
ECONOMIC DEVELOPMENT AUTHORITY

of the City of Norfolk

February 20, 2024

Request for Proposals

For

An architectural design firm to conceive, coordinate and deliver a solution to redevelop a shopping mall for office, retail, residential, open space, and other public amenities.

999 Waterside Drive, Suite 2430

Norfolk, VA 23510

757.664.4333

<https://norfolkdevelopment.com/target-industries/the-norfolk-economic-development-authority/>

Submittal Deadline: March 4, 2024 -12:00 P.M.

SECTION I – GENERAL INFORMATION

A. PURPOSE: Proposals are requested by the Economic Development Authority of the City of Norfolk, Virginia (Authority) for an architectural design firm with significant experience in the redevelopment of shopping malls and other retail space into an attractive, efficient, and functional mixed-use development with targeted uses to include, residential, retail, recreation, entertainment and open space. Specifically, the project is for the adaptive reuse of Military Circle Mall located at 880 N. Military Hwy, Norfolk, VA 23502.

B. ISSUING OFFICE AND CONTACT FOR INFORMATION:

Economic Development Authority of the City of Norfolk
Sean Washington, Executive Director
999 Waterside Drive, Suite 2430
Norfolk, VA 23510
Office (757) 664-4333
Fax (757) 441-2910
sean.washington@norfolk.gov

C. DEADLINE: RECEIPT OF PROPOSALS: March 4, 2024, not later than 12:00 P.M. to the following address email address: sean.washington@norfolk.gov

D. QUESTIONS AND CHANGES IN THE REQUEST FOR PROPOSAL:

Proposed Submitters shall carefully examine this RFP and seek clarification of any ambiguity, conflict, or other error. Questions should be addressed to the Executive Director. Any changes in this RFP will be posted and distributed to vendors of record.

E. AWARD: The Authority intends to award a contract as soon as practicable after receipt and evaluation of vendor's proposals.

- The award of a contract shall be at the sole discretion of the Authority.
- The award will be made to the offer deemed most meritorious. The Authority reserves the right to accept or reject any and all proposals in whole or in part and to waive informalities in the process.
- Proposals will be initially evaluated on the basis of the written material provided, with clarification as needed through telephone calls or emails to offerors. Based on initial evaluations, the Authority may select vendors whose services and qualifications most closely meet the Authority's needs to enter into discussions.

F. NORFOLK BUSINESSES: It is the policy of the Authority to support Norfolk businesses and workforce development and it encourages companies with corporate offices in Norfolk which employ Norfolk residents to compete for Authority contracts.

G. MINORITY BUSINESS AND PARTICIPATION: It is the policy of the Authority to support minority businesses and the Authority encourages the submission of proposals by all qualified minority and disadvantaged businesses. All responses shall include information on any minority participation, either in terms of personnel within your organization or the use of sub-consultants.

SECTION II – SERVICE REQUIREMENTS INFORMATION

Architectural firm should have/or be able to produce:

- An overarching vision for the redevelopment of the site
- An adaptive reuse and/or new development concept plan including at least two (2) alternative options for redevelopment.
- Market analysis and economic feasibility that support alternative concepts.
- Plan for addressing and gathering stakeholder feedback.
- Define phasing scenarios.
- Demonstrate economic feasibility for adaptive reuse or new site development.
- A plan for assisting the client in choosing a preferred option.
- A final summary document that includes the concept plan, all alternatives and in-depth treatment of the preferred option. Additionally, at a minimum, the final document should include:
 - 3D aerial and eye-level renderings.
 - Interior and exterior concept designs.
 - Planning and programming diagrams.
 - An illustrative site plan.
- The strategic thinking necessary to generate a plan for a process that will be achievable in a reasonable time-frame and cost-effective.

SECTION III – INFORMATION REQUIRED FROM OFFERORS

The proposal must include the following:

- A firm overview.
- A description of services offered by the firm.
- A bio of the principal who will be the lead on this contract as well as of other supporting members of the agency's team.
- A detailed statement of interest showing the proposer's understanding of the Scope of Services required under this RFP.

- A description of relevant experience of adaptive reuse of malls with specific examples of similar successful projects.
- Anticipated compensation for basic services and any additional services or reimbursable expenses.
- Recommended approach and suggested project phasing (to include rolling timeline in weeks).
- References from at least three past clients who can testify to the ability of the provider to meet the requirements of this contract.

SECTION IV – CRITERIA FOR PROPOSAL EVALUATIONS

The selection of the architectural firm will be based on the following:

1. The firm's overall experience and ability to handle matters as described in Section II of this RFP.
2. The professional qualifications and experience of the personnel to be assigned to complete the task.
3. Creativity of approach.
4. Timeframe identified to complete tasks.

SECTION V – CONTRACT TERMS

The contract with the selected firm will include all contract provisions required by the Virginia Public Procurement Act to be included in public contracts, which provisions are incorporated herein by reference.

