



City of Marquette

**REQUEST FOR PROPOSALS**

**RFP24-05**

**Request for Proposals for Architectural  
Services for Cultural Center and  
Trailhead**

**DATE: April 15, 2024**

Deadline will be Thursday, May 2, 2024 at 2:00 PM. Bid information can be found on the City website at [www.marquettemi.gov](http://www.marquettemi.gov) Email Proposals To:

City of Marquette  
Katie Burnette, Finance Department  
kburnette@marquettemigov

The City of Marquette reserves the right to reject any and all bids if judged not to be in the best interest of the City.

~~Karen Kovacs~~ Sean Hobbins  
~~City Manager~~ Assistant City Manager

For questions or information contact:  
Tiina Morin, Arts and Culture Manager  
Office of Arts and Culture  
City of Marquette  
300 West Baraga  
Marquette, MI 49855  
Office: 906-228-0472  
Email: tmorin@marquettemi.gov

## **I. INTENT**

The intent of this request is to select a firm to provide architectural, landscape design, and construction oversight services for the redesign and redevelopment of a former chamber of commerce building and surrounding historic park into a 1) a new cultural gateway to downtown Marquette, 2) a new four-season trailhead (Trailhead), and 3) a new cultural center (Center). This “Project” is in Father Marquette/Lions Lakeside Park in Marquette Michigan (See Appendices). The selected firm will work closely with staff and community stakeholders to develop an architecturally exceptional design that satisfies the requirements of this unique indoor/outdoor public space Project at a historic and culturally significant site.

This Project will become a City-wide asset creating unconventional and exceptional indoor and outdoor gathering spaces through cultural architecture, landscape design, public amenities, public art and interpretive signage. A dynamic cultural hub that will contribute to the vibrancy of Marquette and be a critical connector from the Park to the City’s historic downtown and lakefront. A social space and point of civic pride for community organizations, civic groups, residents, and visitors to engage in cultural, recreational, social, educational, environmental, and governmental activities. And expand local knowledge and create greater access to place-based experiences by building connections across neighborhoods, generations, and cultures.

The project will include Low Impact Development, ADA/Universal Design and green materials and native landscaping.

## **II. PROJECT BACKGROUND**

This Project is an extension of the City’s Cultural Trail (Trail) currently in development. The Trail will celebrate and preserve the diverse culture, history, and natural environment along seven miles of Lake Superior shoreline. More than a physical pathway, it will give voice and provide access to the historical, cultural, spiritual, and ecological lessons of the Lake, Land and People through creative public space design, public art, dual language, and interpretive signage. Moreover, the Trail will interpret eight significant historic locations including five Anishinaabe village sites. The Cultural Trail is funded by the National Endowment for the Arts, Our Town Program, Michigan Native Heritage Fund and Superior Watershed Partnership.

In 2023 the City received funding for the Center and Trailhead from a Revitalization and Placemaking Program (RAP) award from the Michigan Economic Development Corporation (MEDC) and SPARK Grant award from the Michigan Department of Natural Resources (DNR)

The area commonly known as Father Marquette/Lions Lakeside Park sits on the ancestral homeland of the Anishinaabe. The Park sits atop ancient rock formations in the City’s oldest section of town. The Park’s views include the entrance to the City’s historic

downtown district, customs house, decommissioned Ore Dock, and Lake Superior. It also includes a historic bronze statue of the City's namesake, Father Jaques Marquette, and other artworks from the City's Public Art Collection. The site of several historic civic events including the first official meeting of Michigan's first Lions Club, Marquette City Band's first public performance, and first Art on the Rocks (the City's longest running juried art show).

The Park underwent a revitalization and accessibility project that was completed in 2018. This included new ADA accessible pathways, several public art commissions, dedicated formal gardens, and statue restoration. The vacant Chamber of Commerce was built in 1978.

### **III. REQUIRED CONSIDERATIONS**

#### **DESIGN**

- 1) Design should align with the Cultural Trail's overarching principles.
  - A. The area's cultural relationship with water through time.
  - B. Marquette's historical legacy, from ancient indigenous cultures to present.
- 2) Design should reflect a strong relationship between the Center and the Park's natural landscape and unique features.
- 3) Design should consider efficiency and economy.
- 4) Design should reflect the community's vibrant contemporary arts and culture.
- 5) Design should inspire and create a sense of place that is distinct from other Great Lakes post-industrial cities.
- 6) Although preservation of the building style is not required, it is recommended that the unique original architectural characteristics of the current facility be incorporated into the redesign of the new facility.

