



refugee development center

April 23, 2024

Organization Name: Refugee Development Center, in partnership with UU Church of Greater Lansing

Contact Person: Erika Brown-Binion, Executive Director

Location: 5509 S. Pennsylvania Ave. Lansing, Mi. 48911

Request for Proposal Architectural Design

Scope of Work: Architectural Design Services

Project Description: Finish unused wing of building, update multi-stall bathrooms, design classroom, storage and office space.

Date of Work: April 2024

Project Name: RDC Newcomer Center

Project Location: 5509 S. Pennsylvania Ave. Lansing, MI 48911

Proposal Due Date: May 15, 2024

Response Submittal:

Address: 5509 S. Pennsylvania Ave. Lansing, MI 48911

Email: ebrown@rdclansing.org

Contact for Questions: ebrown@rdclansing.org

Introduction:

Purpose: The Capital Project will expand and renovate the learning spaces both indoors and outdoors to cater to the growing number of visitors who attend RDC programming on a daily basis. This project encompasses a wide range of improvements and enhancements,

The overarching goal of the capital project is to expand and renovate the learning spaces both indoors and outdoors create a fully functioning, accessible, and welcoming Newcomer Center with access to a range of services and programs in order to improve access to education, 2) enhance socio-economic well-being, 3)

nurture social-emotional well being, and 4) increase access to navigation services. To do that, we have set forth the goals to:

Renovate and make upgrades to classrooms in order to be fully functioning and ADA accessible

- 6 newly renovated classrooms in unused space of the building; add office space
- 8 updated classrooms to make ADA accessible and more functional

Increase the energy efficiency of the building

- Update existing outdated and broken bathrooms
- Upgrade the sewer line to accommodate updated bathrooms

Increase the safety security of the building

- Replace all exterior doors to enhance security
- Replace all interior doors to enhance security
- Install outdoor lighting to enhance safety and visibility

RFP Content:

- I. Scope
 - a. Investigate and provide preliminary designs for the rehab of the unused wind of the building into either a large community room or individual classrooms and office space.
 - b. Design services and construction documents for permitting and construction of the alterations to the existing building per the following:
 - i. Suggest and design modifications for new wing to determine best use of space
 - ii. Suggest and design modifications to the board room and meeting spaces
 - iii. Develop design options for cabinetry and storage needs
 - iv. Develop design options for all multi stall restrooms
 - v. Adding multiuse diskpace in main atrium area.
 - c. Field measure existing space and input into computer.
- II. Form of Proposal
 - a. Scope
 - b. Assumptions
 - c. Services to include
 - d. Cost
 - e. Timeline