



REQUEST FOR PROPOSALS

Feasibility Study & Building Assessment

Adaptive Reuse of the Former Masonic Temple

401 Main Street, Toledo, Ohio 43605

Issue Date: Monday, September 14, 2026

Proposals Due: Friday, October 9, 2026 by 11:00 a.m.

SECTION 1: BACKGROUND

The Lucas County Land Reutilization Corporation (hereinafter referred to as the “Land Bank” or “LCLB”) is a nonprofit, quasi-governmental organization established under Ohio Revised Code Chapter 1724. The Land Bank’s mission is to collaborate with the community to make abandoned properties useful again and support investments that revitalize our neighborhoods.

1.1 Purpose of this Request for Proposals

The Land Bank is issuing this Request for Proposals (RFP) to solicit qualified architectural firms to conduct a feasibility study and building conditions assessment for the adaptive reuse of the five-story former Masonic Temple building in east Toledo. This engagement will produce a structured analysis to inform the Land Bank and the City of Toledo of the most viable adaptive reuse for this property. The feasibility study should include a structural conditions assessment, a comprehensive evaluation of potential reuse scenarios, conceptual design renderings, and a construction cost estimate based on the proposed plan. The Land Bank and the City of Toledo intend to use the findings to market the property to appropriate developers and assess the viability of plans submitted.

1.2 Property Background

The subject property is the former Masonic Temple at 401 Main Street, Toledo, Ohio 43605 / Parcel Number 17-03234 (the “Project”). Built in 1913, this five-story, 60,000-square-foot historic building has been an integral part of the Main Street corridor for over one hundred years. However, the building is no longer viable for its original use as a fraternal lodge, and it has been unoccupied since at least 2010. Redeveloping this property will be critical to the continued redevelopment of the Main Street corridor and the larger Garfield neighborhood. To support this goal, the Land Bank has completed extensive interior demolition and asbestos abatement to better position the property for redevelopment.

The Project sits within the Main Street corridor at the southern end of the Garfield neighborhood in east Toledo. The City of Toledo owns 517 Main Street, a smaller building at the opposite end of this same block, and has already completed a feasibility study for that building. The City hopes both buildings can be reused in productive ways for the benefit of the neighborhood.

To that end, the Garfield neighborhood has welcomed recent investments along Front Street. The Marina Lofts project is one key project in the neighborhood, creating 360 new market-rate housing units. Toledo Metroparks has made catalytic investments through the Glass City Metropark and the Glass City Riverwalk, creating over 70 acres of new park space, cleaning up and repurposing vacant properties, and connecting and revitalizing neighborhoods along the Maumee River. The Project's redevelopment will build on this momentum, creating new opportunities near these investments and aligning with the Garfield Neighborhood Plan.

SECTION 2: SCOPE OF SERVICES

The selected architectural firm shall provide all services necessary to complete a thorough feasibility study encompassing three (3) integrated components as described below. All work shall be coordinated with the Land Bank's designated project manager and shall culminate in a final written report with supporting documentation as specified in Section 3 of this RFP.

Component A — Structural Conditions Assessment

A.1 Building Assessment

The firm shall conduct a comprehensive, on-site structural and architectural conditions assessment of the Project. The assessment shall include, at a minimum:

- Visual inspection and documentation of all structural systems, including foundation, load-bearing walls, floor systems, roof structure, and any visible signs of deterioration, distress, or failure.
- Evaluation of the building envelope, including exterior walls, windows, doors, roofing, and waterproofing, with identification of deficiencies and moisture intrusion issues.
- Review of available as-built drawings, construction records, and maintenance histories provided by the current property owner.
- Assessment of mechanical, electrical, and plumbing (MEP) systems, including HVAC, electrical service and distribution, plumbing fixtures and supply/drain lines, and fire protection systems, noting age, condition, code compliance, and remaining useful life.
- Summary of deferred maintenance items, immediate life-safety concerns, and major systems in need of replacement.

