

**Great Falls Montana
Downtown Block Visioning Project
*Request for Proposals***

Great Falls Development Authority, Inc.

Tuesday June, 11, 2019

I. INTRODUCTION

The Great Falls Development Authority, Inc. (GFDA), **on behalf of the Downtown Development Partnership**, is seeking a firm or team with downtown design and development experience for a Downtown Block Revisioning project in Great Falls, Montana through a grant with the Montana Main Street Program.

The Downtown Development Partnership of Great Falls, (DDP) working in partnership with the City of Great Falls (City), secured a grant from the Montana Department of Commerce to fund this effort. The key partners of the DDP are the City, GFDA, the Business Improvement District, the Downtown Great Falls Association, NeighborWorks Great Falls, and the Great Falls Area Chamber of Commerce. The DDP is an accredited National Main Street Program. GFDA leads the economic revitalization work of the DDP and is taking the lead on this project under a Memorandum of Understanding with the City of Great Falls which is the official grant recipient.

Attached is the grant narrative that explains the project in greater detail and the contract between the City and the Montana Department of Commerce.

II. OBJECTIVES

The goal of this project is to attract developers, businesses and entrepreneurs to invest in developing/occupying underutilized properties in downtown Great Falls. Ultimate uses of properties could include retail, dining, entertainment, office, housing or other.

The objectives of this project are:

1. Create conceptual design and development visions for three targeted half blocks or intersections in the core of our downtown;
2. Use a participatory process to solicit ideas and interest from the local community and from beyond the City, including a charrette event;
3. Present the visions at the next Great Falls Downtown Showcase, an event whose purpose is to attract developer, business and entrepreneur interest in investing in our downtown;

4. Package the visions into PDF's and web site materials for use by GFDA and partners to market development and business opportunities in our downtown.

III. SCOPE OF WORK

The creation of the development visions should, at a minimum, include the following tasks.

A. Final Selection of Targeted Half-Blocks or Intersections

Provide advice to the DDP before the DDP makes final selection of the three targeted half-blocks or intersections to be included in the project.

B. Baseline Research

Conduct baseline research on the real estate and current occupancy in the three targeted areas. Work with the DDP to utilize existing data and data sources. Compile baseline research findings to present at Charette event.

C. Charrette

Help the DDP plan a participatory charette event. Present baseline research findings at the event and guide participants in creative brainstorming.

D. Create Development Visions

Using the baseline research, input from the Charette, and the consultant(s)' expertise and experience, create design and development visions for each of the three targeted areas. Review draft visions with the DDP, revise if necessary, then package into PDF, PPT and materials suitable for putting on DDP and partner web sites. At a minimum, the visions should include conceptual design, identify potential occupancy uses for various spaces, preliminary development costs and, if appropriate to the use, 20-year rental proforma, and identification of development challenges or unique opportunities.

E. Showcase

Present visions at a Downtown Showcase that will be organized by GFDA and the DDP. Be available to respond to media inquiries.

F. Additional Work

Be available for additional follow-up work at an hourly rate or negotiated lump sum should GFDA, the DDP, the City or developers, businesses or entrepreneurs be interested.

All materials produced by the consultant(s) during the project will become the property of the DDP. The consultant(s) will retain rights to utilize the materials in any way that benefits downtown revitalization.

IV. CONSULTANT QUALIFICATIONS

We seek consultant(s) or teams that have successful experience in similar scale downtown development and entrepreneurial efforts. Our dream respondent would have:

- 1) Creative **design** experience including historic preservation – we want design visions that will improve our downtown;
- 2) Realistic real estate **development** experience – we want development visions that can actually be implemented;
- 3) Visions that adhere to the **details** of building codes and zoning;
- 4) Realistic **dollar** estimates for development concepts;
- 5) Experience working with **developers** and entrepreneurs.

We also seek consultant(s) or teams that have the capacity to work quickly – we would like to substantially complete this work by the end of September so that we can qualify to apply for another Main Street grant in the fall.

V. PROPOSAL REQUIREMENTS

An electronic copy of the proposal must be submitted by email or through Dropbox sharing by 5:00 PM on Thursday, June 27, 2019 to:

Brett Doney
BDoney@GrowGreatFalls.org

The submittal will follow the order below and include, at a minimum the following information:

- A cover letter signed and dated by the person or an authorized representative of the organization making the submittal.
- A brief statement of your firm’s understanding of the goals of this project and of the services requested in this RFP.
- A brief statement of the history of your team, including relevant projects.
- A proposed work plan indicating how your firm proposes to perform the project as defined in the scope of work. This work plan should be detailed enough to demonstrate your familiarity with this type of project. The Work Plan should also include a proposed schedule to undertake the major work items as well as an indication of major project milestones. It should include information on your firm’s methodology for completing the scope of work requirements. It should include the firms or sub-consultants and individuals that will prepare each major task or work product.
- Qualifications of key individuals to be assigned to this project, their availability during the relevant time periods, and their recent experience on similar projects.

