

Natural Dye Initiative Request for Proposal for Architectural Services

Issued: June 9, 2023

Responses due by Jun 23, 2023

Upton Planning Committee - Natural Dye Initiative

Harriet Beecher Stowe School - 1223 Argyle Avenue Baltimore, MD 21217

Upton Planning Committee is soliciting proposals for a qualified professional for the purpose of providing architectural and design services for a new community agriculture headquarters. The Architect will work with the Owner, Project Manager/Owners' Representative (PM/OR) and General Contractor for the design and construction.

If you have questions about obtaining the RFP of the process, or need clarification please contact Jennifer Goold, Neighborhood Design Center at 410-736-9643 or jgoold@ndc-md.org. All requests for clarification must be by email by June 16, at 5:00pm (EST).

All proposals must be submitted by email and received by Wanda Best, Executive Director of the Upton Planning Committee at wgbest@verizon.net by June 23, at 5:00pm (EST).

The email subject should be "Natural Dye Initiative Architect RFP – Firm Name". Late submissions will not be accepted.

SECTION 1: BACKGROUND

The Harriet Beecher Stowe School is an approx 14,000 sf two-story, brick, gable-front, ca. 1850s school. The building was converted to rental housing in the late 20th and is currently vacant.

The Natural Dye Initiative (NPI) is a social enterprise of the Upton Planning Committee that is creating an indigo business, service and cultural ecosystem, already spreading wealth in West Baltimore and Maryland, combining social supports, workforce development and business, agricultural and scientific innovation with the renewed and highly lucrative product of indigo dye. We serve severely marginalized workers, small minority urban and rural farmers, and small businesses, building a stable infrastructure. We engage, train and consult urban Baltimore residents and small, rural Maryland farmers, providing seedlings and seeds and training. We provide best practices and guidelines for regenerative and sustainable farming. We purchase their yield, transporting it back to Baltimore for drying, grinding and wholesale and retail marketing. We also maintain our own farm on former brownfields. We engage minority dyers, vendors and artists and are building online and brick and mortar sales of dye powder. NDI operates with funding from the Maryland departments of Commerce, Housing and Community Development and Agriculture, the National Endowment for the Arts.

The completed project will serve as the mixed-use headquarters for the Natural Dye Initiative. The property will house a dye kitchen, processing facilities, indigo drying space, administrative office, and flexible meeting and teaching space.



Account Identifier:	Ward - 17 Section - 02 Block - 0413 Lot - 032										
Owner Information											
Owner Name:	UPTON PLANNING COMMITTEE INC						Use:	COMMERCIAL NO			
Mailing Address:	828 N CARROLLTON AVE BALTIMORE MD 21217-						Principal Residence:				
							Deed Reference:	/25632/ 00022			
Location & Structure Information											
Premises Address:	1223 ARGYLE AVE BALTIMORE 21217-2928						Legal Description:	79-10X144			
Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:		
0017	0000	0000	17000.03	0000	02	0413	032	2023	Plat Ref:		
Town: None											
Primary Structure Built			Above Grade Living Area		Finished Basement Area		Property Land Area		County Use		
1858			13,500 SF				11,376 SF		11520		
Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements				
		MULTIPLE RESIDENCE	/	C3							
Value Information											
Base Value			Value			Phase-in Assessments					
			As of 01/01/2023			As of 07/01/2022		As of 07/01/2023			
Land:	68,200		68,200								
Improvements	49,100		58,300								
Total:	117,300		126,500			117,300		120,367			
Preferential Land:	0		0								

SECTION 2: GOALS AND OBJECTIVES

Introduction

Upton Planning Committee (UPC) is soliciting proposals for a qualified professional and experienced consultant for the purpose of providing architectural and design services for a new Community Agriculture Facility, located at 1223 Argyle Avenue, Baltimore, MD 21217. Consultant should have the capacity and experience to manage all design and architecture aspects of development to achieve successful build-out of the Project.

