

Request for Proposals (RFP)

Design-Build Professional Services for the Development of the Downtown Bridgman Courtyard

Issued by:

City of Bridgman Parks & Recreation Department
9765 Maple Street
Bridgman, MI 49106

Proposal Due Date: March 3, 2026 3:00pm EST.

I. Introduction

The City of Bridgman is soliciting proposals from qualified design-build firms to provide professional services for the construction of the adjacent space of the Downtown Bridgman Courtyard located on City-owned property at 4216 Lake Street Bridgman MI, 49106. The project is grant funded by MDOT through the Share Street and Spaces program this space will create a vibrant, multi-use public space that enhances community gathering, supports small businesses, and provides recreational amenities.

II. Project Description

The proposed **Downtown Bridgman Courtyard** will serve as a central downtown gathering place for residents and visitors. The City seeks an integrated design-build approach to deliver an innovative and functional outdoor space that complements the surrounding business district and enhances year-round use.

Proposed features include:

- **Artificial Turf Surface Replacement**
Excavation of the existing asphalt surface to be replaced with artificial turf suitable for public events and casual recreational activities. The surface must be durable, low-maintenance, and appropriate for high pedestrian traffic, including all necessary site preparation and installation.
- **Shade Sails** – installation of aesthetically pleasing structures providing comfort and usability.

- **Water and Pet Fountain** – conveniently located for adjacency to Courtyard and Social District.
 - **Unique Seating** – creative and durable seating options encouraging interaction and relaxation.
 - **Bicycle Repair Station** – convenient amenity for cyclists.
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III. Scope of Services

The selected design-build team will be responsible for providing all services necessary to complete the project, including but not limited to:

1. **Plan for Construction** – development of creative, cost-effective, and constructible designs.
 2. **Permitting & Approvals** – securing all necessary permits, approvals, and code compliance.
 3. **Construction & Installation** – furnishing all labor, materials, and equipment for installation of the project elements.
 4. **Warranty & Close-Out** – providing warranties, maintenance recommendations, and project documentation upon completion.
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IV. Proposal Requirements

Interested firms shall submit a complete proposal including:

1. **Cover Letter** – brief introduction and statement of interest.
2. **Firm Qualifications** – company background, relevant experience with similar design-build projects, and resumes of key personnel.
3. **Project Approach** – narrative describing proposed design concepts, methodology, and project management strategies.
4. **Cost Proposal** – itemized cost estimate including design, construction, materials, labor, and contingencies.
5. **Schedule** – proposed timeline for design, permitting, and construction, with key milestones.

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6. **References** – at least three (3) references for comparable projects completed within the past five years.
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V. Evaluation Criteria

Proposals will be evaluated based on the following factors:

- Demonstrated experience with similar projects (30%)
 - Creativity and quality of proposed design approach (25%)
 - Qualifications of key personnel (15%)
 - Cost proposal and value for investment (20%)
 - Project schedule and ability to meet deadlines (10%)
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VI. Project Timeline (Anticipated)

- **Deadline for Questions:** February 20, 2026
 - **Proposal Submission Deadline:** March 3, 2026 at 3:00 PM (EST)
 - **Evaluation & Shortlist Selection:** Week of March 9th – 13th
 - **Interviews/Presentations (if required):** Week of March 16th – 20th
 - **Notice of Intent to Award:** March 30, 2026
 - **City Council Approval & Contract Execution:** April 13, 2026
 - **Design & Permitting Phase:** May – June 2026
 - **Construction Start:** July 2026
 - **Substantial Completion:** October 2026
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VII. Submission Instructions

- **Deadline:** Proposals must be received no later than **March 3, 2026 3:00PM (EST)**.
Delivered to 9765 Maple Street Bridgman MI, 49106
- **Format:** Submit one (1) digital copy (PDF) and one (1) printed copy.
- **Delivery Address:**
City of Bridgman
Attn: Sara Pendergast, Parks & Recreation Director
9765 Maple Street
Bridgman, MI 49106

- **Questions:** Direct all inquiries to Sara Pendergast, Parks & Recreation Director, spendergast@bridgman.org (269)465-5144.
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VIII. General Conditions

- The City reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous to the City.
- All costs incurred in preparation and submission of proposals are the sole responsibility of the proposer.
- Final contract award is contingent upon approval by the Bridgman City Council.
- Project total cost is not to exceed \$150,000

IX. Conceptual Site Plan Narrative

The proposed **Downtown Bridgman Courtyard** will serve as a central downtown gathering place for residents and visitors. The City seeks an integrated design-build approach to deliver an innovative and functional outdoor space that complements the surrounding business district and enhances year-round use.

Site Considerations:

- The space should be designed to **complement the existing Bridgman Courtyard** while establishing its own identity as a welcoming community gathering space.
- Circulation patterns should encourage seamless pedestrian flow between Lake Street, the Courtyard, and adjacent businesses.
- Utility access (power, water, data) should be incorporated discreetly to support programming and amenities.
- Durability and low-maintenance materials are strongly preferred, given year-round outdoor use in Michigan's climate.