



Request for Proposals

In-House Architect & Design Standards for the Michigan Street Corridor

I. Introduction

The Michigan Street Corridor Improvement Authority (MSCIA) is soliciting proposals from qualified architects or architectural firms to provide in-house architectural services. The selected architect will collaborate with the commercial district within the Michigan Street Corridor to establish design guidelines and best practices that will serve as a framework for future projects, creating a contextual relationship with the MSCIA character. Additionally, the architect will apply said guidelines and best practices by undertaking the design of transformative storefront renovations that adhere to universal design standards, thereby enhancing safety, walkability, and accessibility within the area.

Firm Selection Proposals for this project will be selected competitively from proposals received.

II. Background

The MSCIA is committed to fostering economic vitality and aesthetic enhancements within the Michigan Street Corridor commercial district. This initiative is aimed at revitalizing storefronts, improving pedestrian accessibility, and creating a more inviting and inclusive environment for businesses and community members. By integrating universal design principles, the goal is to ensure accessibility for all individuals.

III. Overview

The selected architect will provide on-call services to:

- Develop Design Standards in conjunction with the Michigan Street Corridor Improvement Authority Board.
- Conduct site evaluations and provide conceptual design plans for storefront renovations.
- Develop architectural designs that align with universal design stan-

Proposals due: June 1, 2026

dards and comply with local building codes.

- Collaborate with business owners and stakeholders to tailor designs to their needs while promoting a cohesive commercial district aesthetic.
- Provide cost estimates and feasibility assessments for proposed renovations.
- Support businesses through the permitting and construction process, ensuring compliance with city regulations.
- Develop design guidelines and best practices to serve as a framework for future projects within the Michigan Street Corridor.

IV. Proposal Requirements

Interested applicants must submit a proposal including:

- **Cover Letter** – Briefly describe the applicant’s interest and qualifications for the project.
- **Firm/Architect Profile** – Provide an overview of relevant experience, key personnel, and past projects.
- **Approach & Methodology** – Outline the proposed approach for working with business owners, addressing universal design, and managing project execution.
- **Project Examples** – Include at least three examples of previous storefront renovation or commercial district improvement projects.
- **References** – Provide three professional references from past clients or partners.
- **Fee Structure** – Detail the proposed pricing model, including hourly rates or project-based pricing.
- **Availability & Timeline** – Describe availability to take on projects and expected turnaround time for deliverables.

V. Deliverables

a. Business District Design Guidelines:

The Business District Design Guidelines are proposed to be a document comprising three to five pages, which delineates the design aesthetics, standards, and materials that will aid the MSCIA in fulfilling its objectives. This document aims to foster a contextual relationship within the character of the business corridors while addressing the principles of universal design standards.

b. Architectural Services

Services shall be rendered on an on-call, as-needed basis, contingent upon consultations with business owners and the MSCIA. These services will culminate in the creation of architectural renderings that align with local ordinances, city codes, and the design guidelines pertinent to the business district.

VI. Selection Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience in commercial architectural design and renovation. Understanding and application of universal design principles.
- Ability to collaborate effectively with small business owners and community stakeholders. Cost-effectiveness and efficiency in project execution.

- Quality of past work and client references.
- Proposed approach to design and problem-solving.

VII. Submission Deadline & Contact Information

Proposal Due Date: June 1st, 2026

- **Submission Format:** Proposals must be submitted in PDF format via email or in hard copy to info@mistreet.org
- The MSCIA reserves the right to reject any or all proposals, request additional information, or negotiate terms as necessary.

VIII. Pre-Qualification

To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Michigan.

Architect/Engineer must have demonstrated prior experience in designing commercial facades in accordance with applicable codes, standards, rules and regulations.

IX. Scope of Work

Scope of Services and Responsibilities to be defined as per Standard AIA Owner/Architect Agreement B-141 are as follows:

- Schematic Design (existing and new layout) on 4 buildings per year
- Design Development
- Construction Budgeting
- Compliance with Historic Preservation Guidelines where appropriate
- Direct Consultation with property owner

For this project, the organization is also seeking **Design Guidelines** based on the area.

X. Terms & Conditions

All costs incurred in the preparation and submission of a proposal shall be the responsibility of the applicant.

The MSCIA does not guarantee the number of projects or compensation associated with this contract.

The selected architect will be required to comply with all local, state, and federal regulations related to the services provided.

This RFP is intended to attract experienced professionals committed to fostering an accessible and vibrant commercial district. We look forward to receiving proposals that align with our mission of improving the built environment for all members of the community.