

# City of Northville, Michigan

## Request for Proposals

### Professional Consulting Services

for the development of a

## Placemaking - Pedestrian Plan for Downtown

### Overview

During the Covid 19 Pandemic, the City of Northville closed two main downtown streets to vehicular traffic in order to allow downtown restaurants to expand their outdoor dining and retailers to merchandise on the streets and sidewalks. The street closures and the introduction of a Social District had a very positive impact on the community and the downtown businesses. Many retail and restaurant owners reported record years during 2020 and 2021. The City Council, at its August 1<sup>st</sup> meeting, voted to keep both streets closed to vehicular traffic permanently.

The Northville Downtown Development Authority (DDA) requests proposals from qualified consultants to assist in developing a plan to transform 2 temporary road closures into a permanent closure for pedestrian activity only in Downtown Northville. The goal of the plan is to create an environment that:

- Is high energy, active and interesting;
- Is beautiful and compatible with Northville's historic downtown and previous efforts to date;
- Creates a space for restaurants and retailers to expand their footprint and offer unique outdoor opportunities;
- Minimizes the impact of weather on the outdoor experience and creates a year-round inviting space;
- Feels safe and inviting;
- Provides a third place to gather for friends and families, in addition to home and work, and creates a sense of community;
- Successfully addresses handicapped access, handicapped parking, and safe and convenient loading/unloading;
- Creates an equitable opportunity for all businesses who want to participate in the experience;
- Addresses the use of current and/or future structures;
- Provides adequate utilities for use by the city, merchants, and event providers;
- Provides flexibility in built improvements to be moveable/removable should placemaking plans change;
- and, is clean and well kept.

The plan will address these issues in a way that is sensitive to the history, scale, and charm of downtown Northville while ensuring that the recommendations are compatible with physical improvements that have been completed in downtown over the past few years.

The plan will address improvements to the current set up that will enhance the appearance, layout and function of the pedestrian area and that may be phased in over time as the pedestrian area becomes established and additional funding is identified. Initial focus will be on improving the entranceways to the pedestrian areas, removing vehicular references such as signs and traffic/parking markings, identifying a solution for seasonal use of the area, and improving the area's overall appearance and function.

The selected consultants will work with an established Advisory Committee to address the design, management and operational issues associated with the creation of the permanent pedestrian area.

## General Instructions

1. Issuing Office. This Request for Proposals (RFP) is issued by the Northville Downtown Development Authority, Northville, Michigan.
2. Questions. All questions may be directed to the following contact person:  
Lori M. Ward, Director  
Northville DDA  
Phone: 248-349-0345  
Email: [lward@ci.northville.mi.us](mailto:lward@ci.northville.mi.us)
3. Response Date. eight (8) copies of the proposal must be submitted in a sealed envelope marked "Pedestrian Plan for Downtown" to the City Clerk's office, 215 West Main Street, Northville, Michigan 48167 by 10:00 am on Friday, September 23, 2022. All proposals will be held, unopened, until the deadline. The proposals will then be forwarded to a Selection Committee established by the DDA. The Selection Committee will review the proposals and determine if interviews will be required. A digital copy of the proposal should be included as part of the response.
4. Content. To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected. Proposals must be clearly prepared and legible and must be signed by an official authorized to bind the Consultant to the provisions in the proposal.

5. Related Information. Firms wishing to submit proposals will be provided with all related studies, plans, upon request. This includes:
  - Northville Downtown Strategic Plan, prepared by Beckett and Raeder Inc., 2006 and 2017
  - Historic District Ordinance and Design Guidelines
  - Map of the DDA Boundaries
  - Carlisle Wortman 2022 Survey responses
  - Secondary Streetscape Design Guidelines
  - Northville Master Plan Update

In addition, most of these documents can be accessed online and downloaded at the City's website at [www.ci.northville.mi.us](http://www.ci.northville.mi.us)

6. Right of Refusal. The Northville DDA reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any proposal if it is in the best interest of the DDA and the City of Northville. All proposals, plans, and other documents submitted shall become the property of the Northville DDA. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
7. Liability of Costs. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the DDA, if any.

# Request for Proposals

## Permanent Pedestrian Plan for Downtown Northville

### September 2022

#### Background

The City of Northville was incorporated by Charter on December 19, 1955 as a Home Rule City under Michigan Statutes. The City operates under the Council-manager form of government with an elected Mayor and 4 City Council members appointing a full-time City Manager. The City's population is approximately 6,500. The City of Northville has a well-defined urban core, which serves as a business and cultural center for a regional population of over 100,000.

