



Midtown Detroit, Inc. New Center Park Site Assessment & Capital Improvement Plan Request for Proposal

**Midtown Detroit, Inc.
644 Selden Street, Suite 210
Detroit, Michigan 48201**

DATE OF REQUEST	Monday, July 20, 2026
OPTIONAL PRE-BID WALK-THROUGH	Thursday, July 30, 2026 at 2:30 p.m. EST <i>New Center Park 2998 W. Grand Boulevard, Detroit, MI 48202</i>
QUESTION DEADLINE	Monday, August 3, 2026 by 5:00 p.m. EST <i>All questions must be submitted in writing via email to admin@midtowndetroitinc.org.</i>
RESPONSE TO QUESTIONS	Wednesday, August 5, 2026 by 5:00 p.m. EST <i>All responses will be via email and posted on our website at www.midtowndetroitinc.org.</i>
PROPOSAL DUE DATE	Wednesday, August 12, 2026 at 2:00 p.m. EST <i>Submit proposal to Midtown Detroit, Inc. Melanie Markowicz, Executive Director 644 Selden Street, Suite 210 Detroit, MI 48201</i>
SELECTION + AWARD	Friday, August 21, 2026
PROJECT KICKOFF	August 2026
EXPECTED COMPLETION	September/October 2026

PROPOSALS MUST BE SUBMITTED TO THE MIDTOWN DETROIT, INC. OFFICE AT OR PRIOR TO THE EXACT DATE AND TIME INDICATED ABOVE. LATE PROPOSALS WILL NOT BE ACCEPTED.

Midtown Detroit, Inc. (MDI) expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to the submittal of the bids by addendum(s) to the RFP. MDI reserves the right, to accept or reject any or all items in the proposal prior to the issuance of the award; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the lowest bidder. If, either, a unit price or extended price is obviously in error and, the other is obviously correct, the incorrect price will be disregarded. All purchase orders subject to this award are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request. All proposals shall be firm for ninety (90) days from the deadline listed above. All proposals must be submitted to the address indicated above and include one (1) hard copy original, and one (1) digital copy of in a single Portable Document Format (PDF) file on a USB flash drive. Digital copies must follow this naming convention: MDI NCP_RFP Response_FirmName



Midtown Detroit, Inc. New Center Park Site Assessment & Capital Improvement Plan Request for Proposal

TABLE OF CONTENTS

- 1.0 Project Introduction**
- 2.0 Minimum Qualifications**
- 3.0 Team Qualifications**
- 4.0 Midtown Detroit, Inc. Description + Context**
- 5.0 Scope of Work + Deliverables**
- 6.0 Proposal Content Requirements**
- 7.0 Proposal Submission**
- 8.0 Conditions, Disclaimers + Disclosures**
- Signature Page**



1.0 PROJECT VISION

Midtown Detroit, Inc. (MDI) is seeking proposals from qualified planning, architecture, landscape architecture, engineering, or multidisciplinary consulting firms to conduct a comprehensive conditions assessment of New Center Park and develop a Capital Improvement Plan with associated planning-level cost estimate.

The purpose of this project is to evaluate the park's existing infrastructure, accessibility, operations, and long-term sustainability while identifying capital improvements that will enhance the visitor experience, improve park operations, and strengthen the park's long-term financial viability.

Objectives:

- Assess existing physical conditions.
- Evaluate accessibility, infrastructure, and operational functionality.
- Identify deferred maintenance, repair, replacement, and capital improvement needs.
- Prepare prioritized recommendations with planning-level cost estimates.
- Develop a phased Capital Improvement Plan suitable for future grant applications and budgeting.

Midtown Detroit, Inc. was awarded a grant to support the assessment of New Center Park through the Detroit Parks Coalition.

Please note that the selected team will be further considered to be the consultant to complete construction documents and oversee construction in the next phase of the project.

2.0 MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in this RFP. References that verify project experience shall be provided.

3.0 TEAM QUALIFICATIONS

Successful respondents to this RFP must present a team of individuals with a diversity of skill sets in order to provide and manage all required areas of the scope of work. Qualified teams will include the following area competencies.