Purpose

The purpose of the RFP is to solicit a Design Firm with demonstrated qualifications to enter in a collaborative relationship with the Upton Planning Committee. The goal is to develop and construct a new community recreation center by Spring 2024 at a total cost of less than \$2.25 million. Responses to the RFP will allow the Upton Planning Committee to evaluate and determine the Consultant that best fits the evaluation criteria listed within the document. It is Upton Planning Committee intent to enter into an Exclusive Negotiation Agreement with the selected consultant.

UPC Point of Contact and Requests for Clarification

Questions, inquiries or comments regarding this RFP must be submitted by email no later than 5:00 pm on June 16, 2023, and shall be directed to jgould@ndc-md.org.

Responding to the RFP

All proposals must be submitted by email and received by Wanda Best, Executive Director at wgbest@verizon.net by 5:00 pm on Monday, June 23, 2023. The email subject should be “**Natural Dye Initiative Architect RFP – Firm Name**”. Late submissions will not be accepted. The proposal should address, at a minimum, the information requested in Proposal Requirements.

Tentative Schedule for Selection Process

June 9, 2023, RFP Issued

June 16, 2023, Deadline for request for clarification

June 23, 2023, Deadline for submission of proposals.

June 26, 2023 RFP Proposal Review

June 29, 2023 Optional Interviews

June 30, 2023 Target date for selection of firm/Notice of Intent to Award RFP

The UPC reserves the right to reject any or all proposals, to waive any irregularities in the RFP, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold an interview with any one or more respondents. By requesting proposals, the UPC is not in any way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the UPC reserves the right to reject any and all proposals prior to execution of a contract with no penalty to the UPC.

Evaluation Process

The UPC intends to select the most qualified Consultant that exhibits the strongest ability to provide the highest quality service at a fair price.

Proposals will be ranked according to the following:

Criteria Maximum Points

1. Knowledge, Experience & Qualifications (Firm & Team) 30
2. Technical Approach 20
3. Project Experience & References 25
4. Compensation 10

Total 85

The evaluation Committee reserves the right to select a short list of the highest scoring proposers for interviews. Additionally, the Evaluation Committee may require submission of supplemental materials.

Upon completion of the evaluation process, the UPC will advise the proposers of the selection and negotiate the appropriate agreement(s) with the highest ranked proposer to finalize a contract. If a contract cannot be successfully negotiated with the highest ranked proposer, then negotiations will be terminated with that proposer and the UPC will enter into negotiations with the next highest ranked proposer until an agreement is reached or an impasse is declared.

Compensation and Duration

The select consultant shall be designated as the UPC's Consultant until successful completion and build-out of the project which is estimated to be completed Spring 2024. The UPC Board of Directors must approve the contract prior to commencement of work. Work will be paid per the negotiated fee schedule, up to a maximum not-to-exceed amount. The Consultant shall invoice the UPC per contract for services incurred. Should significant additional work be performed in excess of the amount set forth in the contract, additional costs shall be negotiated prior to commencement of the work.

Acceptance or Rejection of Proposals

The UPC reserves the right to reject any or all proposals, to waive any irregularities in the request for proposal, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the UPC is in no way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the UPC reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the UPC.

SECTION 3: SCOPE OF SERVICES

The architect will support the UPC through all phases of the project leading all design and engineering efforts. The architect will work in collaboration with the Owner, Project Manager/Owner's Representative (PM/OR) and General Contractor throughout all phases of this project.

Program and Conceptual Design

- The architect shall provide the services necessary to prepare Program and Conceptual Design Documents.
- Development and participation in developing programming through internal communication and feedback.

Schematic Design and Community Engagement

- The architect shall provide the services necessary to prepare Schematic Design Documents.
- Development and participation in outreach enabling public and internal communication and feedback.

Design Development

- The architect shall provide services necessary to define and refine Schematic Design Documents to Design Development level of completion.
- Assist with Value Engineering effort to ensure that the project will meet budget requirements.
- Provide all documentation necessary to describe the scope and appearance of the project, all landscape, architectural, structural, mechanical and electrical systems by means of plans, sections, elevations, typical construction details, and equipment layouts.
- Prepare furnishing layouts for all spaces.
- Develop specifications that identify major materials and systems, and establish, in general, their quality levels.
- Presentations of Design Development to owner and other stakeholders as needed.
- Review/confirm zoning, building, life safety, access and other applicable code compliance issues.
- Obtain approval from the Owner and Project Manager before proceeding with Construction Documents.