#### **CENTER INTERIOR (See Appendix B.)**

- 1) The City's Office of Arts and Culture
  - A. Three private offices
  - B. Common workspace with copier
  - C. Open workstation for guests, interns and/or possible receptionist
  - D. Supply closet.
- 2) Public Gathering/Programming Space
  - A. Open room with maximized windows and views
  - B. Inclusion of gallery space for permanent paintings from the City's Public Art Collection
  - C. Option for moveable walls for temporary gallery space
  - D. Option for built-in projection screen
  - E. Adaptable space for different events and uses.
- 3) Viewing Platform(s) (funding dependent)
- 4) ADA Accessible Public Bathroom (Interior Access Only)
- 5) Kitchenette
- 6) Private Conference Room
- 7) Public Entryway

- A. Interpretation for Cultural Trail and connecting local, regional, and state trails.

EXTERIOR (See Appendices)

- 1) ADA Accessible Public Bathroom
- 2) Public Water Bottle Filling Station
- 3) Reconfigured Parking Lot
- 4) Trailhead Information Kiosk and Entry Sign
- 5) Green Infrastructure (Bioswales, rain garden, native plant, shrub and tree spaces, etc. to improve existing landscaping, habitat conditions and on-site stormwater treatment)
- 6) Paved Trail Spur

**IV. EVALUATION CRITERIA AND SELECTION**

Selection will be made using a qualification-based selection system. Firms and personnel with experience designing cultural facilities or projects of similar size and scope. Additionally, project management services, the ability to meet the timelines and objectives as provided and cost factors will be a factor. Final selection will be made by the City Commission.

RATING OF FIRMS

City staff will evaluate the proposals using a numeric rating system based on the following:

- 1) Professional Qualifications of personnel (20 points)
- 2) Relevant Experience in designing distinctive architecture that integrates the built and natural environment (20 points)
- 3) Experience in designing cultural facilities, galleries and or projects of similar size and scope (20 points)
- 4) Project management experience (20 points)
- 5) Cost (5 points)
- 6) References (10 points)
- 7) Office location (5 points)

**V. PROJECT SCOPE**

The selected firm will meet with the City staff to obtain a thorough understanding of project needs.

SITE EVALUTATION AND PROJECT DEVELOPMENT

- 1) Define basic client needs regarding budget development, contract documents, stakeholder and community input, and project management services.
- 2) Establish project team responsibilities and lines of communication.
- 3) Bidding and selection process for construction and contractual services.
- 4) Review the status of the project efforts with the client as requested.
- 5) Selected Firm will coordinate with Urban Ecosystem, (currently contracted to design the Cultural Trail interpretive sites), on kiosk and other signage to ensure

aesthetic, design, branding and color palette established by the Cultural Trail is in line with the Project.

- 6) May involve coordinating with the Superior Watershed Partnership and Great Lakes Climate Corps (GLCC) regarding related native landscaping, green infrastructure, trail implementation and maintenance. The SWP is also the point of contact with the KBIC Natural Resources Department (NRD) regarding recommended native plant, shrub and tree species for the project.
- 7) Conduct and Attend Stakeholder meetings to determine design needs and use of facility. These meetings may include but are not limited to Cultural Trail Stakeholder Committee, Urban Ecosystems-Contracted Consultants for Cultural Trail, The Parks and Recreation Advisory Board, The Arts and Culture Advisory Committee, The Marquette Public Art Commission, the City Planning Commission, and the City Commission.
- 8) After a schematic design has been developed and approved, the architect will work with the City to ensure architect's estimation of costs fits within the budget in advance of the preparation of construction documents.
- 9) Develop contract documents for construction of Project.
  - A. Architectural stamped drawings and renderings shall be provided for approval.
  - B. Provide cost estimates for all services and materials.
- 10) Develop bidding documents for sitework and construction of Project.
- 11) Oversee the bidding process.
- 12) Provide addenda during bidding as necessary.

#### PROJECT MANAGEMENT SERVICES

Provide management and oversight of construction of Project. This includes construction observation, assisting in site work, review, and recommendation of monthly pay estimates.

#### FINAL DELIVERABLE

The final adopted proposal, an electronic copy must be emailed to the City. Precision of language, clear organization, and clarity of presentation should be emphasized in all documents.

