into a multi-functional urban park plaza where downtown residents and nearby workers, stadia-goers, visitors, nearby hotel guests and students can socialize, relax, dine, learn, and participate in cultural activities. Centered on pedestrian and bicycle circulation, connectivity, and mobility, critical elements of the project include universal access, safety, greening, public art, and business and economic development, all while celebrating the district’s strong cultural roots. Community engagement and buy-in are integral to every phase of the project and future development.

Our goal is to create an active urban park that is the catalyst and central focal point for the development of the surrounding business and residential district. It is essential to start with a clear understanding of the activities that should occur here in the long run and to ensure that both programming and the design are done in a way that supports these activities. Successful urban parks are lively, safe, and distinctive places because they function well and offer many reasons for a variety of people to use them in different ways, at different times of the day, the week, and the year. While we understand that Randolph Plaza is relatively small in size, but because of its central location at the nexus of many points of interest downtown, it should also be an inviting place that supports and is supported by the surrounding district.

This project is both new and an ongoing extension of past efforts. This public space was formerly a wide roadway on Randolph Street between Gratiot Avenue and Monroe Street with very unsafe intersections. In the 1800’s, the area was known as Pingree Square, where several roads intersect: Randolph/Broadway Streets, Monroe Street, Macomb Street, and Gratiot Avenue. The buildings lining this block are part of the federally-listed Randolph Commercial Buildings Historic District.

The City of Detroit, with permission of the Michigan Department of Transportation, reclaimed part of this wide street along Randolph and blocked off a portion of the eastern roadway in that stretch from vehicular traffic in 2016. This dead-ended Macomb Street into the blocked off area. Prior to 2016, the many intersections were dangerous and confusing for pedestrians, cyclists, and drivers alike.
Randolph Plaza, in its current state, does not actively encourage people to gather, stay, and traverse. As Greektown's first and only public space, Randolph Plaza does not live up to its potential as an engaging and welcoming public space. We, as the leaders of a coalition of many invested stakeholders, seek a better vision and concept for this space. The plaza has the opportunity to support both the existing surrounding businesses through seasonal cafes and to catalyze future development in the neighborhood. Major developments include the new Detroit Center for Innovation along Gratiot, Monroe Blocks development, and new 16-story residential development in the Greektown district called the Exchange that is currently in pre-development phases. The potential I-375 Improvement Project will further connect this eastern portion of downtown to Eastern Market, Lafayette Park, and other neighborhoods.

In 2018, the City of Detroit completed a Downtown Detroit Transportation Study which identifies the intersection of Randolph and Gratiot as a future hub in a Downtown-wide bicycle network. Improvements to Randolph Plaza will greatly serve in the facilitation of multimodal transportation in Downtown Detroit. Already, Randolph Plaza serves many pedestrians as it is a vital connector between the stadia, Greektown, and the heart of Downtown Detroit. Due to this, there is a tremendous opportunity for the plaza to become an active gathering place that incorporates green design, public art, food and drink, and cultural information.

The development of public space creates community. While a portion of the plaza may have café seating supporting private businesses, the remaining space will be free and open to the public with programming that will reach a wide audience. Greektown proudly maintains a culturally and ethnically diverse patronage and development legacy that caters to people of all types of backgrounds. It is a goal of the project to amplify the neighborhood’s diverse history in programming and public art to create a space that welcomes everyone. The neighborhood has a rich legacy of Greek, German, African American, and Jewish communities through its over 190-year history, for example.

At this time, the businesses directly abutting the new plaza including Baltimore Bar, The Well Bar, and Buffalo Wild Wings are establishing outdoor café seating. The Baltimore and the Well have completed their patio installations. Aside from a private café element, both immediate and long-term programming and physical development of the space is undetermined.

Randolph Plaza was also the focus of one of Challenge Detroit’s summer challenge projects in spring/summer 2020. As one of Challenge Detroit’s summer nonprofit project partners, Greektown Neighborhood Partnership and the Downtown Detroit Partnership received the time and talent of five Fellows. Fellows used design thinking, project management, and community engagement skills to help the project move forward, directly informing the next phase of development in this new public space. Deliverables from this engagement will be provided to the selected project consultant.
Downtown Detroit, Greektown neighborhood context. Courtesy of Greektown Neighborhood Partnership.
Greektown neighborhood boundaries context. Courtesy of Greektown Neighborhood Partnership.
Randolph Plaza Pre-Development Planning Area (blue). The scope area includes planning for Randolph Plaza and the mouth of Macomb Street, planned for partial vacation and integration into the plaza. Drawn on first phase construction documents from the City of Detroit, Department of Public Works.
Randolph Plaza Site Area aka Pingree Square. 1909. Courtesy of the Wayne State University Walter Reuther Library.

