



Greenville
NORTH CAROLINA

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West Greenville Kitchen Facility

Request for Proposals

For more information about this RFP, contact Niki Jones, AICP - Project Manager:
252.329.4518 or nsjones@greenvillenc.gov

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INVITATION TO PROVIDE PROPOSALS

1.1 Introduction

The City of Greenville is a thriving economic hub in the heart of eastern North Carolina that serves as the center of commerce, healthcare and education for the region. The City has enjoyed a sustained period of population growth and economic investment in recent years, leading to a current municipal population of just over 87,000 persons.

As with many cities across the nation, Greenville is seeking to capitalize on recent trends pointing to renewed interest in the “traditional urban core” of the city. Toward this end, the Greenville City Council established a Redevelopment Commission in the fall of 2002, charging the group with developing and implementing a plan to revitalize Greenville’s traditional central business district and surrounding neighborhoods. The Center City – West Greenville Revitalization Plan, a strategic revitalization planning document, was adopted in March of 2006. The Revitalization Plan may be viewed at www.greenvillenc.gov. As stated in the Revitalization Plan and the annual goals of both City Council and the Redevelopment Commission – creating a vibrant commercial node in West Greenville is a top priority.



With a diverse mix of housing, commercial, industrial, and institutional uses, Greenville’s urban core is rapidly regaining its historic standing as a hub for citizens to live, do business and recreate. It is the intent of this neighborhood improvement project to provide a commercial center/grocery store to serve the surrounding neighborhoods. West Fifth Street is quickly becoming one of Greenville’s great streets. It provides direct vehicular and pedestrian access back and forth from the Center City to the Medical District. In addition, the City has also designated this area an Economic Development Zone.

The West Greenville Commercial Center is an opportunity for developers who have the vision to make a significant impact within a community that has long been underserved. The West Greenville Area lies directly in between the city’s medical district and the Center City or downtown. Moreover, East Carolina University is within walking distance of this area.

West Greenville Kitchen Facility

City of Greenville

1.0 The Project

In 2006, the City created the West Greenville Redevelopment Area. This designation was pursued for multiple reasons. First, the City wanted to show the public that we were aware of the neighborhood conditions at the time; and moreover, understood the importance of the West Greenville Area. The designation also gives the City broad authority within the boundaries. This authority allows the City to operate in a more flexible manner. In addition to those reasons, the designation also provides a basis for concentrating federal dollars within this target area.

In the past, West Greenville was a thriving neighborhood with schools, businesses, family networks, and walkable safe streets. Over the past eight (8) years, the neighborhood has begun to return to its once celebrated character. New housing stock that replicates the historic nature of the neighborhood has now been constructed, or is in the process of being constructed. There are multiple pieces of civic infrastructure that have been developed. For example, there is a public library, an elementary school, and an up and coming park system. The City is partnering with multiple non-profits to provide services such as: workforce development, economic development, and education. However, there is one missing piece of the neighborhood plan – commercial development.

The City of Greenville is dedicated to recruiting a commercial developer to provide a well built and designed workforce center. It is imperative that this center be multi-functional. It is anticipated that the building will be used by multiple parties. For example, Pitt Community College would like to provide culinary classes within the building. They would like to provide both the classroom experience and the kitchen experience. In addition, it is anticipated that this facility will also provide a commercial space for food entrepreneurs to grow their home businesses.

2.1 Project Description

The City of Greenville seeks a qualified firm or team to develop, design, and provide construction documents for a commercial property located within the West Greenville Redevelopment Area. The selected firm/team will be required to complete the necessary research, site investigations, and assist in the planning process. Furthermore, the firm/team will then subsequently produce construction drawings and documents, cost estimates, and schedule for future development.

The City of Greenville requires the selected firm to analyze the cost of rehabilitating the structure and the cost of building a brand new structure. The firm should then recommend one of the aforementioned options. They should provide staff with an analysis that provides a basis for their recommendation. The analysis should provide staff with a building design, site design, material costs, total per square foot costs, labor costs, a traffic management plan, and any other additional information that may be necessary.