Component B — Adaptive Reuse Feasibility and Space Planning

B.1 Adaptive Reuse Analysis

The firm shall provide a comprehensive evaluation and analysis of the feasibility of repurposing the Project, considering viable reuses and, at a minimum, evaluating redevelopment as multi-family residential, commercial space (office, retail, or other commercial uses), and mixed residential/commercial space. The firm shall recommend the most feasible option(s) for repurposing the Project.

The assessment must consider the structural conditions, the property's current interior and exterior layout, parking availability, zoning regulations, and any other pertinent factors. The assessment should also review the Toledo Building Code, examine alternative compliance options for existing historic structures, and identify any significant conflicts, challenges, or potential variances required for redevelopment.

The firm must also conduct a preliminary exterior conditions assessment, focusing on identifying major scope requirements based on a binocular survey.

B.2 Conceptual Space Plans

The firm shall develop at least one (1) and up to three (3) total conceptual space plan alternatives illustrating how the existing Project square footage could be adapted to meet the most feasible adaptive reuse(s) that the firm has recommended. The conceptual space plan(s) will take the entire Project square footage and must:

- Be drawn at an appropriate schematic scale and clearly indicate proposed room uses, circulation paths, and general dimensions.
- Identify existing structural or architectural elements to be retained, removed, or modified.
- Consider creative strategies for the appropriate reuse of the former two-story assembly/theater space in the building.
- Illustrate ADA-accessible routes, entry points, and restroom locations.
- Indicate any other best practice recommendations not outlined in this RFP.
- Note any areas of the Project that may not be efficiently converted and discuss implications for total usable area.

B.3 Feasibility Narrative

Accompanying the space plans, the firm shall provide a written feasibility narrative that:

- Assesses the overall suitability of the Project for the proposed reuse(s).
- Discusses key structural, code, or programmatic constraints that could affect the reuse.
- Identifies any programmatic elements that cannot be accommodated within the existing building footprint and discusses potential solutions (e.g., addition, exterior structure, alternative configuration).
- Addresses the relationship between the reuse of the Project and needed site improvements, including parking.

Component C — Construction Cost Estimates

The firm shall prepare construction cost estimates to redevelop the Project consistent with the feasible conceptual space plan(s) the firm recommends. The construction cost estimates will provide the Land Bank with a baseline to measure against future proposals from developers. The construction cost estimates will include essential MEP systems, building envelope repairs, life-safety and code compliance repairs, and interior build-out costs.

Cost estimates shall be presented in a structured, line-item format organized by construction division or building system. Cost estimates shall include applicable general contractor overhead and profit, contingencies, architectural and engineering fees (exclusive of this engagement), and permit fees.

SECTION 3: DELIVERABLES

The selected firm shall provide the following deliverables upon completion of all services described in Section 2. All deliverables shall be submitted in digital (PDF and native file format) form.

#	Deliverable	Component	Format
1	Written conditions assessment report for the building, including photographic documentation of all observed deficiencies and systems reviewed	Component A	Report + Photos
2	Written site assessment report, including documentation of parking feasibility findings	Component A	Report + Photos
3	Written adaptive reuse analysis and feasibility narrative	Component B	Report
4	Conceptual space plan alternative(s) — minimum one (1), maximum three (3) — illustrating proposed adaptive reuse layout at appropriate scale	Component B	PDF + CAD/BIM
5	Itemized construction costs estimate with line items, basis of estimate, and contingencies clearly noted	Component C	Report + Spreadsheet
6	Executive Summary (maximum 5 pages) synthesizing key findings, conclusions, and recommendations from all components	All	Report
7	Presentation to Land Bank leadership summarizing findings and recommendations	All	In-Person/Virtual

SECTION 4: PROPOSAL REQUIREMENTS

Respondents shall submit a complete proposal that includes all components described below. Proposals that do not include all required components may be deemed non-responsive and may not be evaluated.

