



REQUEST FOR PROPOSALS

TO DEVELOP FINAL DESIGN, CONSTRUCTION DOCUMENTS AND BIDDING SERVICES
FOR VAN ANDEL ARENA PLAZA

Grand Rapids, MI
August 24, 2018





A joint venture between:

SMG Venue Management

Van Andel Arena

Downtown Grand Rapids Inc.

All inquiries shall be submitted via email to:
Downtown Grand Rapids Inc. (DGRI)
Mark F. Miller AIA AICP
Managing Director of Planning and Design
29 Pearl Street NW, Suite #1
Grand Rapids, MI 49503
mmiller@downtowngr.org



PROJECT SUMMARY

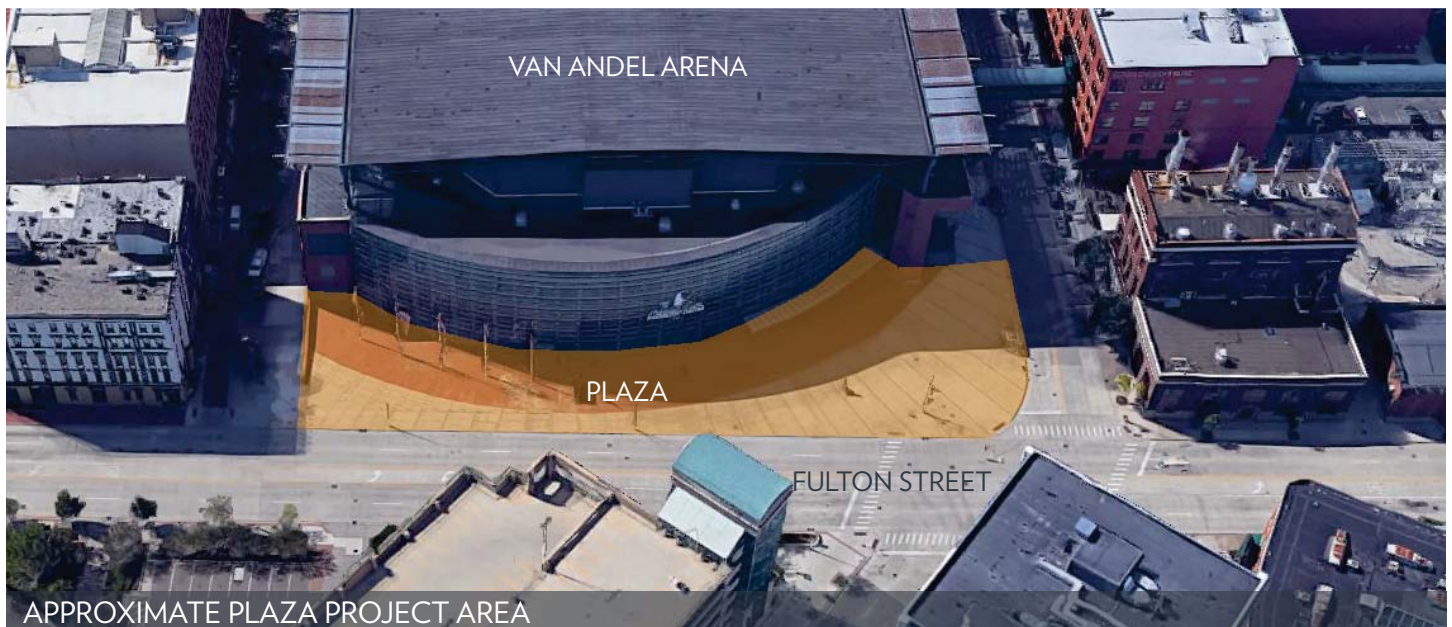
Downtown Grand Rapids Inc. (DGRI), in collaboration with the SMG Venue Management (SMG) and Van Andel Arena (VAA), is seeking proposals to conduct Final Design, Construction Documents, and Bidding Services for the redesign of the Van Andel Arena Plaza at Fulton Street.