Randolph Plaza Site Area. 1950. Courtesy of the Wayne State University Walter Reuther Library.


5.0 SUMMARY OF TASKS + DELIVERABLES

The long-term vision and program for the park plaza should proceed toward the following overall goals:

1. We seek to create a vision and concept plan that builds Randolph Plaza as the gateway to Greektown, a neighborhood attraction, and a destination downtown. This vision will guide future design and improvements.

2. We will focus on pedestrian and bicycle circulation, connectivity, and mobility. Critical elements of the project include access, safety, greening, public art, and business and economic development, all while celebrating the district’s strong cultural roots.

3. We will focus on the park as a catalyst and a focal point for the burgeoning district that is already growing around it. This catalytic role would be developed taking into consideration the relationship to nearby public spaces, businesses, and developments, to best position Randolph Plaza as a landmark public space and gateway to Greektown.

4. Spearheaded by Greektown Neighborhood Partnership, the consultant will conduct meetings and focus groups with relevant area stakeholders. Additional related events such as pop-up placemaking can also be added to build consensus and create a major campaign around the long-term development of Randolph Plaza.

5. We will use the fall/winter 2020 daily usage as experiments and past observations to guide longer-term programming for the park plaza, and as a way to reach a broader range of stakeholders than the people who attend meetings and workshops. Considerations for COVID-19 should also be identified and incorporated in the design and engagement.

6. We seek to develop ideas, options, and partnerships that can help GNP, DDP, the City, and State program and manage the park in the future.

5.1 TASK #1: Project Administration + Management

The selected project team will work very closely with Greektown Neighborhood Partnership, Downtown Detroit Partnership, City of Detroit, Michigan Department of Transportation, Quicken Loans Community Fund and local business and property owners. This will require coordination and collaboration. The following are project and administrative expectations.

5.1.1 Meetings, Reports + Presentations

The selected project team will engage directly with the Greektown Neighborhood Partnership’s Executive Director. The selected team will develop a timeline for work flow, tasks, major project markers, and deliver work incrementally to the Executive Director for feedback and review before submitting final deliverables. This timeline may be modified as appropriate with GNP approval. The selected project team will have a project manager lead that will have a regularly scheduled weekly via conference call with the Executive Director.

The project team will provide support and prepare materials for public meetings, in collaboration with the Executive Director. Final meetings will include one (1) presentation to the Greektown Neighborhood Partnership Board of Directors and one (1) public presentation to the Greektown community and stakeholders.

The selected project team will submit a professional quality project completion report to the Executive Director which contains the following:
a. A title sheet identifying the project, contract number, and name and address of the selected team;
b. The names and titles/responsibilities of those persons working on the project, including any subcontractors;
c. Number of hours spent working on the project, for the project team and any subcontractors;
d. The budget for the project;
e. A written narrative summary of the project, timeline, and tasks accomplished, including any challenges during the completion of the scope of work.

5.1.2 Ownership Rights, Credits, + Deliverables
The Greektown Neighborhood Partnership shall have full rights to all project materials. The Greektown Neighborhood Partnership and Downtown Detroit Partnership shall have a royalty-free right to republish any materials produced under this scope of work. All photos in reports and produced as part of the scope of work must include the photographer name, date, and a caption. Copies of all deliverables will be submitted to the GNP Executive Director: eight (8) hard color copies; and two (2) digital copies, each on two (2) separate USB flash drives. Digital copies of reports shall include one (1) copy in Microsoft Word .doc and one (1) copy in Portable Document Format (PDF). Digital copies of architectural drawings and renderings shall include one (1) copy in a raw design format and one (1) copy in Portable Document Format (PDF). All digital copies must follow this naming convention: Randolph Plaza_GNP_DocumentType

5.2 TASK #2: Visioning + Public Outreach

5.2.1 Preparation, Literature Review
Prior to beginning work, the Consultant will review all relevant background information, such as existing planning reports, historic data, graphic materials, plans of existing conditions, other local studies and materials provided by GNP and DDP.