West Greenville Kitchen Facility

City of Greenville

The City envisions this building as a multi-functional facility. This facility should be designed to serve several purposes. It should be able to provide space for a standard classroom setting, office space, dry food storage, cold storage, and a commercial kitchen space. The commercial kitchen space will provide a place for students to learn the kitchen and its' functions in a hands-on environment. This type of service will typically occur during normal business hours (7 AM – 7 PM). Moreover, the kitchen space will also be utilized by food entrepreneurs during off business hours (7 PM – 7 AM).

FIGURE "A"

PROJECT LIMITS

Project limits as depicted in figure "A" have a red boundary.

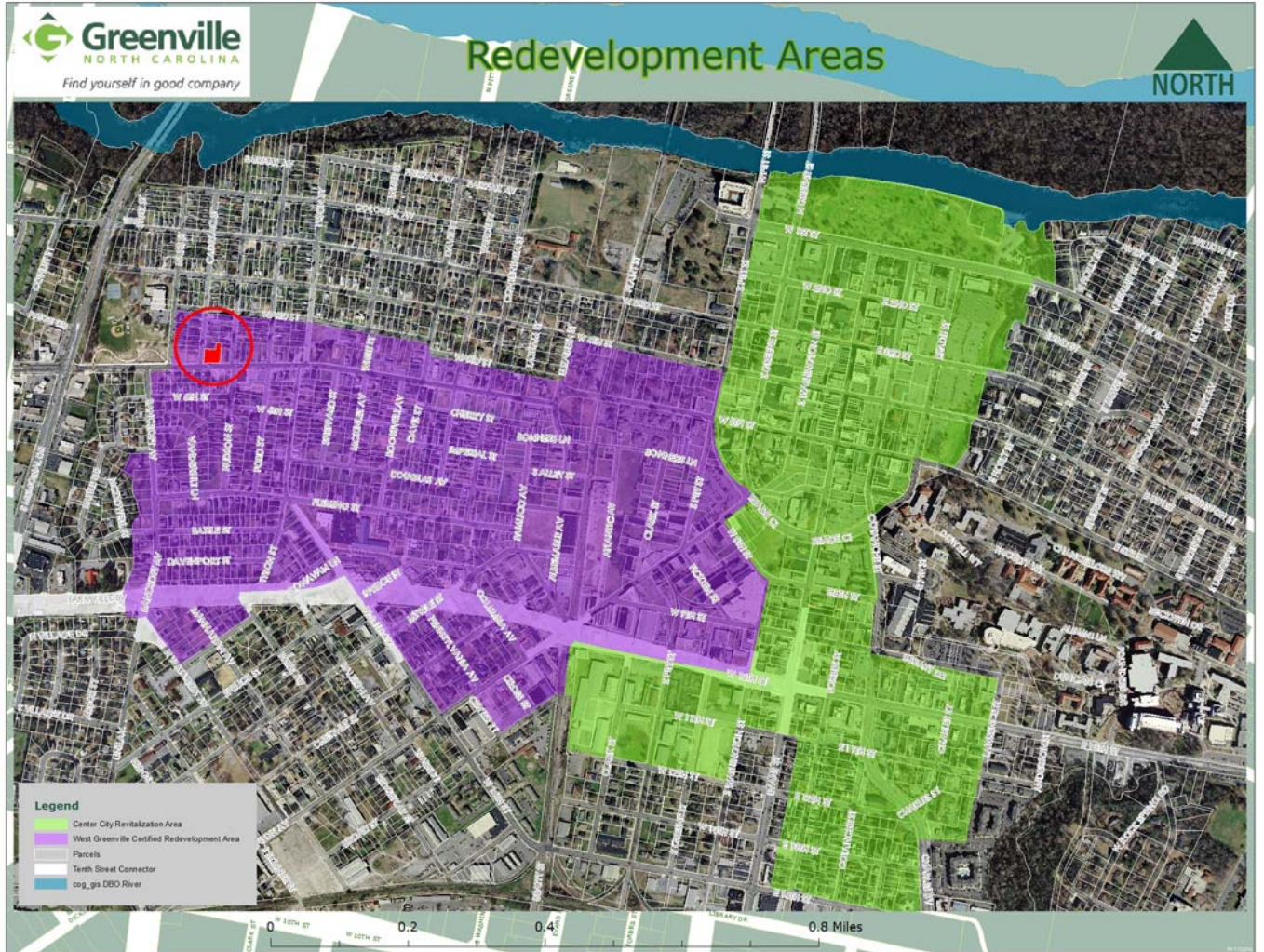


West Greenville Kitchen Facility

City of Greenville

FIGURE "B"

The Project Site lies between the Medical District and the Uptown District/East Carolina University. Moreover, the site lies within an established redevelopment area.

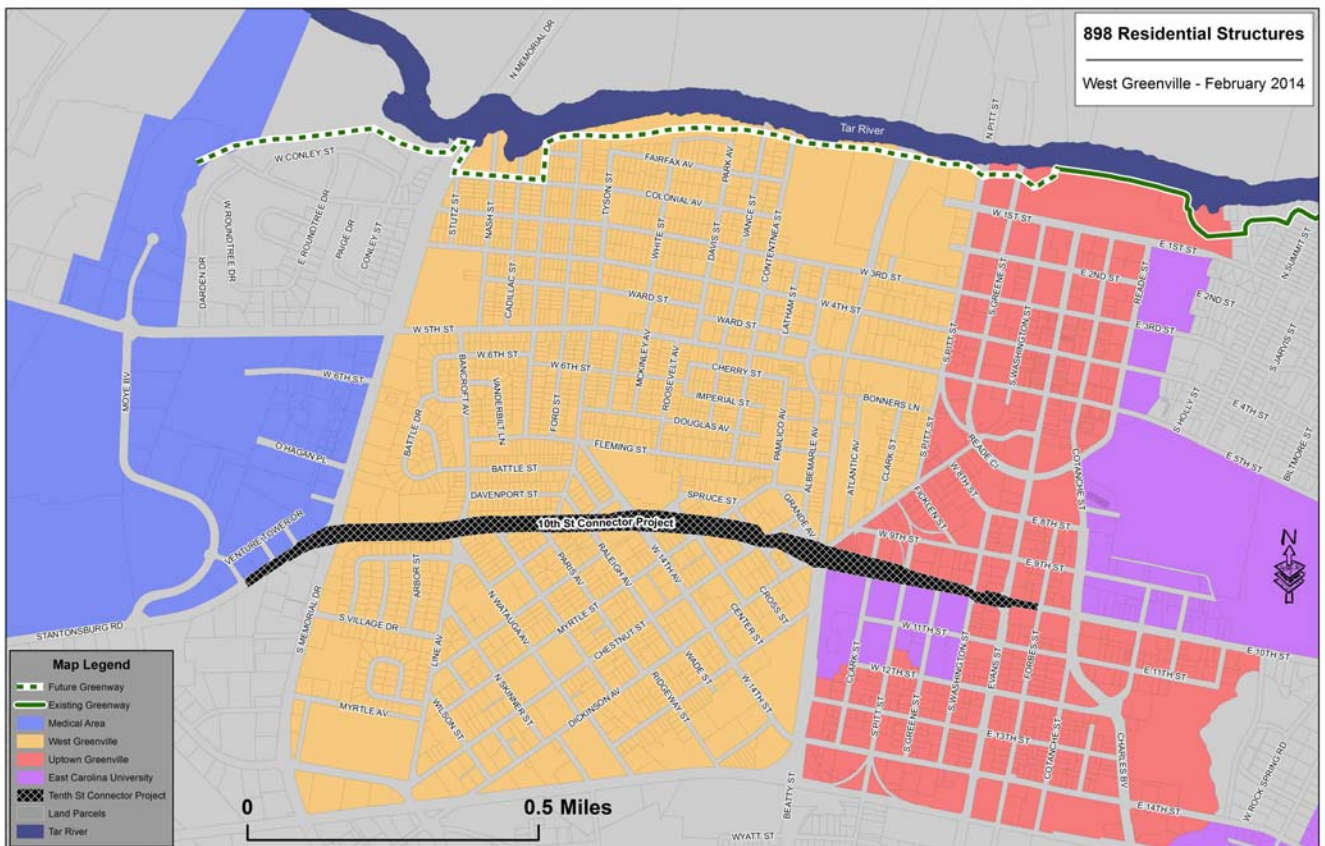


West Greenville Kitchen Facility

City of Greenville

FIGURE "C"

