



REQUEST FOR QUALIFICATIONS

Architect and Engineering Services

Issued: January 14, 2026

Walk through: January 29, 2026

Due: April 21, 2016

Request for Qualifications for Architect and Engineering Services (RFP)

Adaptive Reuse of a Historic Building into Residential Apartments

1. Introduction and Invitation

The Marquette Housing Commission (MHC) invites qualified architectural and engineering firms to submit proposals for professional services related to the adaptive reuse of a historic building into residential apartments. The MHC anticipates utilizing historic tax credits, state loans and grants, and traditional financing for the project. The selected firm will provide comprehensive design, documentation, and construction-phase services to support the successful conversion of the building while preserving its historic character.

2. Project Overview

The project involves the rehabilitation and conversion of an existing historic school building with an attached structure into a multi-unit residential apartment building. The building is of historic and architectural significance and may be subject to local, state, and/or federal historic preservation requirements.

Project goals include: - Preservation of character-defining historic features - Creation of safe, functional, and code-compliant residential units - Integration of modern building systems and amenities - Support for housing supply and community revitalization

3. Project Location and Building Description

- Location: 143 Fisher Street, Marquette, MI 49855
- Building Type: School and church
- Size: 24,000 square feet
- Current Use/Condition: The school building is being used for storage purposes. The addition is being used as a church. The addition contains an office area and several rooms for child care and meetings.
- See appendix A for exterior photos

4. Scope of Professional Services

The selected firm will be expected to provide the following services:

4.1 Pre-Design and Due Diligence

- Site visit and existing conditions assessment
- Review of available drawings and historical documentation

- Zoning, code, and life-safety analysis
- Evaluation of accessibility (ADA/Fair Housing Act)
- Coordination regarding historic preservation requirements

4.2 Design Services

- Conceptual and schematic design
- Design development
- Construction documents suitable for permitting and bidding
- Apartment unit layouts, common areas, and amenity spaces
- Integration of structural, mechanical, electrical, plumbing, and fire protection systems

4.3 Historic Preservation Coordination

- Identification of character-defining features
- Development of a preservation and rehabilitation approach
- Coordination with historic preservation commissions and agencies
- Support for historic tax credit documentation, if applicable

4.4 Permitting and Approvals

- Preparation of documents for zoning, planning, and building approvals
- Coordination with local authorities having jurisdiction
- Response to plan review comments

4.5 Construction Phase Services

- Review of shop drawings and submittals
- Responses to requests for information (RFIs)
- Periodic site visits and construction observation
- Preparation of monthly financial draws
- Support through final inspections and certificate of occupancy

5. Applicable Standards and Requirements

- Secretary of the Interior's Standards for the Treatment of Historic Properties
- Local and state building codes
- Fair Housing Act and ADA requirements
- Energy and sustainability standards as applicable

6. Project Schedule (Estimated)

- RFP Issuance: 1/15/2026
- Site visit: 1/29/2026 2:00 pm EST
- Questions Due: 2/10/2026
- Proposals Due: 2/17/2026

- Consultant Selection: 2/24/2026
- Project Start: to be determined

7. Proposal Submission Requirements

Proposals should be concise and include the following information:

1. Firm information and relevant experience
2. Description of approach to historic adaptive reuse projects
3. Examples of similar completed projects utilizing historic tax credits (include photos and references)
4. Proposed project team and roles
5. Anticipated schedule and work plan
6. Fee structure and cost proposal (lump sum or not-to-exceed preferred)
7. Proof of required licenses and insurance

8. Evaluation Criteria

Proposals will be evaluated based on: - Experience with historic preservation and adaptive reuse - Qualifications of proposed project team - Understanding of project goals and constraints - Quality and clarity of proposed approach - Fee and overall value

9. Selection Process

The MHC reserves the right to: - Request interviews with shortlisted firms - Negotiate scope and fees with the selected firm - Reject any or all proposals

10. Submission Instructions

- Proposal Format: Hard copy
- Submission Method: Courier or personal delivery
- Submission Deadline: 2/17/2026
- Contact for Questions: Sharon Maki 906-226-7559 smaki@mqthc.org

11. Additional Information

The MHC anticipates selecting a firm with demonstrated experience in adaptive reuse of historic structures and the ability to work collaboratively with public agencies, preservation authorities, and the development team.

This RFP is issued for planning and procurement purposes. Final scope, schedule, and budget will be subject to refinement.

Appendix A

Location