5.2.2 Prepare Relevant Benchmarks
The Consultant will research and prepare benchmarks of urban park plazas of similar size, location, and function including those that are or are in historic districts. Examples of specific elements from public spaces around the world will also be considered.

SITE VISIT #1

5.2.3 Stakeholders Meetings, Focus Groups, + Interviews
The Consultant, with the lead of Greektown Neighborhood Partnership, will conduct focus groups meetings and interviews with key stakeholders and potential partners in order to review and discuss the information collected during the community workshop, resolve issues, and elaborate on specific ideas.

5.2.4 Creative Community Engagement
The Consultant will explore and execute creative community engagement opportunities in the space itself, online, and/or neighboring areas, and other means of community engagement which accommodate the COVID-19 crisis, to engage a diverse audience of users.
5.3 TASK #3: Schematic Site Plan, Design, + Program Development

5.3.1 Park Program of Activities
The Consultant will use the information collected in Task 2 to develop a list of recommendations for a vision and program for the park plaza. The result will be a Vision Programming Plan/Diagram to guide future park design efforts. The program will include recommendations for activities and specific improvements that could be phased-in as the park and the neighborhood evolve.

5.3.2 Develop Schematic Plan with Proposed Uses
This plan will identify a proposed layout of uses that are appropriate and desired, as well as how the park relates, physically and programmatically to nearby destinations such as Campus Martius, Cadillac Square, Grand Circus Park, Capitol Park, Beacon Park, and the rest of Downtown Detroit. The plan will also take into account and conform to the requirements of the federal historic district of which the park will be an essential element. Programs, concepts, and designs will take the historic designation into consideration to inform contextual and meaningful experiences for users. The plan will be used to illustrate a shared vision and to guide future design and construction documents for capital improvements. Elements of the plan may include:

- Activities and uses;
- Programming;
- Amenities such as seating, bicycle parking, potential bike share docks, lighting, public art, focal points, landscaping and horticultural elements, and their location;
- Cultural and historical interpretation and public art;
- Linkages and wayfinding;
- Relationship to existing nearby institutions/buildings; and
- Circulation patterns, including surrounding streets, crossings, and access to the park for pedestrians, cyclists, other micro-mobility, and transit.

SITE VISIT #2

5.3.3 Technical Workshop/Charrette
The Consultant will conduct a technical workshop with the planning committee to review the program and concept design.

5.3.4 Site Control and Maintenance Recommendations
The Consultant will assist in recommending if any transfers of site control and permitting procedures should occur for the new public space. Maintenance, programming, and oversight entities will be determined for the ongoing and future development of the park plaza.

5.4 TASK #4: Final Plan, Renderings, + Report

5.4.1 Schematic Refinement
Using feedback obtained from Task 3, the Consultant will refine the schematic plan and related design, and longer-term programming opportunities.
5.4.2 Rendered Plans and Visualizations
The Consultant will produce a final rendered plan and appropriate visualizations that would best convey the vision for Randolph Plaza, with a one to two complete renderings. These graphic products will be designed so they could be used for public and media outreach, as well as for fundraising purposes. They should be designed to directly inform the creation of construction documents.

5.4.3 Final Schematic Plan and Report
The park plan and recommendations, including programming components will be finalized in an illustrated report which will include plans, sketches, and images that illustrate the concepts and real-world examples. This final plan and report will include, but is not limited to, the following:

1. A brief history of the property;
2. A developmental history;
3. Architectural/engineering evaluation and existing conditions assessment; Information on utilities infrastructure, drainage, ingress and egress, parking, mechanical, electrical and plumbing, as well as issues related to ADA Compliance (American with Disabilities Act) and safety concerns;
4. A plan for the development and programming of the park plaza including:
   a. Activities and uses;
   b. Programming;
   c. Amenities such as seating, bicycle parking, potential bike share docks, lighting, public art, focal points, landscaping and horticultural elements, and their location;
   d. Identification of bicycle routes and amenities interaction;
   e. Cultural and historical interpretation and public art;
   f. Linkages and wayfinding;
   g. Relationship to existing nearby institutions/buildings; and
   h. Circulation patterns including surrounding streets, crossings, and access to the park for pedestrians, cyclists, other micro-mobility, and transit.