4.1 Cover Letter

Submit a signed cover letter on firm letterhead, addressed to the Land Bank's designated contact. The cover letter shall briefly introduce the firm, express interest in the project, identify the principal-in-charge and primary project manager for this engagement, and confirm that the firm meets the minimum qualifications described in Section 5 of this RFP.

4.2 Firm Qualifications and Experience

Respondents shall provide a summary of the firm's qualifications, including:

- A brief description of the firm's history, size, organizational structure, and relevant practice areas.
- Demonstrated experience with historic adaptive reuse projects, particularly the conversion of multi-story historic structures to residential or commercial use.
- Demonstrated experience with structural and architectural conditions assessments of existing buildings.
- Experience preparing construction cost estimates and multi-year capital improvement plans.
- Licensed to practice architecture in the State of Ohio. The principal responsible for this engagement shall be a licensed architect in Ohio.

4.3 Project Team

Respondents shall identify all key personnel proposed for this engagement, including:

- Principal-in-Charge: Name, licensure, and role on this project.
- Project Manager: Name, credentials, and experience most relevant to this engagement.
- Structural Engineer: Name and firm (if sub-consultant), licensure, and relevant experience.
- MEP Engineer(s): Name(s) and firm(s), licensure, and relevant experience.
- Any other anticipated sub-consultants (civil/site engineer, environmental consultant, etc.) with name, firm, scope of involvement, and qualifications.

The Lead Architect (principal-in-charge or project manager) shall be the Land Bank's primary point of contact throughout the engagement. The Land Bank reserves the right to approve or request substitutions to key personnel identified in the proposal.

4.4 Relevant Project Experience

Respondents shall provide descriptions of no fewer than two (2) and no more than five (5) completed projects that are comparable in scale, scope, and type to this project. For each project, the following information shall be provided:

- Project name, location, and client/owner.
- Project scope, including building type, size (square footage), and nature of services provided by the firm.
- Project budget and completion date.
- Specific relevance to this RFP (e.g., adaptive reuse, conditions assessment, cost estimating, civic/institutional building experience).
- Client reference: name, title, phone number, and email address for a contact who can speak to the firm's performance on the project.

The Land Bank reserves the right to contact references and to consider reference feedback in the evaluation process.

4.5 Proposed Work Plan and Schedule

Respondents shall provide a narrative work plan describing how the firm proposes to approach and complete each component of the scope of services outlined in Section 2. The work plan shall include:

- A description of the firm's methodology for each component (A through C).
- Identification of key milestones and deliverable submission dates.
- A proposed project schedule in the form of a Gantt chart or equivalent timeline showing major tasks, milestones, and the estimated duration from notice to proceed through final deliverable submission.
- A description of how the firm will coordinate with Land Bank staff, the current property owner (for site access), and any sub-consultants.
- Identification of any information, access, or documentation that the firm will require from the Land Bank to perform the work effectively.

4.6 Fee Proposal

Proposals must include:

- A not-to-exceed lump sum fee for all services described in the Scope of Services (Section 2), broken out by component (A, B, C) and by major task or sub-task within each component.
- An itemized breakdown of hours by personnel classification and billing rate for each component.
- A summary of anticipated reimbursable expenses (travel, reproduction, etc.) to be billed at cost.
- Identification of any services or tasks that the respondent considers outside the proposed scope and would be subject to additional fee negotiation.

4.7 Qualification and Insurance

Respondents shall complete or provide:

- If not already on file, a contractor qualification for the Land Bank to be found at [Contractors – Lucas County Land Bank](#).
- Evidence of current professional liability (errors and omissions) insurance, general liability insurance, and workers' compensation insurance, naming the Lucas County Land Reutilization Corporation as additional insured to the limits provided for in the Land Bank's contractor qualification.
- A statement disclosing any known conflicts of interest with the Lucas County Land Bank or with the subject property or its current owner.
- A statement that the firm is not currently debarred or suspended from public contracting.
- Disclosure of any pending litigation or regulatory action that could affect the firm's ability to perform the services described in this RFP.