Park and Public Space Improvement Assessment, Design, Engineering, Planning, + Construction

- Demonstrated success in urban park and public space improvements design, planning, engineering, and construction.
- Technical design capacity in structural engineering and infrastructure, as well as infrastructure components such as utilities.
- Experience and enthusiasm for incorporating ADA (Americans with Disabilities Act) compliant infrastructure.
- Experience in planning for multiple uses such as park food and beverage, outdoor patios, public seating spaces, and event programming elements.
- Enthusiasm for incorporating stormwater management and greening practices, as well as Crime Prevention Through Environmental Design (CPTED) strategies, and ability to deploy these strategies into concepts, design, and development phases.

- Team must have experience working with multiple governmental agencies and departments, and can produce drawings and specifications which meet all federal, state, and local laws, ordinances, and requirements. Extensive experience with City of Detroit permitting required. Ability to certify drawings is required.
- Ability and demonstrated experience developing cost estimates which accurately incorporate the cost of materials and construction appropriate to a park improvement project.

Technical Surveying, Mapping, + Graphic Design

- Expertise and technical mapping proficiencies in GIS, AutoCAD, and supporting graphic software.
- Ability to research, design, and acquire all relevant materials for schematic plan development and construction documents.
- Excellent graphic design proficiencies.

4.0 SITE DESCRIPTION + CONTEXT

Midtown Detroit, Inc. (MDI) is a nonprofit 501(c)(3) dedicated to fostering community and economic development in the Midtown and New Center areas of Detroit through collaboration and partnership with local stakeholders. We work to enhance the quality of life for residents and businesses by promoting cultural and social activities, supporting small businesses, and advocating for the neighborhood's needs. Our goal is to make Midtown and New Center vibrant and welcoming places for all to live, work, and visit.

MDI's activities span beautification and maintenance, small business support, safety and security, urban planning and development, marketing and communications, and cultural events and programming.

New Center Park is a 22,688 square foot urban green space located in Detroit's New Center neighborhood. Park amenities include a performance stage and indoor bar area. MDI owns and operates the park, providing free community programming. Uses have included outdoor movie nights, live music performances, and neighborhood events that bring together residents, workers, and visitors.

The park has been a cherished community resource for almost 20 years, and while it continues to support simple outdoor activities, many infrastructure and operational elements have aged or become obsolete and require assessment before larger repairs or improvements can be planned, funded, and completed. Investing in a professional conditions assessment, capital improvement plan, and planning-level cost estimate will provide MDI with the technical information and strategic tools needed to manage the park more effectively over the long-term. The resulting plan will help the organization better understand infrastructure needs, identify accessibility improvements, and establish maintenance and operational systems that support ongoing programming.

Improvements, repairs and focus areas already identified for assessment include the following:

- Stage roof inspection and repair/replacement/cleaning;
- ADA access to the park and stage;
- Brick paver surfacing repair/replacement;
- Bar structure roof repair/replacement/cleaning/sloping;
- Bar structure flooring replacement;
- Bar structure envelope and door repair/replacement;
- White boxing bar area option for independent bar operator;
- Potential bar structure addition;

- Feasibility of addition of restroom facilities;
- Gate and fencing repairs/maintenance; and
- Fountain infrastructure decommissioning (base located under art sculpture).

These improvements will translate directly into a better park experience for visitors by supporting well-maintained facilities, more accessible amenities, and reliable infrastructure for public programming such as concerts, theater, film screenings, and community events. The improvements and upgrades to the band structure will likewise add to the programming and operational capacity of the park.