The City established the DDA by ordinance in August 1978. The DDA is led by an Executive Director who serves a volunteer board of directors comprised of eleven residents, business and property owners. The DDA has an annual operating budget of \$975,000 and is supported by tax increment financing revenue and a 1.8-mill levy.

Since its formation, the DDA has undertaken several key redevelopment projects. In 1978, the DDA's first project included the construction of a comprehensive streetscape and infrastructure improvement project. Over the course of a year and a half, four blocks of the downtown area were completely rebuilt with new sidewalk, brick paving, street lights, trees, decorative furnishings and planters. In addition, several streets were resurfaced and utilities upgraded to support the increased activity in the downtown. In 1993, the DDA completed the construction of two table-top parking decks in the downtown to replace a deteriorating deck and to increase the number of available parking spaces in downtown. Both decks were recently evaluated, a series of capital improvements were completed, and a 20-year plan for maintenance was developed.

In 2007, the DDA completed the redevelopment of Northville's Town Square which doubled the size of the previous open space area in the heart of downtown. The new project includes a new pavilion, decorative heated sidewalks and plaza, a fountain/fire pit, overhead festoon lights, wireless internet connection, new landscaping. In addition to these three major efforts, the DDA has continued to enhance the downtown annually through physical improvement projects and initiatives aimed at promoting and marketing Downtown Northville.

An extensive upgrade was completed in 2013 to the original streetscape improvement project - "Mainstreet 78". After 35 years, the project was in need of an update. New sidewalks, upgraded utilities, replacement of High-Pressure

Sodium lighting with more energy efficient lighting, and new landscaping were completed.

## Recent Happenings

In the Spring of 2020, the Pandemic arrived and with it, the closure of businesses both inside and outside. From March 2020 until late May 2020, the downtown businesses were closed to indoor service and relied, if possible, on carryout business. The DDA, working with the business owners, developed a Reopening Plan for Downtown that took effect on June 16, 2020. The Plan provided the downtown businesses the opportunity to reopen safely and with the maximum capacity allowed under the Governor's Executive Orders at the time. The DDA/City approved a Special Event Application that closed E. Main Street between Center and Hutton and N. Center Street between Main and Dunlap. This allowed the restaurants to expand their outdoor dining areas onto public property including the sidewalks, parking lanes, streets, and city plazas. Retail establishments were allowed to display merchandise on City sidewalks for the first time.

In August 2020 the DDA/City established the Northville Social District – The Twist - which allowed participating restaurants the ability to sell alcohol, in a designated cup, that can be carried out of the restaurant and consumed in a delineated Commons Area. The Twist was one of the first Social Districts in Michigan, now there are 91 Social Districts established in 41 counties with over 600 participating restaurants – 12 in Northville. The DDA is in the process of exploring the feasibility of expanding the Social District to include several more adjacent restaurants.

The street closures and the introduction of the Social District had a very positive impact on the community and the downtown businesses. Many retail and restaurant owners reported record years during 2020 and 2021. In December 2020 the DDA introduced outdoor structures that were used for vending when the restaurants could not serve indoors. In addition, the DDA provided pods, which are stand up heated structures that residents and visitors use to gather.

Over the past 2 years, the DDA/City extended the duration of the street closures 3 more times. This provided the DDA/City the opportunity to view the actual use of the structures through all 4 seasons and determine if there was a need for the streets to remain closed.

In addition to observing the use of the closed streets, the DDA/City also conducted two street closure surveys on the subject to gather more input. In April, working in conjunction with City's Planners, Carlisle Wortman, the DDA administered a survey on whether to continue to keep the streets closed to vehicular traffic or reopen them. The survey closed on May 2<sup>nd</sup> and over 4000

surveys were completed and roughly 2000 comments were received on the issue. The DDA/City then hosted a Town Hall meeting to share the survey results and to listen to comments from the community. In addition to the DDA Board members, City Council members, and City staff in attendance, approximately 30 people participated in the meeting in person and 40 via zoom.