This map depicts several notable points about the West Greenville area. It provides an overview of two (2) upcoming capital transportation projects. Both of which will provide greater access in and out of the area. The Tenth Street Connector is projected to provide a much greater amount of trip counts through the area on a daily basis. The connector will also provide direct access from Hwy 264 to the Center City and East Carolina University.



West Greenville Kitchen Facility

City of Greenville

FIGURE "D"

This map depicts the zoning patterns in the area. The Project Site is zoned Commercial Downtown Fringe (CDF). This zoning district provides flexibility in both design and use.

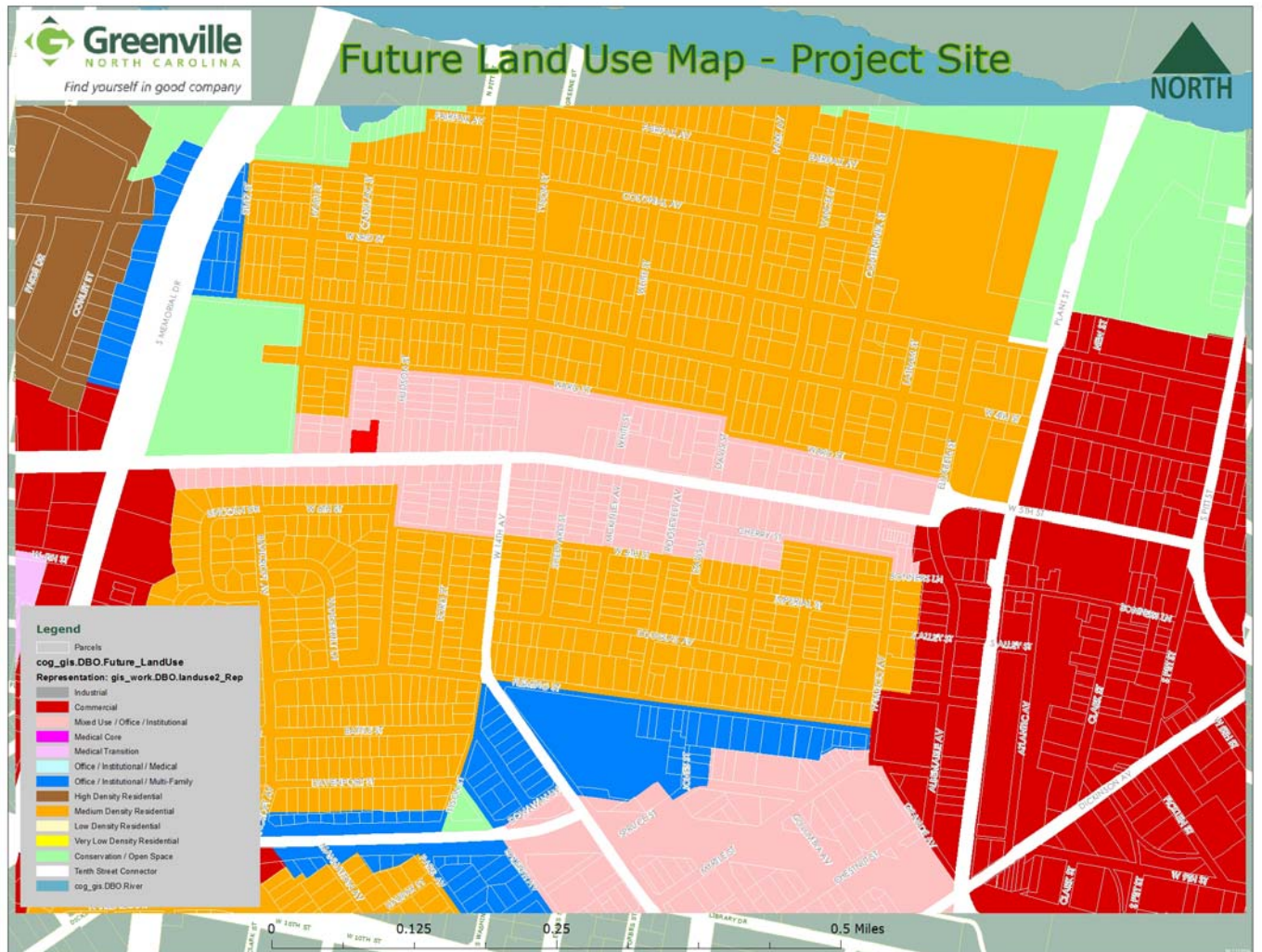


West Greenville Kitchen Facility

City of Greenville

FIGURE "E"

This map depicts the adopted Future Land Use patterns in the area. The recommended land use for the Project Site is Mixed Use/Office/Institutional. This also provides flexibility in the type of use that will be placed here.



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City of Greenville

FIGURE "F"

This picture depicts the current structure on 1404 West Fifth Street; Parcel #21492.



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City of Greenville

FIGURE "G"

This picture depicts the western wall of the 1404 West Fifth Street structure.