This RFP also requests additional services to conduct Preliminary Design and Design Development for the Ionia alley and pedestrian-way along the east side of Van Andel Arena.

PROJECT BACKGROUND

Van Andel Arena is located at 130 West Fulton Street. The plaza space extends the length of the Arena along Fulton and acts as the Arena’s front door. It is essential for cueing crowds during large events. *Refer to aerial photo below for approximate location of plaza project area.*

Additionally, the alley and pedestrian-way has been identified as an important pedestrian connection between the Van Andel Arena Plaza and the currently underway Studio Park project. This pedestrian-way will terminate at the Studio Park piazza and movie theater. *Refer to aerial photo to the right for approximate location of the alley/pedestrian-way, which extends from Fulton Street to Oakes Street.*



PROJECT GOALS

The PLAZA reconstruction project has the following goals:

- >> To provide enhanced security to the Arena by limiting vehicular access within the plaza space and front of the building.
- >> To provide “greening of the plaza” through the design and installation of canopy trees and landscape planters.
- >> To provide more opportunities to linger in the plaza by creating public seating, outdoor cafe seating, outdoor lighting, and new paving.
- >> To provide enhanced cueing for event patrons that is more predictable, secured, and flexible.
- >> To provide a new snowmelt system to replace existing snowmelt throughout the plaza space as part of the reconstruction effort. (existing snowmelt system will be removed as part of construction).

The ALLEY redesign project has the following goals:

- >> Create a design that is integrated into the design of the plaza as the plaza designs are being developed.
- >> To provide enhanced public space activation and meaningful public space connection through a design that is informed by the business and property owners along the alley edge, including but not limited to, Hop Cat, Grand Rapids Brewing Company, Divani, and J Gardella’s Tavern. This collaboration will also include representatives from the Studio Park development team, VAA, and SMG.
- >> Balance the service needs related to drop-offs and trash storage/removal for the Lonia Street restaurants with the design of a high-quality and activated pedestrian space. This may include the design of a shared streetspace as part of the solution.
- >> Provide and enhance “greening” of the pedestrian space through the design and installation of canopy trees and landscape planters.
- >> Provide more opportunities to linger in the space by creating public seating, outdoor cafe seating, outdoor lighting, and new paving.



CONSULTANT RESPONSIBILITIES

Based on the work completed during the preliminary design process, there is no public engagement anticipated for this project. The engagement and client collaboration for the plaza project will be with SMG, VAA, and DGRI staff (Client Team) through meetings.

Additional meetings with business and property owners (Stakeholder Group) will be required for the alley portion of the project as indicated in the preceding project goals section.

The following is an outline of a minimum scope of work to achieve the desired outcome, though project teams are strongly encouraged to develop their own scope and schedule as part of their proposal.

CONCEPT REFINEMENT + DESIGN DEVELOPMENT

- >> Conduct a design kick-off meeting to discuss the project with the Client Team, obtain available information, and review existing conditions. This should include both the plaza and alley portions of the scope.

- >> Prepare a boundary and topographic survey of the project area as required for the preparation of design and construction documents. Fees for this work should be broken down as separate items for the plaza and the alley portions of the scope. *Survey should include ownership boundaries along the eastern edge of the entire length of the alley and extending to Ionia Street.*

