

Request for Proposals:

Architect for Downtown Baltimore Storefront Capital Improvement Projects

RFP Objectives

Downtown Partnership of Baltimore (DPOB) seeks a qualified architectural team ("Consultant") to artistically design and render interior and exterior commercial redevelopment projects on behalf of local small businesses in Downtown Baltimore. This project aims to help small businesses improve their look and feel and recover from the COVID-19 public health emergency while more broadly supporting the equitable revitalization of Downtown Baltimore.

About DPOB

Downtown Partnership of Baltimore is the organization that is the primary champion of the downtown core in Baltimore, Maryland. DPOB is the member organization that connects businesses, residents, and visitors to all that is taking place in Maryland's largest business center, cultural district, and fastest-growing neighborhoods.

DPOB initiatives range from leading, promoting, and supporting new development to helping organize Baltimore Restaurant Week. DMA staff handle responsibilities that include providing directions and assistance, cleaning alleys, and supporting the Downtown's many urban parks.

As the steward of Downtown Baltimore and the Central Business District's economic engine, in 2022, DPOB requested funds from the Baltimore City Mayor's Office of Recovery Programming to implement the Downtown Baltimore Retail Revitalization Initiative. Using this successful award, DPOB will administer subgrants to small businesses to redevelop their buildings' façades and, in some cases, their interiors. Specific subgrant programs funded through the ARPA award include the Façade Improvement Program, Operation Storefront, and the Downtown BOOST (Black Owned and Operated Storefront Tenancy) Program.

Request for Proposal – Scope of Work

Through this Request for Proposal (RFP), Downtown Partnership of Baltimore seeks written proposals from qualified architectural firms to provide design services for small businesses that are redeveloping their storefronts' interiors and exteriors. The Contractor will be hired by DPOB on retainer and must agree to dedicate a 20 hours per month to the project. DPOB will manage Consultant's time and billing, and coordinate all relationships with small businesses.

The selected consultant will:

1. Meet with small business owners to coordinate visions for redevelopment and layout designs
2. Develop and refine renderings
3. Identify estimated timelines for construction
4. Provide cost estimates for the work, as necessary, itemized, and as specific as possible
5. Provide design guidance to small businesses as needed
6. Collaborate with project managers and other Contractors on the project

7. Manage all review processes with the Commission for Historical and Architectural Preservation (CHAP) and the Maryland Historical Trust (MHT), as necessary.

Proposal Content and Submission Requirements

All bids shall be submitted to DPOB. Bidders must provide DPOB with their bids signed by an employee or officer having legal authority to submit bids on behalf of the bidder. The bidder shall bear the entire cost of preparing and providing a response.

Bid contents must include the following:

1. Cover letter
2. Project team: Please list the staff members working on this project
3. Approach and Cost Estimates: Please include cost estimates for 20-hour / month retainer agreement, including total monthly cost and all other fees.
4. Qualifications and Experience: Please provide your team's qualifications and experience with similar projects.
5. MBE Requirement: Please provide any MBE certification with your proposal.
6. Authorized Resident Business: Please provide documentation that you are licensed to work in the State of Maryland and permitted to practice Architecture.
7. Insurance Coverage: Please provide documentation that your business insurance complies with the following minimum coverage requirements:

General Liability:

Each Occurrence	\$1,000,000
General Aggregate Limit	\$1,000,000
Medical Expense Limit	\$5,000

Aggregate limit to apply per project

Additional Insured Endorsement: CG 20 10 07 04 & GC 20 37 07 04

8. Bonding Capacity: Please provide documentation verifying the maximum amount of surety credit a surety company will provide to your business.
9. Good Standing: Please provide a screenshot of your business' profile on [Maryland BusinessExpress](#) to verify your company is in Good Standing with the State of Maryland.
10. References: Provide two references (name, title, organization, email, and phone) who can attest to expertise in the field.

Notification of Intent

Parties interested in responding to the RFP should notify DPOB of their interest in formulating a response by emailing sstorey@dpob.org. These parties will be placed on a distribution list for notice of

any amendments to the RFP, sent responses to questions asked during the Q&A period, and will receive any other updates/notices pertaining to the RFP. Failure of an interested party to notify DPOB of their desire to be added to the solicitation distribution list could result in the party missing key information about the solicitation and its requirements.

Amendments

DPOB reserves the right to make amendments to the RFP as necessary. Amendments will be sent to the Respondents who have notified DPOB of their intent to participate in the process.

Solicitation Timeline

Respondents shall submit their responses in a PDF document to Sam Storey, Sr. Director of Economic Development, at sstorey@dpob.org by January 15th, 2023, at 5:00 pm ET. All questions and comments are also to be submitted to Sam Storey.

Issue Date: December 15th, 2022

Deadline for Questions: December 31st, 2022

Submission Due Date: January 15th, 2023

DPOB reserves the right to set up meetings/interviews to review proposals with the respondents prior to selection.

Project Award: February 15th, 2023