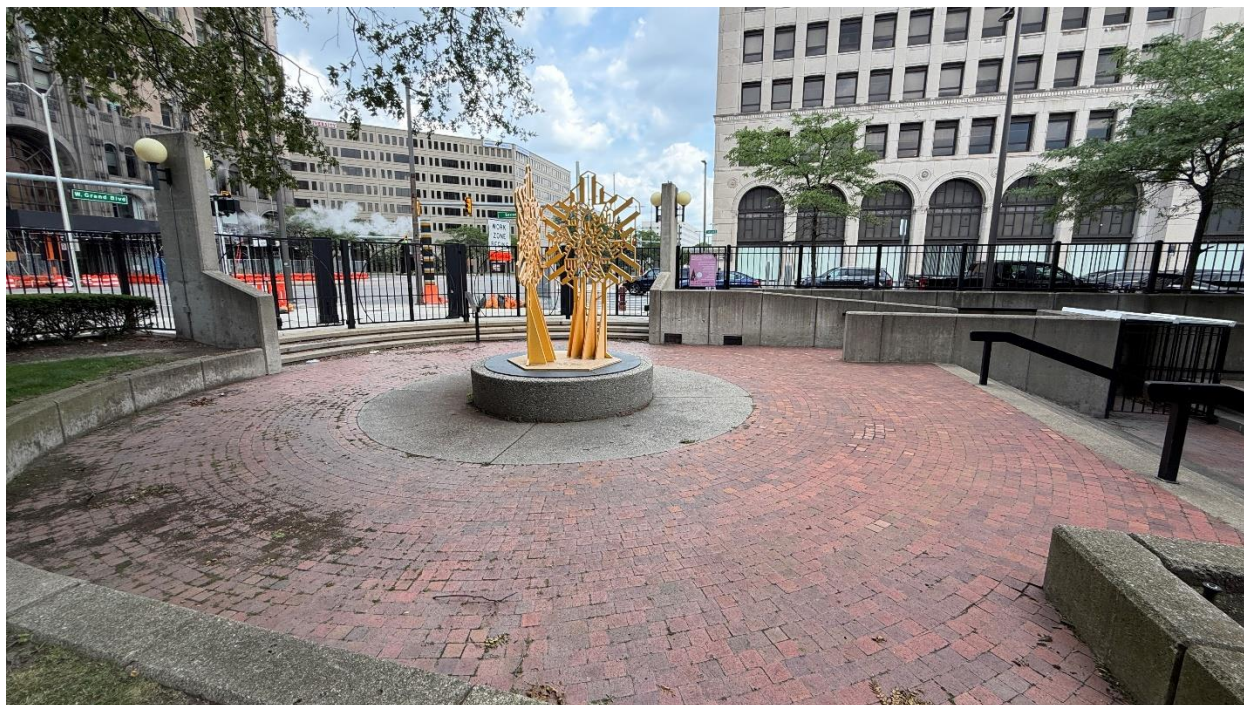












5.0 SCOPE OF WORK + DELIVERABLES

Midtown Detroit, Inc. (MDI) seeks a qualified consultant or multidisciplinary consultant team to conduct a comprehensive conditions assessment of New Center Park and its supporting facilities. The consultant will evaluate the park's existing physical infrastructure, operational functionality, and maintenance needs and develop a prioritized Capital Improvement Plan with planning-level cost estimates.

TASK 1 – Project Initiation and Existing Information Review

Prior to beginning field work, the Consultant shall review all available background information provided by MDI, including previous reports, available plans, drawings, maintenance records, capital improvement lists, and other relevant documentation.

The Consultant shall coordinate a project kickoff meeting with MDI staff to review project goals, discuss known site issues, establish communication protocols, and finalize the project schedule.

TASK 2 – Site Visit and Existing Conditions Assessment

The Consultant shall conduct a comprehensive assessment of New Center Park to document existing conditions, identify deficiencies, estimate remaining useful life where appropriate, operational issues, maintenance needs, code or accessibility concerns, and recommended improvements.

TASK 3 - Improvement Recommendations

Based on the assessment, the Consultant shall identify deficiencies and develop recommendations for repairs, replacements, operational improvements, capital investments, routine maintenance, or long-term redevelopment.

Recommendations shall distinguish between:

- Routine maintenance

- Deferred maintenance
- Repair
- Replacement
- Capital improvements

Whenever possible, recommendations shall identify expected service life and urgency.

TASK 4 – Capital Improvement Plan

Based on the assessment findings, prepare a comprehensive Capital Improvement Plan that includes:

- Planning-level cost estimates
- Short-, medium-, and long-term implementation phases
- Immediate priorities
- Short-term improvements
- Long-term improvements

Cost estimates shall be sufficient for budgeting and future grant applications.

TASK 5 – Final Report

The Consultant shall prepare a Final Existing Conditions Assessment and Capital Improvement Plan that includes:

- Final report (PDF and editable files)
- Executive summary
- Existing conditions assessment and maps
- Site photographs and documentation
- Inventory of existing assets
- Site assessment of all facilities
 - Park Infrastructure Assessment
 - Environmental Assessment
 - Stage Infrastructure Assessment
 - Food & Beverage Facilities Assessment
- Summary of infrastructure deficiencies
- Prioritized recommendations
- Planning-level cost estimates
- Immediate maintenance recommendations
- Funding and implementation considerations

6.0 PROPOSAL CONTENT REQUIREMENTS

To be considered responsive, each proposal to the Midtown Detroit, Inc. New Center Park Conditions Assessment & Capital Improvement Plan Request for Proposal (RFP) must include the following information in its entirety. All pages of the submission must be numbered, excluding exhibits and other supplemental information.