All recommendations are to meet local, state, and federal regulations, laws, and ordinances;
5. Maintenance recommendations for the park plaza;
6. Drawings, maps, photographs, and renderings. These will include:
   a. A site plan that has the north direction clearly marked;
   b. A city/county map with the site of the property clearly labeled;
   c. Photographs (or digital images) of all exterior elevations of the surrounding buildings and park site, with views identified and oriented and keyed to the site plan;
   d. Photos of character defining features, materials, etc.; and
   e. Site plan, landscape plan, and one to two renderings.
7. Bibliography, references, and appendices as needed.

Deliverables include a 50% draft of the Concept Plan and Report, a 100% draft, and a Final Concept Plan and Report.
5.5 TASK # 5: Capital Improvements Cost Estimate

5.5.1 Develop Capital Improvements Cost Estimate with Phasing
The Consultant will develop a capital improvements budget to coincide with the final concept plan. This budget will include project phasing and identify potential funding sources. This document will directly inform future funding requests and capital improvement bid requests. This cost estimate will be detailed and broken out in phases.

6.0 ANTICIPATED PROJECT TIMELINE

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activity</th>
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<tbody>
<tr>
<td>September 2020</td>
<td>Design/Engineering Team Selected</td>
</tr>
<tr>
<td>September 2020</td>
<td>Contract Development</td>
</tr>
<tr>
<td>September/October 2020</td>
<td>Onboarding Orientation/Preliminary Engagement</td>
</tr>
<tr>
<td>September 2020 – February 2021</td>
<td>Engagement/Scope Development</td>
</tr>
<tr>
<td>February 2021</td>
<td>Scope of Work Completion</td>
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</tbody>
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7.0 GUIDING PRINCIPLES

Inclusivity + Diversity
- Create a plan for a true urban public space which is accessible and welcoming to people of all incomes, abilities, ages, races, and ethnicities.
- Maintain existing businesses in the area, avoiding displacement of users.

Strengthen Neighborhood Amenities
- Creatively connect public spaces with opportunities for economic development and growth.
- Foster family-friendly recreation and enjoyment opportunities.

Multi-Modal and Non-motorized Access
- Increase multi-modal and non-motorized access to Greektown.

Cultural Heritage + Historic Preservation
- Encourage through example and stewardship the importance of our built and cultural heritage by utilizing best practices in the United States, as well as international principles and guidelines as established by UNESCO and ICOMOS.
- Thoughtfully consider the intangible cultural heritage (ICG) of Greektown and the Central Business District and how best to incorporate that into future development programs.

Sustainable Technologies, Environmental + Health Stewardship
- Include environmental justice, health, and sustainability in both the natural environment (e.g., native plant species, raingardens) and built environment (e.g., stormwater mitigation, LED lighting, sustainable energies and materials, mobility, etc.)
8.0 PROPOSAL CONTENT REQUIREMENTS

To be considered responsive, each proposal to the Randolph Plaza Pre-development Planning Request for Proposal (RFP) must include the following information in its entirety. All pages of the submission must be numbered, excluding exhibits and other supplemental information.

Table of Contents

A table of contents must be provided with all RFP submissions. Each section of the RFP Response must be clearly identified with appropriate headings.

Signature Page (Form Attached)

An official authorized to commit the bidder to the terms and conditions of the proposal must sign the proposal being submitted. The bidder must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official.

Statement of Submission

In your statement of submission please include, at a minimum, the following information and/or documentation.

1. The full legal name of the bidder.
2. The location of the firm’s principal place of business and, if different, the location of the place of performance of the contract; The bidder must be authorized to do business in the State of Michigan.
3. A brief description of the project team/firm, including the Federal Employer Identification Number, the type of entity (e.g., corporation, nonprofit, LLC, foreign), the State the firm is incorporated in, the age of the firm’s business and the average number of employees during each of the of the last three (3) years.
4. Identify firm leadership, managers and/or officers and provide their CVs.
5. Names, job titles, and professional qualifications of key personnel proposed for assignment to the project and description of experience and qualifications. Their responsibilities for completing the scope of work for the project must be identified. Resumes for staff and key leadership shall be included in the submittal as an attachment.
6. Identify any subcontractors and/or consultants to be used and their information in the same manner as the proposed assigned staff firm personnel. Describe the process used to select the subcontractors.

Respondent Performance History

1. Indicate at least three (3) relevant experiences from the last five (5) years supporting your ability to successfully manage a contract of similar size and scope. Include sufficient detail to demonstrate the relevance of the experience in relation to the proposed project scope of work. Descriptions should identify the projects by name, location, services provided, and the length of time services were provided on each, one (1) associated reference, and identification of key personnel working on the project.
2. Provide a list of professional references who can provide information regarding past performance.
3. Identify any projects in which the bidder’s contract was terminated for any reason.

