

RFP FOR ARCHITECTURAL SERVICES CREATIVITY MILL, ARCADIA

REQUEST FOR PROPOSAL

Chapman Cultural Center, Spartanburg SC seeks architectural design services for the interior development of 15,000 sq ft of space into multi-faceted arts center - a two story facility that will include 3D (ceramic, glass and metal) workshops and studio area; six-eight individual entrepreneurial private artist studios, four music practice studios for lessons and rehearsals, and two dance/movement studios, as well as community exhibit and event/meeting spaces. All spaces will be open to the public and ADA compatible. This project is in the heart of Arcadia, Spartanburg County, the fastest growing census tract of Hispanic/Latino population in South Carolina, and the intent is for the facility to provide cultural experiences for all people.

This project is part of an overall redevelopment project at Arcadia Mill, 1804 Hayne Street, Arcadia, SC. Owner is repurposing an old textile mill listed on the National Register of Historic places, in partnership with Chapman Cultural Center. The funding for the Arts Space is provided by Spartanburg County CDBG Funds and private funds and must follow all procurement procedures according to OMB Standards of 2 CFR 200.317-326, and comply with Spartanburg County's policy concerning the purchase of equipment.

Pace Burt, the overall developer and owner of the entire site, has committed demolition and abatement, site development, roofing, windows, exterior doors, electrical, plumbing, fire suppression and landscaping.

Project Budget: Interior Construction & FFE Costs not to exceed \$320,000. Selection January 20, 2017.

Project timeline

- **January & February 2017**
Architect Selection and Design Charrettes & Conceptual Design of Creativity Mill
Community meetings to review Conceptual Designs and get feedback for Design Development;
- **March & April 2017**
Design Development & Construction Documents
- **May 2017**
Complete Construction Documents
- **June 2017**
Approval of Documents by County
- **June 2017**
Interior Construction and FFE bid proposals for Creativity Mill
Select Creativity Mill project contractor
- **July - December 2017**
Creativity Mill interior construction
- **December 2016**
Complete construction of Creativity Mill space & Community Celebration and Open House!
- **January 2018** Classes and programs begin for many generations to come!

BACKGROUND

The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered proposal for those services.

The owner is looking for a "turnkey" approach, where the architecture firm will provide the following (not listed in order of preference):

1. Conduct two Community Design Charrettes to understand desires of community and professional artists

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2. Develop a conceptual plan for the interior spaces, incorporating the latest thinking in the field concerning creative and community space requirements.
3. Specific schematic drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
4. Work with local Design Committee to identify and specify Program related equipment and fixtures.
5. Preparation of necessary bid documents to be sent to construction firms for the project.
6. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract (owner will have legal representation) if standard AIA Contract Documents are not used.
7. Preparation of certain marketing materials for a pre-leasing and post-completion leasing effort (e.g., renderings, both interior and exterior).
8. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
9. Assistance, where necessary, with the government approval process (i.e., permits).
10. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

Some work on the building will be completed by the owner as part of the larger redevelopment project, including a complete upgrade of roof, electrical, plumbing and fire suppression, exterior doors, windows and landscaping. All demolition and removal has occurred on site. These items are excluded from the RFP.

This project is expected to be completed by December 2017.

The existing facility will be available for inspection between 9-5 p.m. between the dates of December 19 and January 9, 2016. Please call 864278-9685 to make an appointment.

As this proposal covers new construction, renovations and additions to an existing building, please provide the following information questions:

1. Contact information:

- a. Name of firm
- b. Complete address
- c. Contact person
- d. Telephone number
- f. Internet address
- g. E-mail address

2. Provide a General Statement of Qualifications that responds to the project background information given above.

3. Personnel

- a. List the professional and support positions and number of personnel in each position.

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- b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two – four clients with whom the architect has worked on a similar building project.
- c. Define firm's ability and previous experience working with Spanish speaking residents and community Design Team members.
- d. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

4. Arts and Cultural Facilities

- a. Submit a list of all arts and cultural related projects your firm currently has in progress, or has completed in the past five years.
- b. For your last three arts space projects that included music, dance, visual art studios, provide the following:
 - 1) Name of project
 - 2) Client contact
 - 3) Owner's total initial budget
 - 4) Total project cost
 - i. Number of change orders
 - ii. Total cost of change orders
 - 5) Date of bid
 - 6) Scheduled completion date
 - 7) Actual completion date
 - 8) Project Personnel and Consultants
- c. Describe the exceptional creative features of art spaces designed by your firm.
- d. Explain your firm's arts-specific equipment and technology expertise.

5. Special Design Concerns

- a. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
- b. Efficient energy usage is a concern. Describe how your firm incorporates this aspect of design into its work. Provide examples.
- c. Sound-insulation for music and dance studios?
- d. Ventilation and noise insulation in 3D studio and other artist studio areas? (Toxic chemicals, flammable gases, high heat conditions, loud noises from equipment, etc. need to be addressed?)

6. Architectural/Engineering Service

- a. Provide information on your current workload and how you would accommodate this project.

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- b. Describe in detail the process you would follow from schematic approval through approval of the final design.
- c. Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
- d. Describe your method for consensus building and working with community design committee, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- e. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
- f. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

7. Construction Costs

- a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
- b. List the steps in your standard change order procedure.

8. Legal Concerns

- a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a health care client or any of the same you have filed against a client.
- b. Explain your General Liability Insurance coverage.
- c. Explain your Professional Liability Insurance coverage.

Submit RFP electronically or by mail on or by January 10, 2016 to:

Melissa Earley

Community Impact and Outreach Director

Chapman Cultural Center

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Spartanburg, SC 29306

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864-278-9685