

# Request for Proposals

## South End Co-op Architecture & Engineering

City Market, Onion River Cooperative

October 5, 2015

### **Objective**

City Market seeks proposals from qualified architectural firms for professional services including design and document preparation for the proposed new market to be located at 207 Flynn Ave., Burlington, Vt.

### **History**

City Market, Onion River Cooperative is Burlington, Vermont's community-owned food cooperative with over 11,000 Members. Currently, City Market is one of the largest single store Co-ops in the United States in terms of sales. Our downtown store located at 82 South Winooski Avenue is 12,000 square feet of retail and another 4,000 square feet of office/storage space. In FY 2015, our sales were almost \$39 million with an average of almost 4,300 transactions daily.

### **Expansion Project Summary**

After working with consultants to conduct market research, we concluded that expansion along the Pine Street corridor would best suit the Co-op's needs. This type of expansion will allow us to build a strong sales base for a second location as well as relieve pressure on our downtown location (which was not originally built with our current sales in mind).

City Market has signed a purchase and sales agreement with Vermont Rail Systems on their property at 207 Flynn Avenue, a 4.4 acre parcel on the corner of Flynn Avenue and Briggs Street in Burlington, Vermont. As part of this agreement, we are currently in the midst of environmental assessment, zoning amendments, draft schematics, and community engagement.

On many of these sub-projects, City Market is working closely with our national cooperative, the National Cooperative Grocers Development Co-op (NCG-DC). Architects on this project will, therefore, also be working closely with NCG-DC. The current schematics call for about 21,000 square feet of retail and storage space on the ground floor and second floor mezzanine space of about 4,000 – 10,000 square feet.

### **Timeline**

The selected firm will need to do pre-zoning work on plans to allow us to estimate costs for our pro forma financial statements. At the same time, we won't finalize plans until the completion of our due diligence process.

*June 2015:* Announcement about purchase and sales agreement with draft exterior schematic of 21,000 square foot store with 100 parking spaces utilizing about ½ of the 4.4 acre parcel at 208 Flynn Avenue.

*July 2015 – June 2016:* Due diligence including environmental assessment, zoning amendments (by March 2016), and zoning permits.

*May 2016:* City Market takes possession of property. Vermont Rail Systems and Barrett's trucking use the property's salt sheds to distribute road salt to most of Vermont. They will need access through the winter driving season.

*July 2016:* Groundbreaking and site work

*May – June 2017:* Grand opening

### **Deliverables**

The selected architectural firm will work closely with City Market's Expansion Project Manager, General Manager, and Leadership Team as well as with consultants from NCG-DC. The firm will work both independently and collaboratively, including some evening meetings and small group meetings with stakeholders.

#### **Specific project tasks & deliverables include:**

1. Participation in several meetings with staff and consultants.
2. Attendance at several community engagement forums to elicit stakeholder feedback.
3. Creation of schematics for construction documents; landscaping; electrical, HVAC and plumbing contracts; fire protection.
4. Working with NCG Development Co-op to use their store schematic to prepare construction documents.
5. Inclusion of creative conceptual designs that represent the South End Arts District and the greater community within which the Co-op will reside.

### **Submission Requirements**

Please provide the following items.

1. A short letter of interest, including firm/individual name, address and contact information. Please address any time constraints our schedule places on your ability to meet and complete the project.
2. A scope of work to address the tasks & deliverables described above. The scope of work should also include a discussion/recommendation of additional issues that may not be set forth in the RFP but that may be pertinent to the objectives of the project.
3. A brief statement on your qualifications, experience and any other pertinent information to show knowledge and experience relative to the scope of work for this project. If more than one person or firm is involved, please describe the working relationship and who will lead the team.
4. The proposal must include detailed qualifications and levels of competence of individuals to be assigned to the project.
5. The proposed fee schedules for the project.
6. Explanation of proposed fee that separates the following:
  - a. Architect fee only- Engineering and Foundation work
  - b. All-in engineering costs, plumbing, electrical, HVAC, with each broken out separately.
7. Short summaries of similar projects and the names, addresses and telephone numbers of 2-3 references. Links to websites that depict previous work would be greatly appreciated.

**Submissions are due by Monday, November 9, 2015 at 4pm.** Submissions must be sent to Pat Burns by e-mail to [pburns@citymarket.coop](mailto:pburns@citymarket.coop). Proposals should be submitted as attached MS Word or Adobe PDF documents or via an e-mail with directions to an FTP site to download documents.

### **Selection Process**

City Market reserves the right to reject any or all proposals submitted. City Market staff will review the proposals and make a selection. During the process, City Market reserves the right, where it may serve in the Co-op's best interest, to request additional information or clarification from proposers. City Market reserves the right to request firms submitting proposals to make oral presentations as part of the evaluation process.

### **Selection criteria**

The selection will be made using the following criteria:

- Experience in:
  - developing retail grocery store projects, and
  - working with community-based businesses to include Member and other stakeholder input on design and function of a business.
- Innovation of the proposal and the approach taken by the firm. Applicants are invited to present any forms of work that can illustrate their firm's representation of work for this project.
- Ability to complete the necessary work
- Feasibility of the proposed scope of work and project budget
- Cost
- Experience and reputation working with retail grocers and/or cooperatives

### **Primary Contact**

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