Examples of Work
The following examples of recent work should be submitted with the RFP Response Package as an attachment.
1. A park concept plan and report completed by the proposed staff assigned.
2. A set of drawings including a site plan, elevations, and renderings which are representative of the bidder’s quality of work and design expertise.
3. An example of a park development construction estimate.

Scope of Work Schedule
Provide a scope of work schedule identifying a clear timeline for the project completion, identifying key milestones, and deliverables.

Pricing + Fee Schedule
Proposals must provide a Fee Schedule and cost all proposed services and activities. Proposals must provide a line-item cost estimate to complete the project scope of work described in the RFP by category: 1) Project Administration and Management; 2) Public Outreach and Visioning; 3) Plan, Design, and Program Development; 4) Final Concept Plan; and 5) Capital Improvements Budget Development.

Disclosure of Interests
Proposals must include a disclosure of any interests that the bidder and any contractors and subcontractors, its officers, board members, and employees have in Greektown programs. Please identify any potential conflicts of interest should Greektown Neighborhood Partnership enter into a contract with the bidder.

9.0 PROPOSAL SUBMISSION

9.1 Submitting Instructions and Other Key Information

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<thead>
<tr>
<th>RFP Issue Date</th>
<th>Friday, August 14, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question Deadline</td>
<td>Monday, August 24, 2020 by 2:00 p.m. EST</td>
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<tr>
<td>All questions must be submitted in writing to Melanie Markowicz, Executive Director, via email at <a href="mailto:melanie@greektowndetroit.org">melanie@greektowndetroit.org</a>.</td>
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<td>Response to Questions</td>
<td>Thursday, August 27, 2020 by 5:00 p.m. EST</td>
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<td>All responses will be via email.</td>
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<td>Proposal Due Date</td>
<td>Friday, September 4, 2020 at 2:00 p.m. EST</td>
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<td>Submit proposal to Greektown Neighborhood Partnership</td>
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<td>Melanie Markowicz, Executive Director</td>
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<tr>
<td>400 Monroe Street, Suite 340</td>
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<td>Detroit, MI 48226</td>
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PROPOSALS MUST BE SUBMITTED TO THE GREEKTOWN NEIGHBORHOOD PARTNERSHIP OFFICE AT OR PRIOR TO THE EXACT DATE AND TIME INDICATED ABOVE. LATE PROPOSALS WILL NOT BE ACCEPTED.

All proposals must be submitted to the address indicated above and include one (1) hard copy original, two (2) additional hard copies, and one (1) digital copy of in a single Portable Document Format (PDF) file on a USB flash drive. Digital copies must follow this naming convention: Randolph Plaza_GNP_RFP Response_FirmName

9.2 Proposal Disclaimers and Conditions
The Greektown Neighborhood Partnership expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to issuance of the award; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the lowest bidder. If either a unit price or extended price is obviously in error and, the other is obviously correct, the incorrect price will be disregarded.

All purchase orders subject to this award are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request.

All proposals shall be firm for ninety (90) days from the deadline listed above.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the Greektown Neighborhood Partnership shall be binding upon the Greektown Neighborhood Partnership.

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation.

9.3 Selection of Proposal
The Greektown Neighborhood Partnership will competitively select the proposal based on the following Selection Criteria.

**Overall Strength of Proposal 25 Points**
- Demonstrates clear and practical vision for achieving all tasks and deliverables associated with the scope of work.
- Identifies a clear timeline for project completion.
- Exhibits excellent communication skills, including clarity, organization, writing style, graphics, and design of proposal package.
- Diversity of leadership team including consideration of minority and woman owned business enterprises (MBEs).

**Previous Project Experience 35 Points**
- Demonstrated experience successfully developing and completing park concept plans.
- Demonstrated experience in urban park planning and design.
● Demonstrated experience in urban park engineering.
● Demonstrated experience in mobility planning.
● Experience in planning for multiple park uses, both public and private.
● Experience working in National Register of Historic Places listed districts.
● Experience creating architectural drawings, renderings, graphics, and maps.
● Experience developing cost estimates.
● Experience of proposed project leaders/ team members on similar projects.