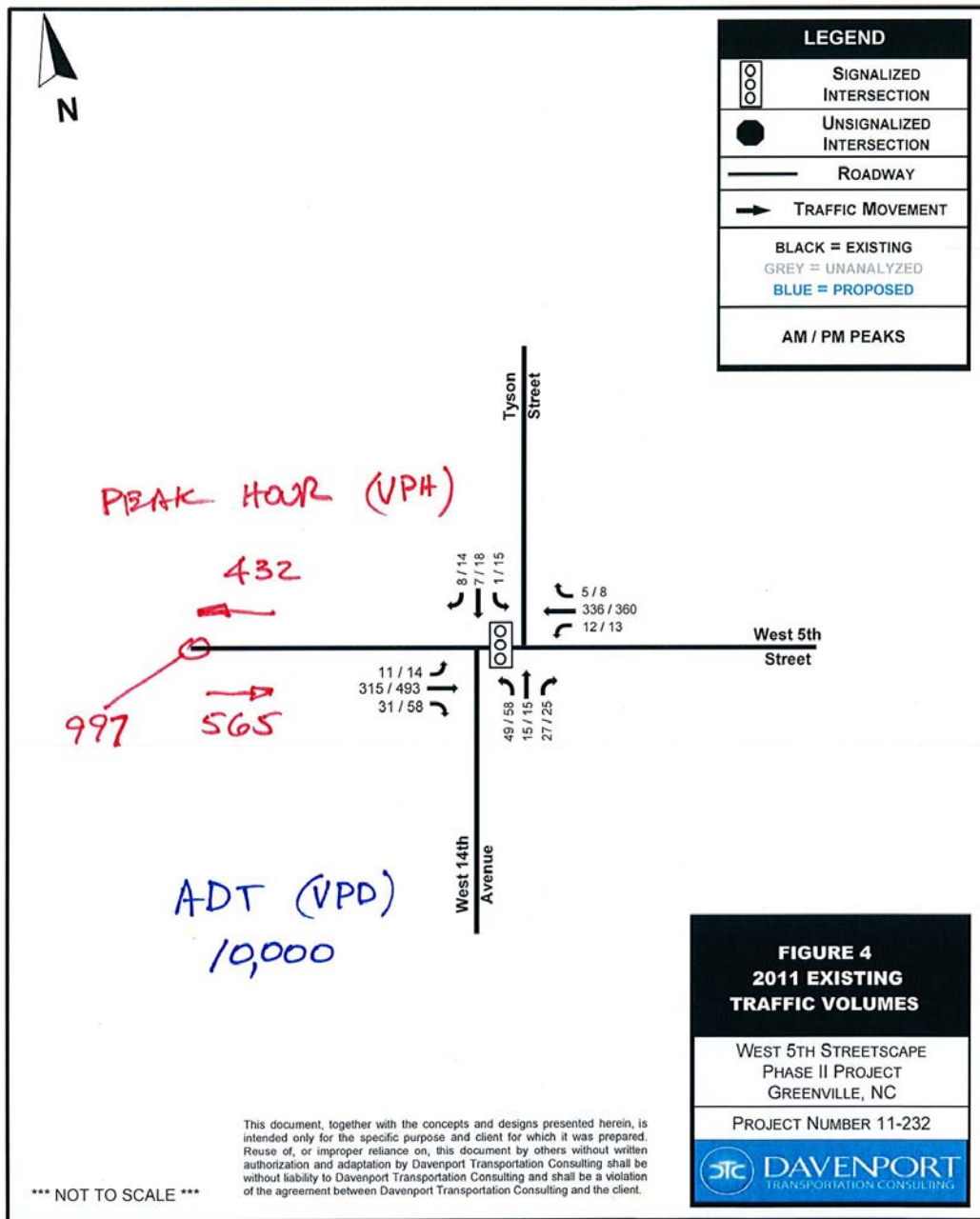


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City of Greenville

Figure H

This illustration depicts the traffic counts along the West Fifth Street Corridor.



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City of Greenville

A detailed project scope will be developed following the negotiation/bid process with the selected design-build firm or team. A final construction budget for this project has not been developed at this time.

2.2 City and Public Participation

It has been several years since the Streetscape master plan and the Redevelopment Plan was adopted; thus, some limited public comment opportunities will be included in the design process. It will also be essential for the selected firm/team to coordinate design efforts with NC DOT, Greenville Utilities Commission, citizens, and neighborhood associations. The selected consultant will develop the product such that periodic feedback from city staff and other key stakeholders is possible. The consultant will be expected to make presentations and/or provide periodic updates to the Redevelopment Commission and the Greenville City Council as well.

The approach suggested by the consultant should include steps designed to ensure that the final product will be developed in close consultation with city staff as well as the stakeholder groups described above and should allow for the consultant to make revisions based upon those consultations, as well as comments received from appointed or elected bodies as described above. The selected consultant should be aware that the project manager will work in close consultation with city staff from the City's Engineering Division, and the Community Development Department. All plans will be reviewed by said engineers and staff members, and must be in compliance with all local and state development regulations and policies.