#### **IV. OTHER CONSIDERATIONS**

The successful bidder will be notified of the award in writing and will be expected properly and promptly to execute a contract, such contract will include the following conditions:

#### INSURANCE

- 1) Provide evidence of insurance and the coverage limits, or state method for addressing insurance in the following categories:
- 2) Workers Compensation – in compliance with Worker's Compensation Act
- 3) Comprehensive General Liability (including coverage for completed operations)
- 4) Comprehensive Automobile Liability (including non-ownership and hired car)
- 5) Professional Liability (errors and omissions, including contractual liability)

DOCUMENTS

All documents including drawings and specifications created or existing as part of this project, shall be available for use by, and become property of, the City.

**V. OBJECTIVES OF THE REQUEST FOR PROPOSAL**

The objective of the RFP is to develop contract documents for the Project design, provide bidding assistance and construction administration. Proposals should be prepared simply and economically, providing a straightforward, concise description of the consultant’s ability to meet the requirements of the RFP.

TIMELINES

The following timeline is suggested.

|                        |                                       |
|------------------------|---------------------------------------|
| May 29, 2024           | Contract Approval By City Commission  |
| June-August 2024       | Stakeholder Meetings/Plan Development |
| September-October 2024 | Construction Bids Released.           |
| November 2024          | Construction Starts                   |
| October 2025           | Project Closeout                      |

ESTIMATED BUDGET:

The total budget for design and construction is \$1,172,500. Potential for additional funds based on grant or philanthropic funds or other revenues.

**VI. RECEIPT OF INFORMATION**

Interested parties are invited to respond to this RFP by submitting a response to the City. Please see section III, “Required Considerations” in formulating your response. To be considered by the City of Marquette, an electronic copy must be emailed and received by the City no later than **Thursday May 2, 2024, 2:00PM EST.**

City of Marquette, Katie Burnette, Finance Dept. [kburnette@marquettemi.gov](mailto:kburnette@marquettemi.gov)

LATE PROPOSALS

Any proposals received by the City Finance Department after the exact date and time specified above will not be considered.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written notice received at any time prior to award. Proposals may be withdrawn in person by an officer or by a representative of the firm, provided that the representative signs a receipt for the proposal prior to award.

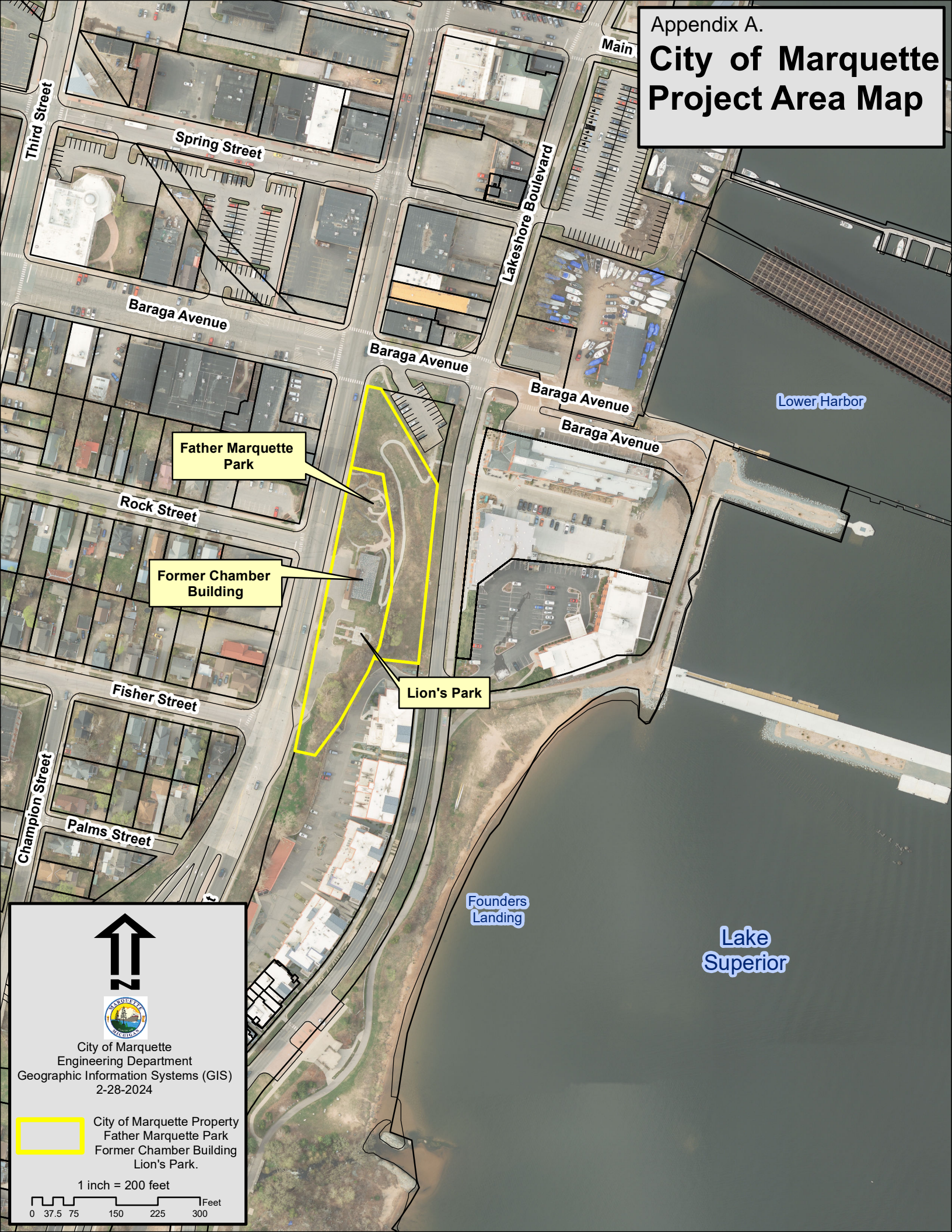
The City of Marquette reserves the right to reject any and all proposals.