The survey results provided at the Town Hall meeting showed that 74% of those surveyed felt that the street closures should continue in some form. When asked when the streets should be closed, 60% of them felt the street closures should be extended continuously, unless action was taken by the City Council. A survey report was prepared by Carlisle Wortman and presented at the Town Hall meeting and will be provided to the selected consultants.

Following the Town Hall meeting, City Council members requested additional information to assist them in preparing for a discussion and vote on whether the streets would remain closed to vehicular traffic. Crash data, traffic counts, impact on Act 51 funding, staffing, and funding sources were all researched by City/DDA staff and provided to City Council in advance of the Council's August meeting. At the August 1<sup>st</sup> meeting, City Council discussed the collected data, heard comments from business owners and residents and at the conclusion of the deliberation, voted to permanently close E. Main between Center and Hutton Streets and N. Center between Main and Dunlap Streets to vehicular traffic.

The DDA has now been charged with developing a plan to transform the temporary closures into a permanent pedestrian environment. The goal of the plan is to develop an environment where businesses can thrive and where community can gather safely.

### Intent

For the past two years, the DDA/City have provided a temporary solution to support the businesses during the pandemic. We believe that it is time to develop a long term/permanent solution to the appearance and function of the area in and around the closed streets. This Pedestrian Plan will serve as the conceptual blueprint for all improvements in the area and will assist the DDA in making decisions on how to spend the DDA's finite resources. It is the intent of the DDA to negotiate with the selected design firm for any design development, construction documentation, bid award, and other future services associate with projects that are implemented from the Pedestrian Plan.

The City of Northville will be working with a traffic engineer to address impacts to the residential areas surrounding the downtown that have been caused by the rerouting of traffic due to the road closures. The selected consultant will work closely with the City's traffic engineer to share information on issues relevant to both efforts.

## Project Area

East Main Street between N. Center and Hutton and N. Center between Main and Dunlap Street will be the primary focus of the study, however there may be other areas impacted if the Social District is expanded. There is a two-block core area within the downtown where most of the design work as requested in the RFP will be implemented. The entire DDA District, including this project, is within the boundaries of a local, state, and nationally registered Historic District. The City of Northville has a Historic District Commission that will play an active role in the review of any physical improvements made to the downtown.

## Project Process

The DDA's existing Economic Development Committee (EDC) will be serving as the Advisory Committee for the project. The Consultant will meet with the Advisory Committee to review the scope of services and discuss the specifics of the project. Over the course of the project, the Consultant will meet a minimum of 3 - 4 times with the Advisory Committee to seek feedback for the concept designs and management and operational recommendations. Additional meetings with DDA/City staff will be required through the course of the project. The selected consultant will engage the community in creative strategies to solicit feedback, with the outcome to present a final plan to the DDA and City Council for approval.

## Submissions

All proposals must be received in their entirety at or before 10:00 am on Friday, September 23, 2022. Applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified. At a minimum each respondent shall submit the following information:

1. Firm History. Name, address, and brief history of the firm. The proposal must be signed by an appropriate authorized official for the firm submitting the proposal. In addition, include relevant information of any firm that you intend to subcontract with for any portion of the project.
2. Personnel. Include resumes of key personnel to be assigned to this project, indicating relevant qualifications and experience. Indicate the role that they will be playing in the development of the Pedestrian Plan.
3. Related Experience. Include information on projects where the firm rendered professional services similar to those requested in this RFP. List the name of key personnel assigned to each project.

4. **Work Plan.** Provide the technical approach recommended to accomplish the required work. Include tasks, methodologies, and a description of the client/stakeholders involvement in the process.
5. **References.** Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.
6. **Timeline.** Provide a project schedule with key meetings and deliverables noted. Given the planning initiatives accomplished over the past year, it is anticipated that the design phase of the project will be substantially completed in order to bid out the identified projects for a Spring 2023 installation/construction season.
7. **Project Budget.** The selected consultant will be expected to establish project costs and assist in the identification of any possible funding sources.
8. **Fees.** Provide a firm fixed fee quotation for the services outlined in the consultant's work plan. Proposed fees should include hourly rates, a not-to-exceed amount, and costs for reimbursable expenses. If any additional services are proposed, they should be clearly identified. Please include a separate rate sheet for the firm, which would be used for contracting additional services or meetings.
9. **Deliverables.** Provide a detailed list of work products that will be developed as a result of the Pedestrian Plan development process. The final product should be a conceptual plan with budgets for all proposed improvements. Great care must be given to consideration of available DDA funds and funding capabilities. All items delivered as part of this project will be the sole property of the Northville DDA. The Conceptual Plan should include all the elements as requested in the scope of services section of this request for proposals. Both hard and electronic versions of the final design plans will be provided to the DDA.
10. You are invited to include one page of additional information not provided above if you feel that it would be useful and applicable to the project.
11. The Selected Consultant shall not commence work on this contract until they have obtained the insurance required outlined in Attachment A. All coverage shall be with insurance companies licensed to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to the City of Northville.