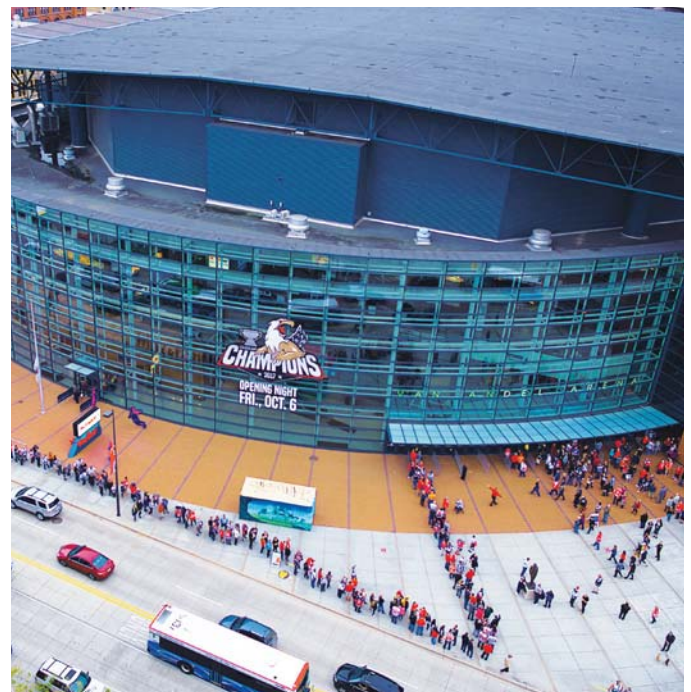
- >> Conduct design development review meetings with Client Team and Stakeholder Group to review design refinements and the Final Preferred Design of the plaza space and alley/ pedestrian-way.

- >> Complete an Opinion of Probable Construction Cost (OPC) for the Final Preferred Design of the plaza space.

- >> Complete an OPC for the Final Preferred Design of the alley and pedestrian-way.

- >> Present at the City's Design Team for overall project coordination with City infrastructure, planning, storm water, traffic safety, fire, and police departments for various inputs that may impact the design and OPC. Presentations to the Planning Commission for project approvals may also be required.

- >> Incorporate the various review comments and produce a 30% deliverable in the form of site plans with supportive plans as required. This will form 30% completion of the project and achieve Owner approval to proceed with the next segment of the project. This includes both plaza and alley portions of the scope.



CONSTRUCTION DOCUMENTS

The construction document phase of the work includes only the plaza project. Construction documents for the alley and pedestrian-way portion of the scope may be added dependent on outcomes from the design development associated with that work.

- Conduct 60% and 90% review meetings with Client Team for concurrence of the intent of the proposed construction plans and specifications.
- Refine OPCs for 60% and 90% construction plans. The OPC shall be based on the current market for construction materials and labor in the region, and shall provide the Client Team with an up to date understanding of the cost to complete construction. This will be the opportunity to recommend adjustments and refinements to the construction scope in order to remain within the available project budget. Base bid items versus alternate based priority and available funding shall be considered.
- Prepare complete and accurate construction documents ready for advertising and bidding.
 - a. Assist with obtaining the necessary permits and City approvals, where applicable.
 - b. Perform final design and bidding services to include final “bid quality” construction documents.
 - c. Provide assistance to the Client Team through the bid phase, coordinate the Pre-Bid meeting and prepare addenda as necessary.
 - d. Review the submitted bids and interview selected bidders prior to making a recommendation for award; furnish letter of recommendation of award.

Construction Administration Services may be requested at a later date.

PROPOSAL SUBMISSION

Proposals submitted shall be limited to ten (10) pages including all pages, except proposal cover. The proposal should include the following information:

1. A summary of project understanding including the project expectations and opportunities.
2. A firm overview of proposed lead consultant and any subconsultants proposed to work on the project including an organizational chart with all project team members identified.
3. A description of experience in completing work of this type, including at least three (3) examples and project references. Examples shall be with work on similar projects in an urban context.
4. A description of your proposed work plan for completing this project, including a schedule of work.
5. A description of your proposed staffing including condensed resumes/bios of employees assigned to this project. Provide resumes/bios for the responsible Principal, Project Manager, and key project staff. Staff listed must be the same as those working on the project.
6. Your professional fee for completing the work as described. Fees shall include all tasks and staffing necessary to complete the project as outlined above and within your submitted proposal. All reimbursable expenses incurred shall be included in this fee. Include standard hourly rates for all staff levels in the proposal.
7. Separate the fees associated with the plaza portion of the work and the alley portion of the work.
8. Separate fee to furnish Construction Administrative Services for the plaza portion of the work (if requested at a later date).

9. Additional information – Present any data or information which you consider pertinent to the selection process. Information should be kept relevant to the project.