**VII. QUESTIONS CONCERNING THE RFP**

Please direct all comments and questions to Tiina Morin, Arts and Culture Manager. All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, e-mailed, as follows:

Tiina Morin, Arts and Culture Manager  
City of Marquette  
Office of Arts and Culture/Community Services Department  
300 W. Baraga  
Marquette, MI 49855  
Phone: (906) 228-0472  
Email: [tmorin@marquettemi.gov](mailto:tmorin@marquettemi.gov)



Appendix A.  
**City of Marquette  
Project Area Map**




Father Marquette Park

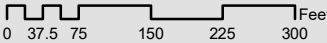
Former Chamber Building

Lion's Park

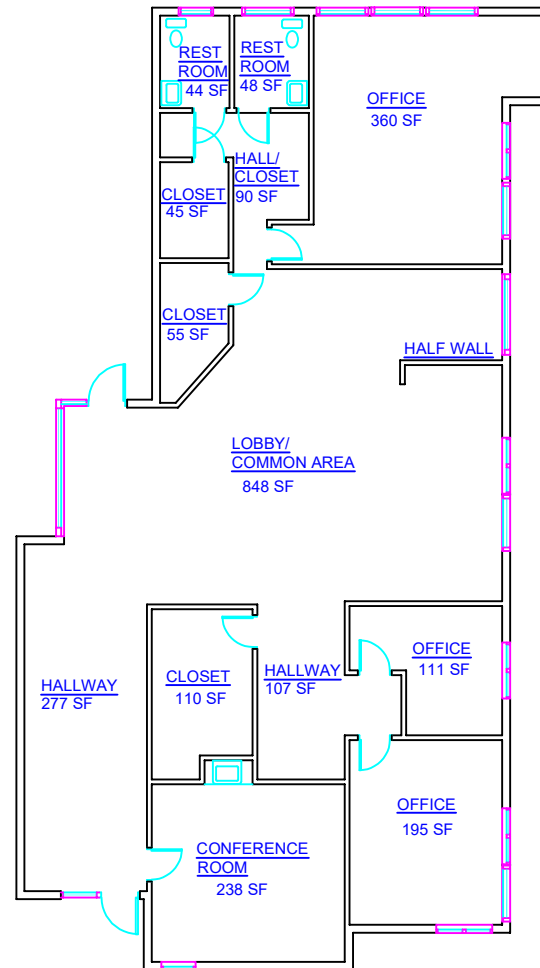
  
  
City of Marquette  
Engineering Department  
Geographic Information Systems (GIS)  
2-28-2024

 City of Marquette Property  
Father Marquette Park  
Former Chamber Building  
Lion's Park.

1 inch = 200 feet

 Feet





501 S FRONT STREET



**CITY ENGINEER'S OFFICE**  
**MARQUETTE, MICHIGAN**  
1100 WRIGHT STREET, MARQUETTE, MI 49855  
PHONE (906)229-0440

**501 S FRONT STREET**  
**BUILDING LAYOUT/AREA**

**DRAWN BY: JK**  
**DATE: AUGUST 15, 2023**  
**PROJECT FOLDER: J:\CADFILES\CITY BLDGS**  
**FILE NAME: 501 S FRONT.DWG**