

## Request for Proposal for architectural/ construction administration services for Commercial Façade Improvements.

The City of Flint is seeking sealed proposals from architectural firms to secure architectural design and construction administration services for the construction of commercial façade improvements at two proposed locations located in north Flint in the Choice Neighborhood target area. The contractor shall provide architectural services for schematic design, design development, construction documentation, and construction administration and inspections to complete façade improvements at the proposed locations within the City of Flint, MI. The Planning and Development Department will select the most qualified to perform the services described in the Request for Proposals, which meets all relevant selection criteria.

### Project Background and Summary of Services

The City of Flint is seeking proposals from architectural firms in order to provide design, contract administration, and other architectural services for the Façade Improvements consisting of the replacement of deteriorated or poor-quality exterior façade, including but not limited to doors, windows, sidings, awnings, and commercial signs. This project is managed through the effort of the City of Flint Choice Neighborhood Project, Planning and Development Department. As a result of this solicitation, the City of Flint may request a combination of architectural services related to the project's pre-construction, construction, and closeout phases. Proposals provided in response to this request shall address the respondent's ability to provide the various services required for each project phase which would include, but not be limited to the following:

- **Programming Phase**
  - Create a program of project elements
  - Exterior elements that improve the aesthetics of the building
  - Exterior painting
  - Removing inappropriate or incompatible exterior finishes and materials
  - Restoring exterior finishes and materials
  - Installation of safety glass/storefront system
  - Recessing/reconfiguring of existing doors and entrances
  - Repairing or replace existing storefront window systems
  - Signs attached to buildings (new, repair, replace, and/or remove)
  - Exterior building and sign lighting, exterior lighting fixture, display area lighting
  - Awning – new, repairs, or replacement of existing
  - Facilitate meetings with City staff and business owners as needed to develop basic components of façade improvements, including standard building systems, equipment and materials, code compliance, and zoning ordinance requirements.
  - Provide a schematic cost estimate and conceptual project schedule.

- **Design Development Phase**
  - Work with the City and building owners on design options and recommendations for project elements.
  - Provide estimates of construction costs.
  - Facilitate meetings with City staff and business owners to review needs to develop preliminary design documents.
  - Conduct design-development meetings with City staff and business owners and address points of clarification regarding the project.
  - Prepare and submit preliminary project design documents
  
- **Construction Document Phase**
  - Prepare complete construction documents and specifications.
  - Submit construction documents for review.
  - Correct plans to reflect issues noted by review.
  
- **Bid Phase**
  - Assist with preparation of bid documents suitable for public bidding and participate in pre-bid meetings.
  - Respond in writing to questions from bidders and prepare addenda as necessary.
  - Assist in evaluation of bids based upon bidders' qualifications, compliance with bid requirements and price.
  
- **Construction Administration Phase**
  - Conduct a pre-construction meeting and conduct regular construction progress meetings.
  - Coordinate, review, and process all requests for change proposals, change orders, etc. including maintaining a log of all such documents.
  - Provide direction for questions and concerns from the contractor in resolution of problems.
  - Monitor construction progress, cost, and general conformance with the contract documents throughout the construction process. Conduct substantial completion inspection including City inspections coordinate and prepare punch list, substantiate that items noted are completed, and issue substantial completion certificate

Project Timeline	
Project Phase	Timeline
Programming Phase	September -October 2023
Design Development Phase	October -December 2023
Construction Document Phase	January 2024
Bid Phase	February 2024
Construction Administration Phase	March-August 2024

Additional Requirements and Information

The proposal must contain a sum amount for each project phase outlined in the above scope.

Proposed Location 1

801 MLK



Proposed Location 2

1016 MLK