_Urban Park Landscape Architecture and Engineering Design + Planning Excellence 25 points_

● Description of team leadership and commitment to high quality and exceptional design.
● Incorporation of sustainable and innovative design practices.
● Commitment to the preservation of cultural and built heritage.
● Recognition and awards from professional associations (ASLA, NTHP, AIA, AICP, ASCE, etc.).

_Price Proposal 15 Points_

● Reasonableness and feasibility of fee, broken down into each individual project scope area.

Proposals receiving **70** or more technical evaluation points will have its pricing evaluated and considered for award.

The Greektown Neighborhood Partnership may utilize all proposals, including pricing information, without regard to proposal’s technical score to determine fair market value, when comparing and negotiating prices. GNP is not obligated to accept the lowest price proposal. Small businesses, minority-owned firms, and women’s business enterprises are encouraged to apply or to serve as subcontractors. RFP Responses received will be confidentially reviewed and evaluated and may include input from the Downtown Detroit Partnership, City of Detroit, Michigan Department of Transportation, Quicken Loans Community Fund, Community Foundation for Southeast Michigan, and other authorized key project stakeholders. Proposals determined to be non-responsive to the requirements of this RFP, including instructions governing submission and format, will be disqualified unless GNP determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the respondent is acceptable.

GNP’s review may take up to three (3) weeks after the closing date for submitting proposals. Consultants may be called for a virtual Zoom interview meeting. GNP anticipates notifying the selected Consultant of award on or about September 25, 2020.

**10.0 CONDITIONS, DISCLAIMERS + DISCLOSURES**

_General Conditions_
The selected firm shall ensure that its employees and agents conform to all Federal (OSHA), State and City safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.
The selected firm shall ensure that all of its employees and agents abide by all safety rules and regulations, which may be promulgated from time to time by either party as they pertain to the Contractor’s operations. Contractor will be responsible for regularly informing its employees of all Federal, State and or City safety regulations.

The selected firm shall comply, at all times with any and all City, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment. The selected team shall at all times maintain good order among its employees and shall ensure compliance with City rules and regulations (as such may be amended from time to time).

Standards and Other Conditions

- **Independent Contractor:** The Contractor agrees to perform the work described in the quotation as an independent contractor and not as a subcontractor, agent, or employee of the City.

- **Revisions to Original Contract:** GNP shall have the right to make any changes in or delete services from the work described in the contract and may direct the contractor to perform extra work and the Contractor shall implement such changes and perform such extra work. Should any such change increase, decrease or affect the amount or character of services required in the contract, the price shall be adjusted accordingly. The amount of increase or decrease, if any, in the price shall be determined by agreement between the Contractor and GNP.

- **Standards of Work – General:** All services shall be performed to the highest standard and in accordance with all Federal, State and City laws. The Contractor will be responsible for ensuring that its staff is familiar with and accomplishes the functions and tasks as outlined in the RFP.

- **Contractor Informed as to Conditions:** It is agreed the Contractor is familiar with all physical and other conditions existing with Randolph Plaza and all other matters in connection with the work to be performed under this contract.

- **Rejection of Quotation:** The award will be made to that responsible vendor whose quotation, conforming to this Request for Proposal, will be most advantageous to GNP, price and other factors considered. Greektown Neighborhood Partnership reserves the right to reject any and all responses to this RFP, in whole or in part, and to waive informalities and minor irregularities in quotations received.

- **Proposal Award:** In the event the proposal is awarded directly by the Executive Director, a Notice of Intent to Award will be used to notify all bidders of the intent to award the proposal to the Bidder providing the best value to GNP.

- **Contract:** GNP’s award of any proposal is subject to and conditioned upon execution of a formal agreement for products and services between the successful bidder and GNP. In submitting a proposal, the bidder acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute the formal agreement within 14 days of its presentment, GNP may reject the selected bidder, and proceed to accept another qualified proposal, or reject all proposals. A copy of a bidder’s suggested terms and conditions may be submitted with bidder’s Proposal, however, neither GNP’s acceptance of any proposal nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by GNP of Bidder’s suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan
State law, the terms and conditions of the signed contract, the terms and conditions of the RFP, and last, the Bidder’s Proposal.

