



REQUEST FOR PROPOSALS

DESIGN & ARCHITECTURAL SERVICES for a HISTORICAL RESTORATION AND REHABILITATION PROJECT

“LUMBER YARD AT PAINT CREEK”

(former Lake Orion Lumber Company – 215 S. Broadway St. Lake Orion Michigan)

PROPOSAL NUMBER LODDA-25-0001

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(former Lake Orion Lumber Company – 215 S. Broadway St. Lake Orion Michigan)

PROPOSAL NUMBER LODDA-25-0001

DESCRIPTION: Design and construction documents for the restoration and rehabilitation of three historic structures constructed in 1917 and formerly used as office, storage and operations for the Lake Orion Lumber and Coal Company.

PROPOSAL DUE DATE:

12:00 p.m. Wednesday, February 12, 2025

Proposals received after the closing time specified will not be considered.

One (1) copy of the proposal package must be submitted to the Office of the Clerk, Village of Lake Orion by 12:00 P.M. on Wednesday, February 12, 2025, in addition to one (1) electronic copy in PDF format. Proposals can be mailed or hand delivered to Village of Lake Orion, Attn: Sonja Stout, Clerk, 21 E. Church St., Lake Orion MI 48362. **Email and electronic delivery, including via any publication source or website will not be accepted.** Proposals shall be sent in a sealed envelope and clearly labeled: “RFP for Lumber Yard at Paint Creek LODDA-25-0001.” Upon receipt, proposals will be registered, but not publicly opened, to consider contracting design and architectural services for construction document development for the following general scope of improvements including but not limited to: Restoring the historic Main Lumber Barn to reflect its appearance in 1917 and adapting its use to a market and events gathering place, rehabilitating the Supply House canopy into a trailhead for the Paint Creek Trail, and repurposing the 1917 Coal Office with salvaged siding material and adapting the building to a themed commercial opportunity while maintaining the structure as a historic gateway.

All questions regarding this proposal should be directed to: Matthew Gibb, Executive Director, Lake Orion DDA, 118 N. Broadway St. Lake Orion MI 48362, email: gibb@downDDAlakeorion.org. **NOTE: Questions not answered in the Request for Proposal (RFP) documents will only be responded to via an addendum to this RFP issued by the Lake Orion Downtown Development Authority. Questions must be submitted in writing or e-mail at the contact above.**

A copy of the Proposal may be obtained via www.downDDAlakeorion.org.

LAKE ORION DOWNTOWN

DEVELOPMENT AUTHORITY

Village of Lake Orion

For the Authority (248) 693-9742

For the Clerk (248) 693-8391

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INSTRUCTIONS FOR DESIGN & ARCHITECTURAL TEAMS:

I. PROJECT SCHEDULE (ANTICIPATED)

January 23, 2025	Release RFP
February 4, 2025 @ 12:00 p.m.	Questions Due
February 12, 2025 @ 12:00 p.m.	Submittal Deadline - Proposals Due (1 signed unbound and 1 PDF file of proposal must be provided)
February 19, 2025	Award Bid
March 7, 2025	Consultant Recommendation & Contract Negotiation
March 17, 2025	Begin Design Work
June 1, 2025	Complete project

II. PROJECT PURPOSE:

The Lake Orion Downtown Development Authority (“DDA”) will require the services of a historic preservation/adaptive reuse architecture & architectural team for design and construction document development for the following general scope of services including but not limited to: Restoring the historic Main Lumber Barn to reflect its appearance in 1917 and adapting its use to a market and events gathering place, rehabilitating the Supply House canopy into a trailhead for the Paint Creek Trail, and repurposing the 1917 Coal Office with salvaged siding material and adapting the building to a themed commercial opportunity while maintaining the structure as a historic gateway. The aim of this RFP is to contract with a qualified firm who will agree to be available to provide quality, professional services in a timely manner to maximize efficiency. Applicant will submit a fee proposal for performing the phases of this project as described below. Please subdivide the work based on the scope of service below. Reimbursable expenses and hourly rates that occur outside of the described work can be submitted on a separate page in the proposal package.