Cover Letter and Table of Contents

A cover letter and table of contents must be provided with all RFP submissions. Each section of the RFP Response must be clearly identified with appropriate headings.



Signature Page (Form Attached)

An official authorized to commit the bidder to the terms and conditions of the proposal must sign the proposal being submitted. The bidder must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official.

Statement of Submission

In your statement of submission please include, at a minimum, the following information and/or documentation.

1. The full legal name of the bidder.
2. The location of the firm's principal place of business and, if different, the location of the place of performance of the contract; The bidder must be authorized to do business in the State of Michigan.
3. A brief description of the project team/firm, including the Federal Employer Identification Number, the type of entity (e.g., corporation, nonprofit, LLC, foreign), the State the firm is incorporated in, the age of the firm's business and the average number of employees during each of the of the last three (3) years.
4. Identify firm/project team leadership, managers and/or officers and provide their CVs.
5. Names, job titles, and professional qualifications of key personnel proposed for assignment to the project and description of experience and qualifications. Their responsibilities for completing the scope of work for the project must be identified. Resumes for staff and key leadership shall be included in the submittal as an attachment.
6. Identify any subcontractors and/or consultants to be used and their information in the same manner as the proposed assigned staff firm personnel. Describe the process used to select the subcontractors.

Respondent Performance History

1. Indicate at least three (3) relevant experiences from the last five (5) years supporting your ability to successfully manage a contract of similar size and scope. Include sufficient detail to demonstrate the relevance of the experience in relation to the proposed project scope of work. Descriptions should identify the projects by name, location, services provided, and the length of time services were provided on each, one (1) associated reference, and identification of key personnel working on the project.
2. Provide a list of professional references who can provide information regarding past performance.
3. Identify any projects in which the bidder's contract was terminated for any reason.

Examples of Work

The following examples of recent work should be submitted with the RFP Response Package as an exhibit.

1. A park assessment and capital improvement plan completed by the proposed staff assigned.
2. An example of a park improvement program cost estimate.

Scope of Work Schedule

Provide a scope of work schedule identifying a clear timeline for the project completion, identifying key milestones, and deliverables.



Pricing + Fee Schedule

Proposals must provide a Fee Schedule and cost of all proposed services and activities. Proposals must provide a line-item breakout cost estimate to complete the project scope of work described in the RFP.

Disclosure of Interests

Proposals must include a disclosure of any interests that the bidder and any contractors and subcontractors, its officers, board members, and employees have in Midtown programs. Please identify any potential conflicts of interest should MDI enter into a contract with the bidder.

7.0 PROPOSAL SUBMISSION

Submitting Instructions and Other Key Information

DATE OF REQUEST	Monday, July 20, 2026
OPTIONAL PRE-BID WALK-THROUGH	Thursday, July 30, 2026 at 2:30 p.m. EST <i>New Center Park</i> <i>2998 W. Grand Boulevard, Detroit, MI 48202</i>
QUESTION DEADLINE	Monday, August 3, 2026 by 5:00 p.m. EST <i>All questions must be submitted in writing via email to</i> <i>admin@midtowntdetroitinc.org.</i>
RESPONSE TO QUESTIONS	Wednesday, August 5, 2026 by 5:00 p.m. EST <i>All responses will be via email and posted on our website at</i> <i>www.midtowntdetroitinc.org.</i>
PROPOSAL DUE DATE	Wednesday, August 12, 2026 at 2:00 p.m. EST <i>Submit proposal to Midtown Detroit, Inc.</i> <i>Melanie Markowicz, Executive Director</i> <i>644 Selden Street, Suite 210</i> <i>Detroit, MI 48201</i>
SELECTION + AWARD	Friday, August 21, 2026
PROJECT KICKOFF	August 2026
EXPECTED COMPLETION	September/October 2026

PROPOSALS MUST BE SUBMITTED TO THE MIDTOWN DETROIT, INC. OFFICE AT OR PRIOR TO THE EXACT DATE AND TIME INDICATED ABOVE. LATE PROPOSALS WILL NOT BE ACCEPTED.