2.3 City of Greenville Responsibilities

The City of Greenville will be responsible for:

- Arranging, scheduling, and providing facility space for meetings;
- Providing the consultant with comprehensive geographic information for the project area as required, either in hard copy maps at scale, or, as GIS digital data based on aerial photography and tax data (Preferred) Note: Survey work may be provided by City (negotiated);
- Providing the consultant with copies of relevant City of Greenville plans, ordinances, design guidelines and special plans including but not limited to the Horizons Comprehensive Plan, the Center City – West Greenville Revitalization Plan, the Recreation Master Plan, the Greenville Thoroughfare Plan, and the Center City – West Greenville Streetscape Master Plan;
- Reviewing of consultant work-product according to deliverable schedule;
- All construction administration; and
- The City of Greenville through its project manager will work closely with the consultant to answer questions, make decisions, provide guidance and assist with coordination where needed. The City's responsibilities do not include doing research and design tasks for the consultant.

West Greenville Kitchen Facility

City of Greenville

2.4 Schedule

02/02/2015 RFP Advertised and mailed to developers

02/20/2015 Proposal due date

02/23 – 02/27/2015 Proposal review

03/02 – 03/06/2015 Interviews with shortlist firms

03/11/2015 Consideration of finalist by City Staff

2.5 Other Project Notes

The facility is located along a corridor in which a streetscape master plan has been completed. The master plan incorporates those parcels which are located along West Fifth Street. Phase I of the streetscape master plan has been completed. Phase 2 is currently in design, and the design should be complete early 2015.

