

Community Innovation Center Adaptive Reuse Feasibility Study

Request for Proposals

Abstract

ARED is seeking a qualified consultant or consultant team to conduct a comprehensive feasibility study exploring the adaptive reuse of the Community Innovation Center to expand its capacity for business, workforce, and community-focused activities. The study will assess the facility, programming opportunities, operational feasibility, economic impact, and strategies for future implementation.

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ARED
ARIZONA REGIONAL
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Request for Proposals (RFP)

For Adaptive Reuse Feasibility Study

Community Innovation Center in Sierra Vista, AZ

RFP Issued: November 9, 2026

Submittal Deadline: December 18, 2026

I. REQUEST FOR PROPOSALS

The Arizona Regional Economic Development Foundation (ARED) is soliciting proposals from qualified consultants or consultant teams to conduct a Building Facility Adaptive Reuse Feasibility Study for the Community Innovation Center in Sierra Vista, Arizona.

II. BACKGROUND

The Arizona Regional Economic Development Foundation (ARED) operates the Community Innovation Center (CIC) in Sierra Vista, Arizona, as a regional hub for entrepreneurship, business support, workforce development, and community collaboration. The facility provides affordable office and coworking space, meeting and training facilities, high-speed connectivity, business support services, and space for partner organizations and programs.

As use of the CIC has grown, the facility has approached capacity while portions of the building remain underutilized or are not configured to meet current and emerging needs. ARED sees an opportunity to rethink how the facility is used to accommodate additional businesses, expand programming, improve accessibility and functionality, and broaden the activities that can be supported within the Center.

ARED has received funding from the U.S. Economic Development Administration (EDA) to conduct a Building Facility Adaptive Reuse Feasibility Study. The study will evaluate the physical, programmatic, operational, and economic feasibility of potential adaptive reuse strategies, including the feasibility of a culinary makerspace, and will incorporate community and stakeholder engagement to inform future implementation.

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III. PROJECT PURPOSE AND OBJECTIVES

The purpose of this project is to evaluate the feasibility of adapting and more fully utilizing the Community Innovation Center to meet current and future regional needs. The study will provide ARED with a practical, data-informed framework for making future decisions regarding facility improvements, programming, operations, and investment.

The study should:

- Assess the physical opportunities and limitations of the existing facility and site.
- Evaluate potential uses and programming that expand the CIC's role as a regional resource for businesses, entrepreneurs, workforce development, and community activities.
- Determine the operational and financial feasibility of proposed uses, including a potential culinary makerspace.
- Engage stakeholders to identify regional needs, opportunities, and potential partnerships.
- Assess potential economic impacts and develop a realistic strategy for phased implementation and future investment.

IV. SCOPE OF SERVICES

The selected consultant or consultant team will conduct a comprehensive feasibility study for the adaptive reuse of the Community Innovation Center. The study should evaluate opportunities to more effectively utilize the existing facility, expand its capacity to serve businesses and the community, and provide ARED with actionable recommendations for future investment and implementation.

The scope of services will include, at minimum, the following:

1. **Site Feasibility and Building Assessment**
   Evaluate the existing facility and site to identify opportunities, limitations, and considerations associated with adaptive reuse. The assessment should consider existing space utilization, building functionality, accessibility, infrastructure capacity, and potential improvements or modifications. Identify areas where additional architectural, engineering, or other specialized assessments may be necessary to support future implementation.

2. **Program and Operational Feasibility**
   Evaluate potential uses, programs, and services that could be accommodated within the Community Innovation Center including business incubation, coworking, workforce training, meeting and event space, and other

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community-serving activities. Assess demand, space requirements, staffing and management considerations, potential partnerships, revenue opportunities, anticipated operating costs, and long-term financial sustainability. Recommendations should consider both existing CIC operations and opportunities to expand or diversify services.

3. **Culinary Makerspace Feasibility**
   Assess the feasibility of incorporating a culinary makerspace or shared-use commercial kitchen within the Community Innovation Center. The analysis should consider market demand, potential users, anticipated space and infrastructure requirements, applicable regulatory considerations, operational models, potential partnerships, estimated costs, revenue opportunities, and long-term sustainability. Identify additional technical or design work that would be necessary if the concept is determined to be viable.