III. PROJECT DESCRIPTION:

The Lumber Yard at Paint Creek is Lake Orion’s newest historic project. The approximately 4.5 acre site began as an ice and coal operation supporting the burgeoning resort community of the early 1900’s. the grounds eventually grew to more than 20 buildings, including three rail spurs bringing coal and construction materials to Northern Oakland County. This proposal seeks professional services to help repurpose three of the main structures; the Main Barn, The Supply House Canopy and the second of the Michigan Central Coal offices, each built in 1917 as a second phase of the then named Lake Orion Coal Company. Each building is to be rehabilitated into a historic representation of itself, adapting a new purpose for the community.

The Main Barn: this 6000 square foot wood structure was operational through 2023 as a lumber rack and cutting room. The intention for the structure is to open and close both the East and West sides for public access and use as an event space for markets, weddings, concerts, and festivals. There is a rack/storage structure abutting its East side that is intended to be a market vendor space. Redesign of the interior of the structure is anticipated, including accessibility.

The Supply House: this structure is adjacent to a curve in the north end of the Paint Creek Trail, and sees thousands of bike/pedestrian and other users annually. It is intended to be the cornerstone of a new,

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historic, trailhead, preserving its unique canopy and the concrete beneath for a public space. educational classroom with meeting space for public and private event and office space.

The Coal Office. This building was constructed as an expanded coal office in 1917 and sits as the gateway to the downtown. It has been stripped of two layers of its original siding, with all usable materials saved and stored. The original coal scale is still in the ground in front, and it abuts the main public space of the site, as both existing and intended. The DDA intends that this building of 1400 sq ft, with a dry and usable basement, would house a tenant compatible to the public space and be a reflection of the historic gateway. Funding exists for the exterior to reflect our history through public art and focus multi-modal traffic around it into downtown.

This project is partially funded by a grant from the Main Street Oakland County Public Spaces Program. The Consultant may be required to perform additional documentation or other tasks in order to comply with grant requirements. The project is heavily influenced by the Main Street program and should reflect its pillars approach to preservation.

IV. SCOPE OF WORK:

The selected firm shall furnish all expertise, labor, and resources to provide complete services necessary to meet the terms of a full contract outlining and defining the deliverable scope of work and the terms and method of compensation, including any change order(s). The scope of work intended in this request includes, but is not limited to:

The Consultant will be required to prepare detailed conceptual design drawings of each project for submittal, modification and approval by the DDA. At the conclusion of the detailed conceptual design phase, the Consultant shall provide the Client with a detailed cost estimate of the entire scope of work and thereafter develop construction documents for all components of each project.

To achieve desired outcomes the consultant will:

- A. Facilitate the process to identify and evaluate viable alternatives as appropriate based on site evaluations and DDA guidance.
- B. Work with the DDA throughout the project who will provide input and help engage all interests, prior charrette data, and public input into the process and project.
- C. The Consultant will provide recommendation and insight to maintain compatibility with leading historic preservation guidance.
- D. Be responsible for attending site meetings for this project. The consultant will prepare exhibits as needed for these meetings. The Consultant will be available to answer any questions that may arise and incorporate input shared into the design as appropriate. Client will be responsible for arranging, coordinating and facilitating all meetings.
- E. Be available (in person or remotely) for bi-weekly Project Team meetings. Consultant will provide brief weekly update e-mail indicating preliminary design progress.
- F. The Consultant will provide final design drawing(s) in PDF, AutoCAD and/or ArcGIS format.
- G. The Consultant will meet with the village of Lake Orion planning Commission, as necessary, to gain any conceptual or planning based feedback that might alter any design or adaptive reuse.
- H. Provide a conceptual construction cost estimate broken down by each element of the project.
- I. Complete construction drawings, specifications and bidding documents for entire scope of work

with a desired construction period starting in June 2025.