**Contractor Responsibilities**

- The contractor must furnish any and all bonding and insurance documents required and be able to comply with all terms and conditions stipulated in the Contract documents.
- The contractor will furnish all supervision, labor, tools, materials, and equipment required to complete the scope of work.
- The contractor will furnish GNP a list of the names and supervisor(s) who will be assigned to this project.
- The contractor must have the skill, and ability to conscientiously, and promptly fulfill the Agreement and shall provide all work required for the development in a professional manner.
- The Contractor shall supervise and direct the work competently and efficiently, devoting such attention, skills and expertise as may be necessary to perform the work in accordance with the Contract documents. Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures. Contractor shall be responsible to see that the finished work complies accurately with the Contract documents.
- Contractor shall keep on the work site at all times, during its progress, a competent resident superintendent who shall not be replaced without written notice to Executive Director, except under extraordinary circumstances. The superintendent will be Contractor’s representative at the site and shall have authority to act on behalf of Contractor. All communications given to the superintendent shall be as binding as if given to Contractor.
- Contractor shall provide competent, suitably qualified personnel to survey and lay out the work and perform the work as required by the Contract documents. Contractor shall, at all times, maintain good discipline and order at the site. Except in connection with the safety or protection of persons, or the work or property at the site, or adjacent thereto, and, except as otherwise indicated herein, all work at the site shall be performed during regular working hours, and Contractor will not permit overtime work without GNP’s consent.
- Contractor shall furnish all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water and sanitary facilities, and all other facilities and incidentals necessary for the execution, testing, initial operation and completion of the work.
- All materials and equipment shall be of good quality. All materials and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturer, fabricator, supplier or distributor, except as otherwise provided in the Contract documents.

**Insurance**

The Contractor shall obtain, maintain, and provide Greektown Neighborhood Partnership with a certificate of insurance that complies with the following:

- Name of the insured appearing on the certificate as the insured must match the name on the Contractor’s license to perform the services.
- Insurance Coverages:
The Certificate of Insurance shall contain coverage, limits, and endorsements that are in full force and effect as follows:

- **Worker’s Compensation and Employer’s Liability**
  - Workers’ Compensation Limits: Michigan Statutory
  - Employers’ Liability Limits:
    - $500,000 Each Accident
    - $500,000 Each Employee, Injury by Disease
    - $500,000 Policy Limit, Injury by Disease

- **Commercial General Liability**
  - Limit of Liability:
    - $1,000,000 Each Occurrence
    - $3,000,000 for any Number of Claims arising from any One Incident

- **Automobile Liability**
  - Residual Liability Limit: $1,000,000 Each Accident
  - Personal Injury Protection: Michigan
  - Property Protection: Michigan

Coverage shall apply to any auto, including owned, non-owned, and hired. There shall be no Contractual Liability exclusion.

There shall be no services completed or contractual liability exclusion. The Consultant will require its subcontractors to maintain the same coverages shown above. The Greektown Neighborhood Partnership, Downtown Detroit Partnership, City of Detroit, and Michigan Department of Transportation are to be named as an additional insured on a primary basis, and this additional insured status shall not terminate upon completion of the project/work.

This insurance requirement shall include the specific coverage and be written for not less than the limits of liability and coverages provided herein or in the supplementary Condition, or required by law, whichever is greater. The general liability insurance shall include completed operations insurance. All such insurance shall contain a provision that the coverage afforded will not be cancelled, materially changed or renewal refused until at least thirty (30) days prior written notice has been given to Greektown Neighborhood Partnership. All such insurance shall remain in effect until final payment and, at all times thereafter, when Contractor may be correcting, removing or replacing defective work in accordance with the warranty guarantee.

Please provide a certificate of insurance detailing your coverage which meets the above requirements. The certificate must indicate that insurers will provide GNP with written notice thirty (30) days prior to terminating any policy.

Additional insured endorsement to the Commercial General Liability policy must accompany the certificate, or the certificate must state that the General Liability policy includes a blanket additional insured provision on the primary basis for any entity required by contract or agreement to be an additional insured.
SIGNATURE PAGE

The individual signing below certifies:

1. They are fully authorized to submit this Proposal on behalf of the Bidder in response to the Greektown Neighborhood Partnership’s Request for Proposal for Randolph Plaza Pre-Development Planning, including all assurances, understanding and representations contained within it which shall be enforceable as specified.

2. They have been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by the Greektown Neighborhood Partnership.

3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or Greektown Neighborhood Partnership employee or Board Member and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.

4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.

5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Name:
Title:
Company Name:
Address:
City/State/ZIP:
Phone Number:
Email Address:

Signature_________________________________________________Date_______________