Construction Documents

- Prepare Construction Documents based on the approval of the Design Development Documents. The Architect shall ascertain, consistent with professional standards that the Construction Documents are complete, accurate and fully coordinated between the architectural work and the work of the engineering and other involved disciplines for the project.
- All A&E construction documents must be stamped by architects and engineers licensed in the State of Maryland.
- Participate in regular meetings with the Owner's team to assure project communications.

Bidding and Permitting

- The successful Proposer shall submit the final and complete Construction Document's to the Project Manager and shall be responsible for printing the number of sets determined by the Design Team to be necessary. Printing costs to be paid by the UPC.
- The successful Proposer shall attend the pre-bid and pre-construction meetings. Successful Proposer shall respond to any substitution requests and may be asked to respond to questions and to provide additional information to bidders during the bid phase.
- The Architect will take the lead on preparing the all City review documentation with assistance from the Owner and PM/OR.
- The Architect will coordinate necessary and assist the Owner and CM/GC in the procurement of the Building Permit.

Construction Administration

- The Architect, PM/OR and CM/GC, as applicable, will work in close collaboration to provide project coordination and Construction Administration.

- The Architect is to assist in the identification of long lead items to assist CM/GC in development of construction and installation schedules.
- After CM/GC has completed their review, the Architect shall review shop drawings and submittals for compliance with approved design concepts and specifications set forth in the Construction Documents.
- The Architect shall participate in site visits and site meetings to observe and document quality of the work and guard against defects or deficiencies in the work of the contractors, manufacturers, or vendors.
- In coordination with the PM/OR, the Architect shall review the General Contractor's application for payments, noting contradictions between the amount requested and the actual work in place.
- During construction and installation, remain available, as needed, to ensure that installation is in accordance with the documents.
- In conjunction with the Owner's team, conduct a punch list inspection and produce a document detailing items for CM/GC to remedy.

SECTION 4: PROPOSAL REQUIREMENTS

Each proposal shall be no longer than 15 pages, not including the cover letter, references or section dividers.. All proposals must be submitted via email to wgbest@verizon.net no later than the proposal deadline; June 23, 2023 at 5:00pm

Proposals should be prepared generally in the following format:

Cover Letter

All proposals must include a cover letter that indicates your understanding of the services to be performed and be signed by a person authorized to contractually bind proposer to both its proposal and cost schedule.

Organization and Project Team

Include a brief summary of your organization describing its ability, knowledge, and experience performing architectural and engineering services for community led capital projects. Include information regarding your company: its principals, size, and location(s); experience levels as they relate to this RFP; number of years in business; and what makes you stand out over your competitors. Identify the proposed project team and their roles to execute the proposed scope of services. For each key personnel, provide a brief description, relevant experience and available capacity.

Technical Approach

This section of the Proposal should provide the information necessary to determine if the Proposer's work products will meet the UPC's needs. Describe your ability to provide the

services requested in this RFP, your proposed plan/project calendar to complete the work, and demonstrate your understanding of the Project. Detail your general approach to project management and the tools you use through each project phase.

Project Experience and References

Provide a summary of community based projects in progress or completed with the following information for each project (eight projects maximum):

- Two References. References shall be able to comment on the Respondent's performance for similar work. Reference information shall include name, title, affiliation, email address, and telephone number.
- Current status of the project (in progress or completed).
- Client type (public, private, others). Please clarify the role of the client/owner.
- Size and scale of the project

Compensation/Pricing Proposal

The Pricing Proposal must include the total not-to-exceed cost of all in-house and subconsultant services sufficient to satisfactorily complete the Section Scope of Services broken out into phases Concept Design, Design Development, Construction Documents, Bidding-Construction Administration.