All proposals must be submitted to the address indicated above and include one (1) hard copy original, and one (1) digital copy of in a single Portable Document Format (PDF) file on a USB flash drive. Digital copies must follow this naming convention: MDI NCP_RFP Response_FirmName



Proposal Disclaimers and Conditions

Midtown Detroit, Inc. expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to issuance of the award; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the lowest bidder. If either a unit price or extended price is obviously in error and, the other is obviously correct, the incorrect price will be disregarded.

All purchase orders subject to this award are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request.

All proposals shall be firm for ninety (90) days from the deadline listed above.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of MDI shall be binding upon MDI.

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation.

Evaluation Criteria + Selection Process

Midtown Detroit, Inc. will competitively select the proposal based on the following Selection Criteria. Proposals will be reviewed by a Proposal Evaluation and Review Committee, following MDI's RFP Evaluation Procedures. The process includes independent scoring, group discussion, and potential finalist interviews. Confidentiality and conflict-of-interest policies apply.

Overall Strength of Proposal 25 Points

- Demonstrates clear and practical vision for achieving all tasks and deliverables associated with the scope of work.
- Identifies a clear timeline for project completion.
- Exhibits excellent communication skills, including clarity, organization, writing style, graphics, and design of proposal package.
- Diversity of leadership team including consideration of woman- and minority-owned business enterprises (WMBEs) and City of Detroit-based firms.

Previous Project Experience 35 Points

- Demonstrated experience successfully developing and completing park and public space improvement programs.
- Demonstrated experience in park planning and construction.
- Demonstrated experience in engineering in the urban environment.
- Experience working in National Register of Historic Places listed districts.
- Experience creating architectural and engineering drawings, graphics, and maps.
- Experience developing cost estimates.
- Experience of proposed project leaders/ team members on similar projects.

Design + Planning Excellence 20 points

- Description of team leadership and commitment to high quality and exceptional design and construction.
- Incorporation of sustainable and innovative design and construction practices.



- Commitment to the preservation of cultural and built heritage.
- Certifications, recognition, and awards from professional associations (NSPE, ASME, ASLA, NTHP, AIA, AICP, ASCE, etc.).

Price Proposal 20 Points

- Reasonableness and feasibility of fee, broken down into each individual project scope area.

Proposals receiving **80** or more technical evaluation points will have its pricing evaluated and considered for award.

Final selection will be made by MDI's Executive Director and Board Executive Committee, based on Evaluation and Review Committee recommendation.

Midtown Detroit, Inc. may utilize all proposals, including pricing information, without regard to proposal's technical score to determine fair market value, when comparing and negotiating prices. MDI is not obligated to accept the lowest price proposal. Small businesses, minority-owned firms, and women's business enterprises are encouraged to apply or to serve as subcontractors.

RFP Responses received will be confidentially reviewed and evaluated and may include input from authorized key project stakeholders. Proposals determined to be non-responsive to the requirements of this RFP, including instructions governing submission and format, will be disqualified unless MDI determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the respondent is acceptable.

MDI's review may take up to four (3) weeks after the closing date for submitting proposals. Consultants may be called for an in-person interview meeting. MDI anticipates notifying the selected Consultant of award on or about August 21, 2026.

8.0 CONDITIONS, DISCLAIMERS + DISCLOSURES

General Conditions

The selected firm shall ensure that its employees and agents conform to all Federal (OSHA), State and City safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

The selected firm shall ensure that all of its employees and agents abide by all safety rules and regulations, which may be promulgated from time to time by either party as they pertain to the Contractor's operations. Contractor will be responsible for regularly informing its employees of all Federal, State and or City safety regulations.

The selected firm shall comply, at all times with any and all City, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment. The selected team shall at all times maintain good order among its employees and shall ensure compliance with City rules and regulations (as such may be amended from time to time).



Ownership Rights, Credits, + Deliverables

Midtown Detroit, Inc. shall have full rights to all project materials. MDI shall have a royalty-free right to republish any materials produced under this scope of work. All photos in reports and produced as part of the scope of work must include the photographer name, date, and a caption. Digital copies of collateral submitted to MDI shall include one (1) copy in a raw design format and one (1) copy in Portable Document Format (PDF).

