



**Request for Qualifications (RFQ):  
Professional Design Assistance for  
Downtown Memphis Exterior Improvement Grant (EIG) Program**

**Introduction:**

The Downtown Memphis Commission (DMC) and the Center City Development Corporation (CCDC) are seeking proposals from licensed architects and qualified design firms to provide conceptual design services as part of the CCDC's 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. This Grant program provides an opportunity for architects to work directly with DMC staff to design a proposal for our EIG applicants.

The DMC intends to contract with two or more architects or qualified firms to provide design assistance on a rotating basis for the EIG program. The DMC, acting as the client, will compensate the architect a fixed fee of \$5,000 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 8-10 EIG applications per year. Necessity for design assistance is not guaranteed.

**Scope of Services:**

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

1. The designer will meet DMC staff and 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. Following this initial site visit, the architect will coordinate with DMC staff on crafting the conceptual design.
2. The designer will prepare a conceptual design based on the applicant and the DMC'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 was changing significantly or if exterior site features, such as fences, 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 to permit a general contractor to use the design documents to estimate the project budget.
3. The proposed design will be submitted to DMC to review with the project applicant. If the applicant accepts the conceptual design and wishes to move forward with an EIG application, the designer will be notified and may be asked to attend the CCDC Board meeting where the Grant funding is approved, and the subsequent Design Review Board (DRB) meeting to assist the applicant in answering technical questions about the exterior improvements.

4. Should the applicant need further services outside of the scope of this Grant, the designer is free to negotiate with the applicant for further services, in which the applicant will assume the role as client and be responsible for any additional fees.

### **Required Information:**

To be considered for selection as a design services provider, please provide the following information:

#### **General Background**

1. Briefly explain your interest in providing design services for the EIG Program.
2. Provide a general overview of firm, total personnel, names of licensed professionals, if any, including type of license.

#### **Relevant Experience**

3. Include at least three (3) client references.

#### **Project Team**

4. Identify members of your firm who would be assigned to this project, along with a brief resume. Indicate the project lead, if applicable.

#### **Work Sample(s):**

5. Please provide 1-3 work samples that demonstrate your design expertise and ability to produce the type of conceptual design plans and documentation outlined in the scope of services above. **Use this as an opportunity to demonstrate the type, quality, and format of drawings that you would prepare if selected as a design assistance provider.** Be aware that these examples should represent your work product within the maximum fee discussed above.

### **Request for Qualifications (RFQ) Evaluation Criteria**

DMC staff will use the following criteria to evaluate and rank the qualification submittals:

1. The ability, capacity, skill, desire, and experience to perform the services required.
2. Experience of the project lead and others assigned by the firm for this project.
3. Strength of the proposal submitted and quality of work sample(s)
4. Experience of former clients; submittals should include at least three (3) client references.
5. Any other relevant information offered or discovered during the evaluation process.

### **Selection Process:**

Any qualified registered architect or firm in Shelby County, Tennessee is eligible to submit a response to this RFQ. Preference will be given to architects or firms located within the CBID, the DMC's primary area of responsibility.

DMC staff will review the qualification submittals for compliance with the evaluation criteria and rank them accordingly. Staff will then submit its recommendation(s) to the CCDC Board of Directors for approval. The CCDC is not obligated to select any of the qualification submittals and reserves the right to reject any and all submittals.

**Timeline:**

RFQ Published	March 29, 2021
Deadline to Submit RFQ Response	May 7, 2021 at 12:00 PM
Staff Review	May -June 2021
Target for Selecting Design Assistance Providers	July 2021
Design Assistance Start Date	September 1, 2021

**Submissions:**

Please include a cover letter describing your interest in providing design assistance for the EIG program and a submittal packet that includes all of the required information as outlined on page 2. All submittals must be made no later than 12:00 PM on Friday, May 7, 2021. Submittals received after that time will not be considered.

Applicants must submit a PDF of the cover letter and complete submittal (12 pages maximum) to [flynn@downtownmemphis.com](mailto:flynn@downtownmemphis.com) by the deadline listed above.

**Questions? Contact:**

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