SECTION 5: MINIMUM QUALIFICATIONS

To be eligible for consideration, respondents must meet all of the following minimum qualifications. Proposals from firms that do not meet these requirements will not be evaluated:

1. The firm must be an architectural firm duly authorized to practice in the State of Ohio. The principal responsible for this engagement must hold a current, valid license to practice architecture in the State of Ohio.
2. The firm must have completed at least two (2) projects within the past ten (10) years that involved the adaptive reuse, renovation, or conversion of an existing building to office or institutional use.
3. The firm must have completed at least one (1) project involving a structural and/or architectural conditions assessment of an existing building within the past seven (7) years.
4. The firm must have the capacity to engage structural and MEP engineering sub-consultants as part of the proposed project team, unless such expertise is available in-house.
5. The firm must maintain a principal place of business, or a project office with senior project personnel, in Northwest Ohio or Southeast Michigan, or demonstrate clear logistical capacity to conduct multiple site visits and coordinate closely with the Land Bank's Toledo-based staff throughout the engagement.

SECTION 6: RFP PROCESS AND TIMELINE

6.1 Anticipated Schedule

Milestone	Anticipated Date
RFP Issued	September 14, 2026
Site Visit (not mandatory but encouraged)	September 30, 2026 at 3:00 pm EDT
Deadline for Written Questions	October 2, 2026 by 4:30 pm EDT
Responses to Questions Issued	By October 6, 2026
Proposal Submission Deadline	October 9, 2026 by 11:00 am EDT
Award Decision	Expected in October

All dates above are subject to change. The Land Bank will communicate any modifications to registered respondents through a written addendum.

6.2 Site Visit & Historical File Set

The Land Bank will coordinate a voluntary pre-proposal site visit to the Project site on September 30, 2026 at 3:00 PM.

Please email Ryan Rathburn at rrathburn@co.lucas.oh.us and Joshua Murnen at jmurnen@co.lucas.oh.us if your firm intends to participate in the site visit.

Attendance is not mandatory but is strongly encouraged, as site conditions may not be fully apparent from existing records and documentation. Firms interested in attending should confirm their participation by contacting the Land Bank's designated RFP contact prior to the site visit.

A file set of plans, drawings, prior improvements, the Garfield Neighborhood Plan, and other relevant information will be made available on demand to Respondents who request it by the deadline for written questions. The file set will be available for download at a dedicated link.

6.3 Questions and Clarifications

All questions regarding this RFP must be submitted in writing to the RFP contact identified below no later than October 2, 2026, at 4:30 p.m. Questions received after this date will not be answered. The Land Bank will issue written responses to all questions of general applicability by addendum to all registered respondents. Respondents are encouraged to submit questions as early as possible to allow for thorough responses.

Respondents shall not contact any Land Bank board member, staff member, or agent other than the designated RFP contact regarding this procurement. Failure to observe this requirement may result in disqualification.

6.4 Submission Instructions

Submit complete proposals no later than Friday, October 9, 2026 at 11:00 am Eastern Daylight Time. Late proposals will not be accepted.

Proposals must be submitted electronically as follows:

- Electronic Submission: Submit one (1) complete PDF of the Proposal via email or secure file transfer to the address identified below. Each file shall be clearly named: "[FirmName]_Proposal_LCLB_RFP."

Land Bank may request Proposal documents in their original source format as part of its review.

Submit to:

Joshua Murnen jmurnen@co.lucas.oh.us

With a Copy to lucascountylandbank@co.lucas.oh.us

SECTION 7: EVALUATION CRITERIA AND SELECTION PROCESS

The Lucas County Land Bank will evaluate all timely proposals for responsiveness in its sole discretion.