## Evaluation

Proposals will be reviewed by a Selection Committee. Each proposal will be reviewed and evaluated based on the following:

- Thoroughness and clarity of proposal
- Proposed budget and timeline
- Past experience of firm with similar work
- Past experience of personnel proposed for this project
- Consultant's reputation for quality, integrity, ability to meet established budgets, meeting schedule
- Understanding of the issues impacting the community
- Demonstrated civil engineering, transportation, pedestrian safety and traffic expertise

## Anticipated Schedule

September 2, 2022	Request for Proposals Issued
September 23, 2022	Proposals Due
	Selection of Proposals for Interview if necessary
Week of October 3 <sup>rd</sup>	Interviews
Special Meeting	Recommendation to DDA
October 17, 2022	Recommendation to City Council
October 24, 2022	Project Begins
Spring 2023	Construction of Identified Projects

## INDEMNITY AND INSURANCE

Consultant agrees to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Owner, its employees, elected and appointed officials, agents, and volunteers from and against any and all claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), or liability (including actual attorneys' fees and cost of defense), proceedings, orders, and decrees of every nature and description arising before, during, or after completion of the Consultant work caused or alleged to have been caused by, arising out of, or resulting from or occurring in connection with the performance of the work, lack of performance of the work, and / or any activity associated with the work of the contractor, its agents, employees, subcontractors, or sub-consultants.

Nothing in this agreement requires the Consultant to defend and/ or indemnify the Owner for claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), proceedings, orders, and decrees caused by, arising out of, or resulting from the sole negligence of the Owner, its employees, elected and appointed officials, agents, and volunteers, or for any amount greater than the degree of fault of the contractor and that of his or her respective sub-consultants or subcontractors. The obligation of the contractor to defend, indemnify and hold harmless the Owner shall survive and continue after final payment, completion of the work, and completion and/or termination of this agreement.

The Consultant shall procure and maintain during the life of this Agreement the insurance requirements as listed below and furnish within fifteen (15) working days of Notice of Award, Certificates of Insurance as well as **required endorsements** providing insurance coverage as follows:

- (A) Workers' Compensation Insurance – including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- (B) Comprehensive General Liability Insurance – on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor Coverage; (D) Broad Form General Liability Extensions or equivalent, including Explosion, Collapse, and underground (XCU), if applicable.
- (C) Automobile Liability Insurance - Including Michigan No-Fault Coverage's with limits of liability no less than \$1,000,000 per

occurrence, combined single limit for bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and hired vehicles.

- (D) Additional Insured – commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be additional Insured: The City of Northville, all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Northville as additional insured coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.
- (E) Cancellation Notices – All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, ten (10) days for non-payment of premium, Advance Written notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Dianne Massa, Clerk, Cit of Northville, 215 W. Main Street, Northville, Michigan 48167.
- (F) Proof of Insurance – The contractor shall provide the Owner at the time that the contracts are returned by him/her for execution, a copy of Certificates of Insurance as well as **required endorsements** for all coverage's as listed above.

If any of the above coverage expires during the term of this agreement, the consultant shall deliver renewal certificates and/or policies and endorsements to the Owner at least ten (10) days prior to the expiration date. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Owner. The requirement above should not be interpreted to limit the liability of the consultant. All deductibles and SIR's are the responsibility of the Contractor.

It shall be the Consultant's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount showing the City of Northville as "ADDITIONAL INSURED" prior to the time such subcontractor proceeds to perform under the contract.

The DDA's Economic Development Committee (EDC) will be working closely with the selected consultants to develop and implement a plan to transform the area, addressing both physical improvement and management and maintenance issues. act as an Advisory Committee for the selected consultant to provide information and feedback on proposed improvements. A list of management and

maintenance issues has been developed by DDA staff and will be shared and fine-tuned by the EDC and selected consultant.