

# City of Muskegon Request for Proposals

## Muskegon City Hall Operations Space Needs Analysis

Posted: October 5, 2023

### **PURPOSE**

The City of Muskegon seeks to secure proposals from qualified individuals and/or organizations offering architectural and space planning services to conduct a space needs analysis for City Hall operations. This analysis will include both the Muskegon City Hall building at 933 Terrace Street, Muskegon, MI 49440 and the former Hackley Administration Building at 349 W. Webster Avenue, Muskegon, MI 49440.

### **BACKGROUND INFORMATION**

The City of Muskegon's City Hall was opened in 1970 and, to present, has served only as City Hall. The building houses the City's Public Safety Division, Development Services Division, and Finance Division. In total, the building is approximately 61,000 square feet across two stories and a basement. A 1990s remodel significantly altered the interior layout of the building, namely the second floor. Subsequent remodeling work has been handled on an office-by-office basis.

The former Hackley Administration Building was opened in 1892 and served as a public school for many years, later housing the Administration staff for Muskegon Public Schools. The building has been vacant since Administration staff relocated in summer 2020. The building contains approximately 50,500 square feet across four floors and a basement.

Relocating City Hall staff and services to the former Hackley Administration Building is being considered at this time and this space needs analysis is the first step in evaluating the potential for such a move.

### **GENERAL REQUIREMENTS**

Proposals for the space needs analysis shall include a comparison of the available space in the two buildings to evaluate the potential shift of City of Muskegon operations from City Hall to the former Hackley Administration Building. In addition, this request for proposals includes review and analysis of current workspaces in the City Hall building and evaluation of how to maximize the current space in both buildings with a focus on office space needs and consideration for how each building serves the needs of the public.

This analysis must include office space, accessory programming requirements, and backroom space (i.e. mechanical, IT). It should also consider the City of Muskegon's current and anticipated staffing mix, space design to accommodate anticipated growth, and furniture/office (i.e. printers, specialized equipment) needs of each building.

Further clarification on the space needs analysis Proposals shall also include the following items:

- A statement describing relevant experience in architectural and space planning that demonstrates the ability to accomplish the items described in this RFP.
- Provide the proposed approach, strategy, and projected timeline for completion of the services requested.
- Identify other projects that the consultant has worked on that are similar in size and scope, or larger, relative to this project.

## **SCOPE OF WORK**

The following items are to be included in the scope of work:

- Analysis of current space utilized by each City Hall department.
- Review current and expected future operational and facility needs and deficiencies and assess whether the space will be adequate into the foreseeable future and the possible expansion of the work or the number of employees.
- Identify accessory programming requirements, such as, but not limited to conference/meeting rooms, printer/copier areas, and storage space. Also include functional spaces, such as restrooms, mechanical rooms, vestibules, stairwells, elevators, hallways, and similar space allocations of each building.
- Identify and address security issues and concerns (cameras, secure entrances, fire, building monitoring, etc.).
- Assess the building's public access including ADA compliance, storage availability, and vehicle accommodations/parking capacity for the public and staff.

Proposals must clearly state the name, address, phone number, and email address of the consultant. A total cost estimate for all services provided must also be included.

## **PROPOSAL DEADLINE**

Proposals are due by 2:00p.m. local time on Tuesday, October 24, 2023. They must be sealed and delivered to: Muskegon City Hall, City Clerk's Office, 933 Terrace Street, P.O. Box 536, Muskegon, MI 49443. Proposal envelopes should be marked "City Hall Operations Space Needs Analysis".

## **PRE-PROPOSAL QUESTIONS**

Please direct all questions and any requests for access to the project area to Jamie Pesch, [jamie.pesch@shorelinecity.com](mailto:jamie.pesch@shorelinecity.com), 231-724-4405

Attention is called to the fact that the City requires that the Contractor employ local trades and laborers insofar as possible; that 14% minority and 7% female are the goals established for participation in each trade; that the Contractor must ensure employees and applicants for employment are not discriminated against based upon their race, creed, color, religion, sex, national origin, handicapped condition nor veteran background; and that all pertinent regulations must be complied with.

The City of Muskegon reserves the right to reject any or all proposals or to waive any informalities or irregularities in the proposals.