5. Submittals as required to secure all City approval, prior to bidding and construction. *Plaza portion of scope only.*
6. Distribution of bidding documents to contractors. *Plaza portion of scope only.*

Fee structure should be broken down so that plaza portion of scope is separate from the additional work required to complete the alley/pedestrian-way work.

PROFESSIONAL FEES

Professional fee shall include the following:

1. Labor to achieve project scope of work.
2. Site investigations and survey.
3. Project budgeting.
4. Code review as required.
5. Take Concept Design from conception to bid for plaza portion of scope.
6. Take the alley and pedestrian-way scope of work to Design Development.
7. Assist in managing bid process.
8. Conduct meetings and produce minutes.

DELIVERABLES

Anticipated deliverables include the following:

1. Data gathering: summary of issues/concerns of Client Team; summary of private and public utilities including age, condition, and recommended improvements; summary of recommended improvements. *Plaza and Alley portions of scope.*
2. Electronic submittal to Client Team of 30%, 60%, & 90% review documents. Electronic copy to be sent 3 days prior to meeting for review; including related OPCs. *(Alley portion only goes to 30% review as part of this scope).*
3. Electronic submittal to Client Team of 100% plans & specifications for review prior to final submittal. *Plaza portion of scope only.*
4. Electronic submittal to Client Team of Final, City approved plans, specifications and OPC for Bidding Documents. *Plaza portion of scope only.*

SELECTION CRITERIA

Similar project experience: 20%
 Strength of project team: 10%
 Project approach including schedule: 30%
 Ability to meet objectives: 25%
 Clarity and responsiveness of proposal: 10%
 Professional fee: 5%

ESTIMATED CONSTRUCTION BUDGET

\$750,000 - \$900,000 for Van Andel Plaza project only (not including additional project scope at alley/pedestrian-way).

Budget has not been established for alley/pedestrian-way construction.

PREFERRED CONSTRUCTION START DATE

Spring / Early Summer 2019



REGISTRATION

All interested consultants are encouraged to send an email to Mark Miller (mmiller@downtowngr.org) to register their intent to respond to this RFP. All firms expressing interest will be added to an email distribution list and will be notified if additional information related to the RFP becomes available. Firms failing to register in this manner may not receive all information relevant to the preparation of their proposals.

RFP QUESTIONS

Any questions regarding the proposal may be submitted by email to Mark Miller (mmiller@downtowngr.org). Questions must be submitted up until 5pm Friday, August 31, 2018. Responses will be sent to all registered participants no later than 5pm on Friday, September 7, 2018.

PROPOSAL DATES

RFP Issued: August 24, 2018
RFP Questions Due: August 31, 2018
Response to Questions: September 7, 2018
Proposals Due: September 17, 2018, 1pm
Consultant Selection: by October 1, 2018

PROPOSAL SUBMITTAL

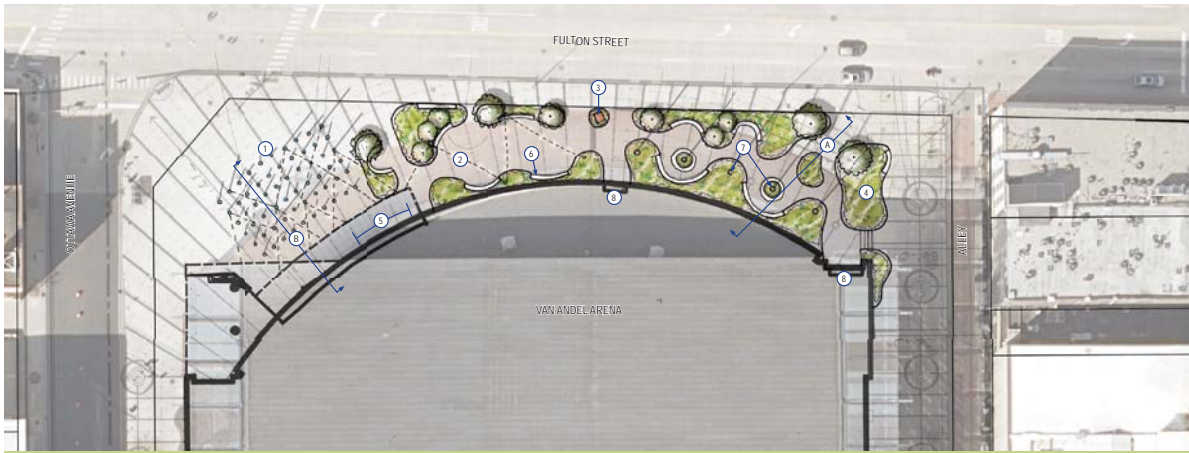
A digital copy of the proposal in PDF format is due by **1pm on Monday, September 17, 2018** and shall be either emailed to mmiller@downtowngr.org or delivered to the address below:

Downtown Grand Rapids Inc.
Attn: Mark Miller
29 Pearl Street NW, Suite #1
Grand Rapids, MI 49503



PRELIMINARY DESIGN CONCEPTS

For reference and as the basis for design.

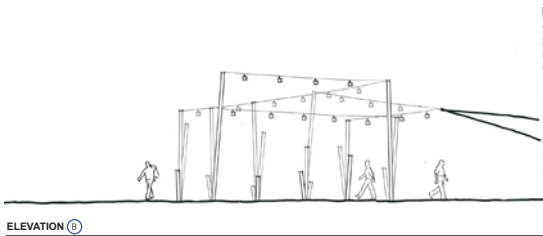


LEGEND

- 1 ENTRANCE LIGHTING AND BOLLARD FEATURE
- 2 OVERHEAD LIGHTING
- 3 RELOCATED VAN ANDEL STATUE
- 4 RAISED PLANTING BEDS: MIX OF SHRUBS, GRASSES, PERENNIALS, & GROUND COVER TO BE DESIGNED
- 5 MARQUEE RELOCATED TO BUILDING FACE
- 6 CUSTOM BENCH SEATING
- 7 EXISTING FLAG POLES
- 8 EXISTING BUILDING ACCESS



ELEVATION A



ELEVATION B

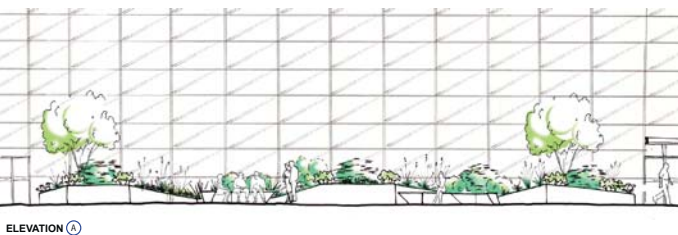


VAN ANDEL ARENA

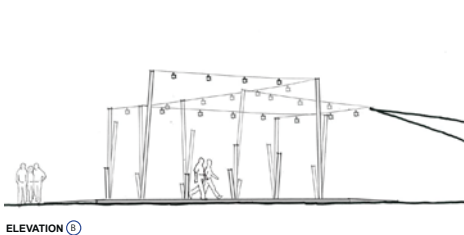


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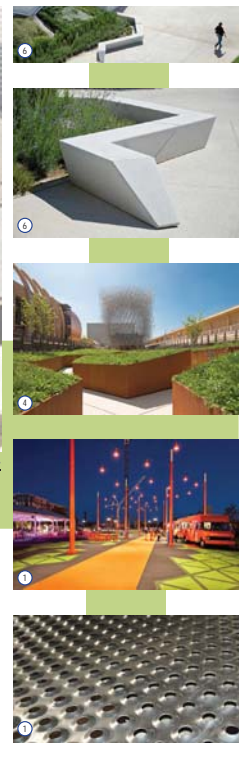
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- 5 MARQUEE RELOCATED TO BUILDING FACE
- 6 LANDSCAPE FORMS MILENO BENCH SEATING
- 7 EXISTING FLAG POLES
- 8 EXISTING BUILDING ACCESS



ELEVATION A



ELEVATION B



VAN ANDEL ARENA