Standards and Other Conditions

- *Independent Contractor:* The Contractor agrees to perform the work described in the quotation as an independent contractor and not as a subcontractor, agent, or employee of MDI.
- *Revisions to Original Contract:* MDI shall have the right to make any changes in or delete services from the work described in the contract and may direct the contractor to perform extra work and the Contractor shall implement such changes and perform such extra work. Should any such change increase, decrease or affect the amount or character of services required in the contract, the price shall be adjusted accordingly. The amount of increase or decrease, if any, in the price shall be determined by agreement between the Contractor and MDI.
- *Standards of Work – General:* All services shall be performed to the highest standard and in accordance with all Federal, State and City laws. The Contractor will be responsible for ensuring that its staff is familiar with and accomplishes the functions and tasks as outlined in the RFP.
- *Rejection of Quotation:* The award will be made to that responsible vendor whose quotation, conforming to this Request for Proposal, will be most advantageous to MDI, price and other factors considered. MDI reserves the right to reject any and all responses to this RFP, in whole or in part, and to waive informalities and minor irregularities in quotations received.
- *Contract:* MDI's award of any proposal is subject to and conditioned upon execution of a formal agreement for products and services between the successful bidder and MDI. In submitting a proposal, the bidder acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute the formal agreement within 14 days of its presentment, MDI may reject the selected bidder, and proceed to accept another qualified proposal, or reject all proposals. A copy of a bidder's suggested terms and conditions may be submitted with bidder's Proposal, however, neither MDI's acceptance of any proposal nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by MDI of Bidder's suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of the RFP, and last, the Bidder's Proposal.

Contractor Responsibilities

- The contractor must furnish any and all bonding and insurance documents required and be able to comply with all terms and conditions stipulated in the Contract documents.
- The contractor will furnish all supervision, labor, tools, materials, and equipment required to complete the scope of work.
- The contractor will furnish MDI a list of the names and supervisor(s) who will be assigned to this project.
- The contractor must have the skill, and ability to conscientiously, and promptly fulfill the Agreement and shall provide all work required for the development in a professional manner.
- The Contractor shall supervise and direct the work competently and efficiently, devoting such attention, skills and expertise as may be necessary to perform the work in accordance with the



Contract documents. Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures. Contractor shall be responsible to see that the finished work complies accurately with the Contract documents.

Insurance

The Contractor shall obtain, maintain, and provide Midtown Detroit, Inc. with a certificate of insurance that complies with the following:

- Name of the insured appearing on the certificate as the insured must match the name on the Contractor's license to perform the services.
- Insurance Coverages:
 - The Certificate of Insurance shall contain coverage, limits, and endorsements that are in full force and effect as follows:
 - *Worker's Compensation and Employer's Liability*

Workers' Compensation Limits	Michigan Statutory
Employers' Liability Limits	\$500,000 Each Accident
	\$500,000 Each Employee, Injury by Disease
	\$500,000 Policy Limit, Injury by Disease
 - *Commercial General Liability*

Limit of Liability	\$1,000,000 Each Occurrence
	\$3,000,000 for any Number of Claims arising from any One Incident
 - *Automobile Liability*

Residual Liability Limit	\$1,000,000 Each Accident
Personal Injury Protection	Michigan
Property Protection	Michigan
Coverage shall apply to any auto, including owned, non-owned, and hired. There shall be no Contractual Liability exclusion.	

There shall be no services completed or contractual liability exclusion. The Consultant will require its subcontractors to maintain the same coverages shown above.

This insurance requirement shall include the specific coverage and be written for not less than the limits of liability and coverages provided herein or in the supplementary Condition, or required by law, whichever is greater. The general liability insurance shall include completed operations insurance. All such insurance shall contain a provision that the coverage afforded will not be cancelled, materially changed or renewal refused until at least thirty (30) days prior written notice has been given to MDI. All such insurance shall remain in effect until final payment. Please provide a certificate of insurance detailing your coverage which meets the above requirements.



SIGNATURE PAGE

The individual signing below certifies:

1. They are fully authorized to submit this Proposal on behalf of the Bidder in response to Midtown Detroit, Inc.'s New Center Park Conditions Assessment and Capital Improvement Plan Request for Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. They have been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by Midtown Detroit, Inc.
3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or Midtown Detroit, Inc. employee or Board Member and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Name:

Title:

Company Name:

Address:

City/State/ZIP:

Phone Number:

Email Address:

Signature_____Date_____