4. **Community and Stakeholder Engagement**
   Conduct meaningful engagement with businesses, entrepreneurs, community organizations, educational and workforce partners, local governments, and other relevant stakeholders to identify regional needs, potential uses, and partnership opportunities. Engagement may include surveys, interviews, listening sessions, or other appropriate methods. Findings should inform the feasibility analysis and recommendations and consider alignment with regional economic development priorities.

5. **Economic Impact and Implementation Strategy**
   Assess the potential economic benefits of recommended adaptive reuse strategies, including opportunities for business growth, job creation, workforce development, and increased utilization of the facility. Develop a practical implementation framework identifying recommended priorities, potential phasing, preliminary cost considerations, funding opportunities, partnership needs, and additional studies or professional services necessary to advance recommended improvements.

The feasibility study is intended to inform future decisions regarding facility improvements and potential capital investment. Recommendations should identify areas where additional architectural, engineering, or other specialized professional services may be necessary. Detailed architectural design, construction documents, and engineering plans are not included in the scope of this procurement and may be pursued separately by ARED following completion of the study.

V. PROJECT DELIVERABLES

The selected consultant will provide work products that document the analysis,

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findings, and recommendations developed throughout the feasibility study. At a minimum, anticipated deliverables include:

1. **Site and Building Assessment Summary**
   An assessment of existing facility conditions, space utilization, infrastructure considerations, and opportunities and limitations associated with adaptive reuse. The summary should identify potential improvements and areas requiring additional technical evaluation.

2. **Program and Operational Feasibility Analysis**
   An evaluation of potential facility uses and programming opportunities, including anticipated demand, operational requirements, staffing, partnerships, projected revenues and expenses, and long-term sustainability considerations.

3. **Culinary Makerspace Feasibility Assessment**
   An assessment of market demand, potential users, operational models, preliminary facility requirements, financial viability, and recommendations regarding whether and how a culinary makerspace could be pursued.

4. **Stakeholder Engagement Summary**
   Documentation of stakeholder engagement activities, including participation, key findings, identified needs, and recommendations informed by community and regional input.

5. **Final Feasibility Study and Implementation Strategy**
   A comprehensive report integrating findings from all elements of the Scope of Services. The report should include recommended adaptive reuse strategies, anticipated economic benefits, preliminary cost considerations, implementation priorities, potential phasing, funding opportunities, and recommended next steps.

The consultant shall provide draft findings and recommendations for ARED's review prior to finalizing the study and present final findings to ARED and designated stakeholders.

All final deliverables shall be provided in electronic PDF format, along with supporting data, financial models, and other relevant materials in their original or editable formats, as applicable. These materials shall be provided to ARED for use in future planning, funding applications, and implementation activities.

VI. PROJECT MANAGEMENT AND COORDINATION

ARED will provide overall project oversight and will be responsible for

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administration of the contract. The selected consultant or consultant team shall designate a project manager who will serve as the primary contact with ARED staff and be responsible for oversight and coordination of all project activities.

The project manager shall establish an effective means of coordinating and reporting activities to ARED throughout the project and will be responsible for providing regular progress updates, invoices, and required work products. A detailed schedule of project tasks, milestones, stakeholder engagement activities, and anticipated deliverables shall be submitted at the project kickoff meeting for review and approval by ARED.

VII. PROJECT SCHEDULE

The project will be conducted within the period of performance established by the U.S. Economic Development Administration (EDA) award, which ends June 30, 2028. ARED anticipates that the feasibility study will be completed in advance of this date to allow sufficient time for review, final reporting, and consideration of future implementation activities.

Proposing consultants shall provide a preliminary project schedule identifying the anticipated duration and sequencing of major tasks, stakeholder engagement activities, key milestones, draft deliverables, and completion of the final feasibility study.

The feasibility study is expected to be completed within 12 months of contract execution, with proposals demonstrating the ability to meet or improve upon this timeframe.

The final project schedule, including the contract start date, deliverable deadlines, and required completion date, will be established in consultation with the selected consultant and approved by ARED prior to commencement of work.

VIII. PROPOSAL REQUIREMENTS

Proposals should be clear, concise, and provide sufficient information for ARED to evaluate the consultant or consultant team's qualifications, approach, and ability to successfully complete the project. Proposals shall include the following:

1. Contact Information

Provide the name, address, telephone number, and email address of the primary contact for the proposal and the location of the office from which the work will be performed.

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2. **Understanding of the Project**
   Provide a brief statement demonstrating the consultant's understanding of the project, the Scope of Services, and the intended outcomes of the feasibility study.

