



**DOWNTOWN**  
LANSING INC.

**Downtown Lansing Inc.**  
**112 South Washington Square**  
**Lansing, MI 48933**  
**downtownlansing.org**

**REQUEST FOR QUOTES**  
**DOWNTOWN LANSING COMPREHENSIVE MARKET ANALYSIS**

Downtown Lansing Inc. (DLI) is responsible for promoting the culture and sustainability of our downtown while lifting local businesses. We are dedicated to making Lansing a place where people want to be, by encouraging its businesses, neighborhoods, and stakeholders to build a dynamic culture known for its vibrancy, sustainable growth, and business friendly environment.

DLI desires to diversify the business mix and focus on new residential development to leverage our present Michigan Main Street program operations. A 'city-building' real estate development/redevelopment approach has been chosen to undertake this challenge, which requires knowledge of the market demand as a first-stage activity. Information collection, analysis, and recommendations regarding markets are hence sought via this Request for Qualifications solicitation.

**Section 2**

Each Bidder shall carefully examine all specifications, drawings, and other contract documents to familiarize themselves with all the requirements, terms, and conditions thereof. Any information relating to the work furnished by the Owner or others, or failure to make these examinations shall in no way relieve any Bidder from the responsibility of fulfilling all the terms of the contract, if awarded a contract. No payment will be made for items not set up in the quotation, unless otherwise provided by contract amendment. All bidders are cautioned that they should include in the prices quoted for the various bid items all necessary allowances for the performance of all work required for the satisfactory completion of the project.

Bidder will submit any pages requesting return with bid to:

Downtown Lansing Inc.  
Attn: Executive Director  
112 South Washington Square  
Lansing, Michigan 48933

Bids that are submitted shall be clearly marked "Bid Enclosed" or "Bid Envelope Enclosed" as appropriate. The sealed envelope containing the bid shall have the following information shown on the envelope: Quotation Number: 2022-DLI. Due Date: 1/10/2021 @ 3:00 p.m. Eastern Time.

**\*\*Note: No facsimile proposals will be accepted.**

## **Checklist for Bidders:**

1. Quotation Sheet.
2. Authorized Agent/Receipt of Addenda (if any).
3. Narrative Scope of Work response(s).
4. Specification Exception Form.
5. Downtown Lansing Inc. Indemnification Agreement.
6. 3 References
7. Submit examples of comparable projects and quality work your firm has conducted in the past as it relates to this project scope.

Downtown Lansing Inc. reserves the right to accept or reject any or all bids or portions thereof. Vendors may bid only one, or multiple options for this project.

**Delivery:** The bid price shown will be the full charge, including all applicable taxes, surcharges and other incidental fees, shipping charges included.

**Invoicing:** Unless otherwise stated, invoices are to be submitted upon completion of job. The invoice must include an itemization of all items, supplies, reports, including unit list price, net price, extensions, and total amount due.

**Payment:** Unless otherwise stated, payment will be made within thirty (30) days of the completion of delivery of all items or services in acceptable condition and receipt of invoice, whichever is later.

**Tax:** Downtown Lansing Inc. is exempt from all sales and taxes. Please quote less these taxes.

## **Specific requirements of a formal response shall provide a quote for 1 or up to all phases of the work to be completed based on your professional experience:**

1. An overview of company and list of communities/boards/organizations that you have completed a similar scope of work for in the past and include contact information.
2. A narrative response to the following scope of work (no more than 5 pages).
3. Timeline for project completion based on the scope of work presented.
4. Complete costs using the attached bid sheet.
5. Standard Rate Sheet
6. 3 references

## **The timeline for RFP responses is as follows:**

1. RFQ Issue Date January 11, 2022
2. Questions due January 18, 2022
3. Question responses (if any) to RFP disseminated January 21, 2022
4. RFP Responses due to DLI February 6, 2022

## **All quotes should be sent to:**

Executive Director  
Downtown Lansing Inc.  
112 South Washington Square  
(517) 282-7685 [cathleen@downtownlansing.org](mailto:cathleen@downtownlansing.org)

## **Scope of Work:**

**Objective:** With changes in remote working, vacant offices, and other impacts due to COVID and remote working in the Downtown Lansing environment, we would like to conduct a Comprehensive Market Analysis (CMA) looking at both the residential and commercial markets, identifying 2 priority sites for redevelopment, and develop a plan with actionable steps to assist DLI and local leaders in planning activities. These analyses will look at trends and potentials for the downtown business district and will serve as a “platform” for future programming and development projects.

### **Tasks to be Conducted through Initial Research & Reporting:**

- Task 1: Comprehensive Market Analysis that encompasses (1) a residential analysis of downtown, and (2) a commercial analysis of the downtown. Both shall identify key consumer groups in the downtown Lansing district.
- Task 2: Residential target market groups which would choose to reside in downtown, and the building types they prefer, whether present or not in the district.
- Task 3: Commercial leakage/surplus analysis to provide data and possibilities.

### **Tasks to Be Completed in Partnership with DLI Board and Staff in Real-Time**

- Task 4: Recommend solutions and action plan for implementing study results.
- Task 5: Redevelopment Plan for two (2) priority sites within the downtown (surface lots or buildings).
- Task 6: Other implementation tasks subsequent to prior tasks may be added at the discretion of the DLI Board.

*Include a Standard Rate Sheet of hourly rates for DLI Board to determine what additional tasks may be needed.*

**Quote Format:**

CORPORATION NAME	RFQ TITLE	RFQ ID	
	Downtown Lansing CMA	2022-DLI	
PROJECT LEAD - NAME & TITLE	CONTACT PHONE	CONTACT EMAIL	DATE SUBMITTED
Scope Element	Detail/Quantity	Price	