V. PROPOSAL INCLUSIONS:

Proposals shall include 1 digital and 1 hard copy with the following information:

1. Labeled sealed envelope with:
 - a. Proposal Number
 - b. Project Title
 - c. Firm Name
2. Submit a fee proposal as described in the scope of work above according to the following breakdown:
 - a. Provide a combined lump sum fee to complete final design and construction drawings, specifications and bidding documents for the entire project.
 - b. Provide a breakdown of fees for work phases on each individual building
 - c. Reimbursable expenses and hourly rates that occur outside of the described work as a separate page
3. The successful proposer **must** be capable of providing adequate, knowledgeable personnel to fulfill the requirements of the proposed contract. The proposer shall name any sub-consultants. Include:
 - a. Résumés for all key management personnel and core production staff
 - b. The proposer shall indicate in the proposal any work intended to be performed by sub-consultants or persons outside of the firm.
4. The successful proposer **must** be financially capable of fulfilling the requirements of the proposed contract. Include:
 - a. Brief financial description of support capabilities
5. The successful proposer **must** be capable of providing quality products. Include:
 - a. Recent project information on a similar project completed by the firm. Include:
 - i. The name and telephone number of the point of contact for each project
 - ii. Design and Construction Budget
 - iii. Scope of Design Work Completed
6. The successful proposer **must** be capable of taking on this project and performing per expectations. Include:
 - a. Current workload and ability to complete project(s) in a timely manner
7. The successful proposer **must** be capable of completing the work within the specified timeframe. Include:
 - a. Project timeline
8. Cost per hour fee for work above and beyond what is included in the awarded scope. Include:
 - a. Hourly fee breakdown for firm services

VI. INDEMNIFICATION, DESIGN AND INSURANCE:

- A. *The Consultant agrees to indemnify the DDA, its officers and employees, against liability for injury or damage caused by any negligent act or omission by Consultant, or its sub-consultants, in the performance of this Agreement and shall hold the DDA and its agents harmless from any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities or property caused or sustained by any person(s) as a result of any intentional or negligent act*

- by Consultant or failure of Consultant to perform this Agreement according to its terms.*
- B. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all services rendered by Consultant and any sub-consultants and shall, without additional compensation, promptly remedy and correct any errors, omissions, or other deficiencies.*
 - C. Consultant, at its expense, shall procure and maintain in full force and effect for the duration of this Agreement, Worker's Compensation Insurance, Employers' Liability Insurance, Commercial General Liability Insurance in the amount of \$1,000,000 combined single limits, and Errors and Omissions Insurance in the amount of \$1,000,000. The Consultant is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.*

In submitting a proposal, the proposer agrees to the acceptance of any or all proposals within a reasonable time or period constitutes a contract.

All information submitted in response to this Request for Proposal (RFP) is public after the Professional Services Agreement has been issued. The consultant should not include as part of the response to the RFP any information which they believe to be a trade secret or other privileged or confidential data. If the consultant wishes to include such material with a proposal, then the material should be supplied under separate cover and identified as confidential. Statements that the entire proposal is confidential will not be honored. The DDA will endeavor to keep that information confidential, separate and apart from the proposal, subject to the provisions of the Michigan Freedom of Information Act or order of court.

Minority Business Enterprises will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on grounds of race, sex, color, creed, marital status, religion, national origin, disability, sexual orientation, or any other characteristic protected by applicable laws.

Any proposal deemed to be collusive or a sham proposal will be rejected and reported to authorities as such. Your authorized signature of this proposal assures that such proposal is genuine and is not a collusive or sham proposal.

The DDA reserves the right to reject any and/or all proposals, to further negotiate with the successful consultant and to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of the DDA to do so. The total cost of preparation and submission shall be borne by the consultant.

VII. ATTACHMENTS:

SURVEY
PROGRESS REPORTS
GRANT AGREEMENT WITH OAKLAND COUNTY
PHOTOGRAPHIC DIARY
HISTORIC PRESENTATION