3. **Technical Approach and Work Plan**
   Describe the proposed approach for completing the Scope of Services, including methodology, major tasks, stakeholder engagement approach, anticipated milestones, and preliminary project schedule.

4. **Qualifications and Relevant Experience**
   Describe the firm's qualifications and experience relevant to this project, including experience with adaptive reuse, feasibility studies, economic development facilities, financial and operational feasibility analysis, business incubation or entrepreneurship spaces, community engagement, and other related work.

5. **Project Team and Staffing**
   Identify the project manager and key personnel who will be assigned to the project. Include relevant qualifications, experience, roles, and resumes. Identify any subconsultants or subcontractors and the work they will perform.

6. **Relevant Project Examples**
   Provide at least three examples of similar or relevant projects completed by the firm or members of the proposed team. Include the client, project description, year completed, and the consultant's role.

7. **References**
   Provide at least three professional references for similar work, including contact name, organization, telephone number, and email address.

8. **Availability and Capacity**
   Provide a statement confirming the consultant's availability and capacity to complete the project within the required timeframe and work collaboratively with ARED throughout the project.

9. **Cost Proposal**
   Provide a detailed cost proposal identifying the total proposed fee and anticipated costs by major task or activity. The cost proposal should identify

any costs associated with subconsultants, travel, stakeholder engagement, or other anticipated project expenses.
The total cost of the proposed services shall not exceed $95,000 inclusive of all fees and expenses. Proposals exceeding this amount will not be considered.

10. Disclosures and Certifications

Identify any actual or potential conflicts of interest related to this project and disclose relevant litigation or professional disciplinary actions, if applicable. Provide documentation of the firm's legal authority to conduct business as applicable.

IX. PROPOSAL EVALUATION AND SELECTION

Proposals will be evaluated based on the qualifications of the consultant or consultant team, the proposed approach to the project, and ARED's determination of the proposal that best meets the needs of the project. ARED may consider the following factors:

- Demonstrated understanding of the project and Scope of Services.
- Quality and feasibility of the proposed technical approach and work plan.
- Experience completing similar feasibility studies, adaptive reuse studies, or related economic and community development projects.
- Qualifications and relevant experience of the proposed project team.
- Experience conducting stakeholder and community engagement.
- Quality and relevance of previous work and professional references.
- Proposed project schedule and demonstrated capacity to complete the work within the required timeframe.
- Proposed cost and overall value to ARED.
- Familiarity with applicable federal, state, and local requirements.

ARED reserves the right to request additional information or clarification, conduct interviews with one or more respondents, negotiate with selected respondents, reject any or all proposals, and waive minor irregularities when determined to be in the best interest of ARED. The issuance of this RFP does not commit ARED to award a contract or reimburse respondents for costs associated with preparation of a proposal.

X. SUBMISSION INSTRUCTIONS

Proposals must be received by **Friday, December 18, 2026 at 5:00PM MST**. Late proposals will not be considered.

Proposals must be submitted electronically in PDF format to:

Sarah Pacheco
Assistant Economic Development Director
Arizona Regional Economic Development Foundation
PachecoS@aredf.org

The email subject line should read: **Proposal – Building Facility Adaptive Reuse Feasibility Study**

Questions regarding this RFP must be submitted in writing to the contact listed above no later than **Friday, December 11, 2026 at 5:00PM MST**. Responses to questions that result in clarification or modification of the RFP will be provided to all prospective respondents through a written addendum.

XI. Federal Requirements and Contract Conditions

This project is funded in part through an award from the U.S. Department of Commerce, Economic Development Administration (EDA). The selected consultant will be required to comply with all applicable federal, state, and local laws, regulations, and requirements associated with the award.

Procurement and performance of the resulting contract shall be conducted in accordance with applicable provisions of 2 CFR Part 200, including federal procurement standards and applicable contract provisions.

The selected consultant shall:

- Perform all work in a manner consistent with the EDA-approved Scope of Work and applicable terms and conditions of the award.
- Comply with applicable federal nondiscrimination and civil rights requirements.
- Maintain appropriate records and documentation necessary to support project expenditures, deliverables, and ARED's federal reporting requirements.
- Cooperate with ARED in providing information necessary for grant administration, monitoring, reporting, and audit purposes.
- Ensure that applicable federal requirements are incorporated into agreements with any approved subcontractors or subconsultants.

The resulting contract may include additional federal provisions and certifications required by EDA, the U.S. Department of Commerce, or applicable federal regulations.