VI. PRICE

The consultant will present a budget with hourly rates based on the Scope of Work and Objectives of the RFP. The budget available for this project is \$25,000. We seek a team who can produce great deliverables within this \$25,000 consultant budget. Note, all costs of the charette and showcase events mentioned above are not part of the project budget, except for consultant participation. The event expenses will be covered by GFDA and/or the DDP.

VII. CONSULTANT SELECTION

Consultants that respond to this RFP will be evaluated and ranked. This evaluation will be based on the submitted proposals and, at the discretion of the Committee, on interviews with those consultants who appear to be particularly well qualified, as determined from their written proposals.

The consultants will be evaluated and ranked in accordance with the following factors, which are weighted as shown:

- The consultant's experience with similar projects (30%)
- The breadth of the consultant's experience, including the qualifications and availability of the key personnel who would be assigned, with both the design and development aspects of the project (30%)
- Proven ability from the examples and explanations provided that the consultant can create effective development visions within the budget and schedule of the project (40%)

Negotiations will commence with the highest ranked consultant. Upon reaching agreement on a final work plan and price, the Great Falls Development Authority will award the contract. If agreement cannot be reached with the highest ranked consultant, negotiations will proceed with the second ranked consultant, and so forth.

VIII. ADDITIONAL INFORMATION & CONDITIONS

A. STATEMENT OF NONCOMMITMENT

Issuance of this RFP does not commit the DDP, City of Great Falls or Great Falls Development Authority to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP. The DDP, City of Great Falls and the GFDA reserves the right to reject any or all proposals and re-advertise. All proposals become the property of the DDP.

B. EQUAL EMPLOYMENT OPPORTUNITY

Successful contract bidders must comply with provisions of all applicable federal law, Title VI and Title VII of the Civil Rights Act of 1964. Any subcontracting by

the successful bidder subjects subcontracting firm(s) to the same provisions of federal law.

In accordance with state and federal requirements, the consultant (hereinafter referred to as "contractor") must agree as follows:

1.) COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL AID CONTRACTS

(a) Compliance with Regulations: The Contractor shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Housing and Urban Development, 24 CFR Part 1, as they may be amended (hereafter referred to as the Regulations), which are incorporated by reference and made part of this Agreement.

(b) Nondiscrimination: The Contractor, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited in 24CFR Part 21.

(c) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, whether by competitive bidding or negotiation by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, any potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Agreement and the Regulations relative to nondiscrimination.

(d) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this Agreement, the Department may impose sanctions as it determines appropriate, including, but not limited to:

- (a) withholding payments to the Contractor under the Agreement until the Contractor complies, and/or
- (b) cancellation, termination or suspension of the agreement in whole or in part.

2) COMPLIANCE WITH THE MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, 49-3-207. MCA

In accordance with 49-3-207, MCA, the Contractor agrees that for this agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by persons performing the Agreement.

3) COMPLIANCE WITH MINORITY & WOMEN BUSINESS ENTERPRISES

Contractor will make efforts to encourage the use of minority and women's business enterprises in connection with Agreements activities in accordance with 24 CFR Part 85.36(e) which describes the actions to ensure that minority

and women's business enterprises are used when possible in the procurement of property and services.

C. VENUE

The laws of the State of Montana govern this contract. The parties agree that any litigation concerning bid, proposal, or subsequent contract must be brought in the Eighth Judicial District of Cascade County, State of Montana and each party shall pay its own costs and attorney fees. (Reference 18-1-401 MCA)

D. INSURANCE

Certificates of Insurance, indicating compliance with the required overage, must be filed with the Great Falls Development Authority within ten (10) working days of the Notice of Award. The proof of insurance/exemption must be valid for the entire contract period.

See section 23 of the attached grant contract for specific insurance requirements.

E. RFP AUTHORITY

This RFP has been issued in accordance with Title 18, Montana Code Annotated and the Administrative Rules of Montana, Title 2, Chapter 5. The RFP process is a procurement option, allowing award to be based on stated criteria or evaluation factors. The evaluation factors to be used in this procurement have been specified in this RFP.

F. ADDITIONAL INFORMATION

For more information regarding this RFP, please contact:

Brett Doney, President & CEO
Great Falls Development Authority
(406) 750-2119
BDoney@GrowGreatFalls.org

G. ATTACHMENTS

- 1) Grant narrative
- 2) Grant contract