In addition, all environmental hazards have already been mitigated. A Phase I and a Phase II have been conducted. There were no significant findings, and the only environmental hazard was the asbestos within the structure. The asbestos has been properly removed.

This parcel will be located within the Phase 2 design, and staff would like the selected firm to incorporate this into the design of the facility and site.

This project must meet the following federal guidelines during the construction phase.

DAVIS-BACON

Davis-Bacon Residential prevailing wages will apply to this project.

SECTION 3 CLAUSE. ALL SECTION 3 COVERED CONTRACTS SHALL INCLUDE THE FOLLOWING CLAUSE (REFERRED TO AS THE SECTION 3 CLAUSE):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent 7 #991838 feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

West Greenville Kitchen Facility

City of Greenville

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract 8 #991838 that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

West Greenville Kitchen Facility

City of Greenville

3.0 Proposal Requirements

3.1 Submittal

In order to be considered, three (3) copies of the proposal must be received by the City of Greenville on or before **February 20, 2015, by 4:00 p.m. EST**. All proposals must be delivered in a sealed envelope marked: Request for Proposal – West Greenville Commercial Center. All materials submitted in response to this request for proposals shall become the property of the City of Greenville and may be returned at the option of the City. Any proposals received after the deadline will not be considered.

Proposals may be mailed or delivered to:

City of Greenville
Housing Division
Att. Mr. Niki Jones, AICP
P.O. Box 7207
201 West 5th Street
Greenville, NC 27835

3.2 Proposal Format

Cover Letter:

Briefly describe why your firm is interested and should be considered for this project. Also, provide contact information for any questions or additional requests for information that may arise during the review of your proposal.

Consultant Background:

Provide the following information for the lead consultant and any proposed subconsultants: Firm names, background, history, number of years in business, size of firm, number of employees dedicated to this project and their proposed responsibilities to this project. Please include applicable professional registrations of team members as well as any specialized experience in applicable areas.

Experience:

List a minimum of three (3) recent projects similar to this one completed by your firm or team. The list should include project name, a brief description of the project, total design and construction budget, client name and client contact information.

Project Approach:

Briefly outline your technical and procedural approach for the design project. Also, describe key issues and potential problems facing this project and how your firm or team would address these issues. **Please provide a description of the degree or level of involvement in the planning and design process for the team members identified above.**

West Greenville Kitchen Facility

City of Greenville

Equal Employment Opportunity Statement:

The City of Greenville does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work on this project is required to insure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin or handicap. (Please include a copy of any EEO policy or statement adopted by your firm.)

4.0 Selection Process

4.1 Proposal Review Team

The proposal review team will consist of several City of Greenville staff members, as well as members of the Redevelopment Commission.

4.2 Selection Criteria

Criteria for the selection of the consultant will include but not be limited to:

- Ability to undertake and complete the project in a timely manner
- Previous performance with similar projects
- Proven ability in facilitating a comparable design process
- Qualifications of key personnel
- Technical approach to the project

4.3 Process

The proposal review team will evaluate all proposals submitted on time to determine those firms that will be granted an interview. Costs for developing the proposal and costs attributed to any interviews are at the consultant's expense and will not be reimbursed. Following the interviews, City of Greenville staff will attempt to negotiate an agreement with the top ranked firm. If no agreement can be reached with the top ranked firm, that firm will be dismissed and staff will proceed to the second ranked firm and so on, until an agreement can be negotiated that is satisfactory to both parties.

West Greenville Kitchen Facility

City of Greenville

5.0 Questions

In an effort to ensure that all potential respondents to this proposal have access to the same information, all questions should be posed via email to Mr. Niki Jones, Project Manager at the following email address: nsjones@greenvillenc.gov

Questions along with appropriate responses will be posted on the project's web site at www.greenvillenc.gov/urbandevelopment Questions will be accepted until **February 19, 2015** and will typically be responded to within one (1) business day.

END OF REQUEST FOR PROPOSALS