



To: CCDC Board of Directors

From: CCDC Policy Committee

Date: November 16, 2016

RE: RFQ Recommendation - Design Services Provider for Exterior improvement Grant (EIG)

### **Background**

On August 29, 2016, the Downtown Memphis Commission (DMC) and the Center City Development Corporation (CCDC) released a Request for Qualifications (RFQ) seeking proposals from licensed architects and qualified design firms to provide conceptual design services as part of the CCDC's new Exterior Improvement Grant (EIG) program. The EIG is a matching grant designed to help Downtown commercial property owners and businesses make high-quality exterior improvements to their buildings and sites. Most EIG projects will require the services of a design professional. For smaller projects (ex- total budget of \$25,000 or less), this grant program will offer conceptual design assistance for applicants that need help in determining which exterior improvements to make.

The goal of the RFQ is to contract with two (2) or more architects or qualified firms to provide design assistance on a rotating basis for the EIG program. Compensation will be a fixed fee of \$2,000 per project in exchange for the scope of services outlined below. Although the exact number of EIG applications cannot be predicted, staff estimates that the CCDC may receive 4-8 EIG applications per year. The EIG program has been authorized to run for thirty-six months, beginning September 1, 2016.

### **Proposed Scope of Services**

Although each EIG project will be unique, design assistance will typically include the following:

1. The designer will meet the applicant on site at a mutually agreed upon date and time. The purpose of that meeting (estimate 30 – 45 min.) will be for the designer to visit the subject property and discuss the applicant's goals, needs, ideas, and budget.
2. The designer will prepare a conceptual design based on the applicant's input. The conceptual design will typically include a building elevation to illustrate the proposed scope of work. A site plan would only be needed if the building footprint is changing significantly or if exterior site features are being proposed. The drawings should be formatted to fit standard 11x17 or 8 ½ x 11 paper. Illustrations may be either hand drawn sketches or computer generated drawings. The designer may exercise judgment in determining how best to communicate the scope of

work for a particular project. However, drawings must be to-scale and sufficiently detailed whereas a general contractor can use the plans to estimate the project budget.

3. If the applicant accepts the conceptual design and wishes to move forward with an EIG application, the designer will advise the applicant on how to request estimates from three or more general contractors who can review the conceptual design and submit estimates for the proposed scope of work. Those estimates will form the budget in the grant application.
4. For more complex projects, the designer may be asked to attend the CCDC Board meeting where the Grant funding is approved and the Design Review Board (DRB) meeting to assist the applicant in answering technical questions about the exterior improvements. The designer's participation at each meeting should last approximately 30 minutes.
5. Should the applicant move forward with the project, the designer is free to negotiate with the applicant for further services, if needed, for which the applicant would be responsible.

#### **Committee Recommendation**

The RFQ Review Committee recommends that the CCDC select **brg3s** and **Self + Tucker Architects** to provide design assistance during the initial term of the EIG program. Both companies are well-qualified architecture firms located within the Central Business Improvement District (CBID).

DMC Staff will work with Mr. Charles Carpenter, CCDC Attorney, to prepare the necessary agreements between the CCDC and each of the selected architecture firms.