



Request for Proposal

Beautify Comstock Center

Gateway Project

Invitation

The Comstock Township Downtown Development Authority (DDA) is inviting design professionals to assist with implementation of an initiative called ***Beautify Comstock Center*** by preparing gateway designs for 5 locations on the perimeter of the Comstock Center area.

Background

The Vision 2025 Master Plan identified the Comstock Center area as warranting a closer look which was accomplished in 2018 with the Comstock Center Place Plan for Redevelopment and Prosperity planning process and the subsequent establishment of a downtown development authority and adoption of a Downtown Development and Tax Increment Financing Plan. The work to promote and elevate Comstock Center continues under the DDA with the installation of banners and the spring 2021 planned placement of flower pots and creation of flower beds throughout the area. Additionally, the Redevelopment Ready Community program is awarding a grant for the hiring of a marketing and economic development firm to further the redevelopment and promotion of Comstock Center.

Goals

- A separate gateway design for each location that is appropriate for the setting and within the physical limitations present that complements the other designs and the Comstock Center area.
- A gateway design at River Street and Comstock Avenue that buffers the view of the retention pond and complements the pedestrian entrance to Merrill Park.
- Honor the history of Comstock Center and the bedding plant industry's presence in the community.
- Limited land acquisition. It is preferred to perform improvements within the right of way or with permission of private owners.
- Designs that will obtain RCKC and/or MDOT approval, as applicable.
- Engage Comstock Center stakeholders and the DDA in a manner appropriate to each site.
- A process that includes input from other agencies such as the Township, MDOT, RCKC and Kalamazoo County Parks (KRVT), as appropriate.

Scope of Work

The DDA is allowing the consultant to propose the approach to the work. Each gateway design should stand-alone as the implementation may be phased. The DDA subcommittee is willing to meet to further discuss the project and envisioned end-product so that a scope of work can be formulated. The Executive Director is also available and able to share copies of existing plans, documents and GIS shapefiles to facilitate the process. A map generally depicting the gateway areas and other planned improvements can be found at the end of this document.

Expectations

In achieving the stated Goals, the DDA anticipates that the consultant will do at least the following and/or propose an alternate approach to the process for their consideration:

- Meet with a subcommittee of the DDA and the Executive Director at the project kick-off to review goals, issues and challenges of the various gateway locations.
- Provide bi-weekly updates to the DDA Executive Director throughout process.
- Tour(s) of the area with the DDA subcommittee and Executive Director to identify initial limitations and opportunities at each proposed gateway.
- Obtain input from road agencies and property owners as applicable. Challenge the anticipated quick 'no' from the road agencies. The Executive Director and Township Supervisor will work with the consultant to facilitate this input given existing relationships.
- Presentation of conceptual plan alternatives for discussion with the DDA subcommittee.
- Presentation of the refined conceptual plan alternatives as may be modified due to DDA subcommittee input and/or road agency and property owner requirements.
- Finalize conceptual plan drawings into construction drawings that can also be used to secure necessary approvals/permits.
- Provide hard copy and electronic copy of the construction drawings to the DDA.
- Prepare cost estimates to implement each gateway design assuming each is undertaken separately and recommend grouping of projects for construction cost-savings.

Timeframe and Budget

The project must be completed by August 1, 2021.

Proposal should include an overall project budget and break out each gateway area. The contract with the selected consultant will be based upon a fixed price.

Proposals should include examples of similar work done for other communities and a list of personnel that will be assigned to the project and their qualifications related to this type of work.

Provide five hard-copies of the proposal and one electronic copy. The electronic copy may be emailed to Jodi Stefforia at jstefforia@comstockmi.gov Hard copies may be delivered to the Township Hall:

Mailing address: P.O. Box 449 Comstock, MI 49041

Street address: 6138 King Highway Kalamazoo, MI 49048

Phone: 269-381-2360

Deadline to submit a proposal is Friday, March 19, 2021 at 12:00 p.m.