7.1 General Evaluation Process

The Land Bank anticipates the following general evaluation process:

- **Fee Review:** Fee proposals from responsive firms will be reviewed as part of final selection (Section 4.6).
- **Responsiveness Review:** Proposals will be reviewed for completeness and for responsiveness to the RFP at the Land Bank's sole discretion. Proposals missing part of any required components or failing to meet minimum qualifications will be deemed not fully responsive.
- **Interviews (Optional):** The Land Bank reserves the right to invite a shortlist of top-ranked firms to participate in interviews or presentations prior to final selection. If conducted, interview performance may be incorporated into the final scoring.

The Land Bank will invite the most responsive and responsible firm with the lowest cost fee proposal to enter into contract negotiations. The Land Bank reserves the right to negotiate scope, fee, and contract terms. If negotiations are unsuccessful, the Land Bank may proceed with the responsive and responsible firm with the next-lowest-cost fee proposal.

The Land Bank reserves the right to reject any or all proposals, to waive minor irregularities, or to cancel this RFP at any time prior to contract execution without obligation or liability.

SECTION 8: GENERAL TERMS AND CONDITIONS

8.1 Nature of this Solicitation

This RFP is a solicitation for proposals and does not constitute an offer or commitment by the Lucas County Land Bank to enter into a contract. The Land Bank is not liable for any costs incurred by respondents in connection with preparing and submitting proposals in response to this RFP.

8.2 Proprietary Information and Public Records

All proposals submitted in response to this RFP are subject to public disclosure under Ohio's Public Records Act (Ohio Revised Code § 149.43), except to the extent that specific information is clearly marked as trade secret or proprietary and qualifies for exemption under applicable law. Respondents wishing to assert a trade secret exemption shall clearly identify the specific portions of the proposal claimed as exempt and provide a written basis for the claimed exemption. The Land Bank will not assume responsibility for protecting information not clearly marked as proprietary.

8.3 Right to Reject

The Land Bank reserves the right to reject any or all proposals received in response to this RFP, to waive technical irregularities in any proposal, to accept the proposal or combination of proposals deemed most advantageous to the Land Bank, or to cancel this RFP in part or in its entirety at any time without obligation or penalty.

8.4 Addenda

If it becomes necessary to revise any part of this RFP, the Land Bank will issue addenda in writing to all registered respondents. Respondents who received this RFP through a source other than direct distribution by the Land Bank are responsible for ensuring they have received all addenda before submitting a proposal. Each addendum shall be incorporated into and become part of the RFP. Proposals should acknowledge receipt of all addenda.

8.5 Ownership of Work Product

All reports, studies, drawings, cost estimates, plans, and other work products produced under the contract resulting from this RFP shall become the property of the Lucas County Land Bank upon delivery and full payment. The selected firm shall retain the right to include representations of the work in its portfolio or marketing materials with the Land Bank's prior written consent.

8.6 Conflicts of Interest

By submitting a proposal, respondents represent and warrant that no actual or potential conflict of interest would affect the firm's ability to provide objective, independent professional services to the Land Bank. Respondents must fully disclose any known or

potential conflict of interest in the proposal. The Land Bank reserves the right to disqualify any respondent with an undisclosed conflict of interest.

8.7 Equal Opportunity and Non-Discrimination

The Lucas County Land Bank is committed to equal opportunity and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable law in any of its programs, activities, or procurements. The selected firm shall comply with all applicable federal, state, and local laws and regulations concerning non-discrimination.

8.8 Contract Terms

The successful respondent must execute a Professional Services Agreement with the Lucas County Land Bank in a form acceptable to the Land Bank. The contract will include, at minimum, provisions regarding scope of services, compensation, schedule, deliverables, ownership of work product, insurance requirements, indemnification, and termination. The Land Bank reserves the right to negotiate contract terms and to include terms and conditions not specified in this RFP. Respondents are encouraged to identify any proposed contract terms or provisions in their proposals.