



REQUEST FOR PROPOSALS DESIGN SERVICES for CITY OF CONCORD CLEARWATER ARTIST STUDIOS

City of Concord will receive proposals from qualified Architectural firms to provide appropriate design services to renovate the basement of the Clearwater Artist Studios Operations Building basement located at 223 Crowell Drive, Concord, NC 28025

Submission Requirement: The RFP documents will be available at the office of Planning and Neighborhood Development – 66 Union Street – South 2nd Floor, Concord, NC 28025. Documents can be sent electronically or via mail. Please provide proof of insurance along with proposal. **(See insurance requirements on page 6)**

Due Date: **December 11, 2015 at 3:00pm EST** / The physical address is 66 Union Street South, 2nd Floor, Concord, NC 28025. The mailing address is P.O. Box 308, Concord, NC 28026.

Please submit your proposal with all of the requirements of this RFP via mail or in person to the postal address below:

Alan Eudy, Construction Coordinator
City of Concord
Planning and Neighborhood Development
66 Union Street, South
Concord, NC 28025
eudya@concordnc.gov
704.920.5130

If you have any questions please contact Alan at the phone number or email listed above.

ATTACHMENTS

- Attachment 1 – Areas 1-3
- Attachment 2 – Area 4
- Attachment 3 - Area 1 Conceptual
- Attachment 4 – Area 4 Conceptual

REQUEST FOR PROPOSAL

For Architectural Design Services Clearwater Artist Studios

Summary

The City of Concord is soliciting proposals for Architectural services for a design package for Clearwater Artist Studios. The City's plans for this space include, artists' studios, classroom space, sound studio, and possible café or brewery. It will be the responsibility of the successful firm to deliver a space/conceptual plan for two of the areas and full sets of construction plans to build out for two additional areas.

The scope of work for services required is described in this document. The firm selected for this project will report directly to the Community Development Construction Coordinator.

BACKGROUND

Clearwater Artist Studios is located in Gibson Village, a former textile neighborhood adjacent to Concord's Historic District and a half mile from downtown. The site was Concord's original water treatment plant in the early to mid-1900s, and was later used by the city's Electric Department until 2006. The site sat vacant until 2009 when the first artist began renting what is now the Water Works Building. Clearwater consists of three buildings and two parking lots on 3.79 acres. The buildings on site are named: Operations Building, Water Works Building, and Clear Well Building.

The City has already completed the first phase of the renovations to the Operations Building which includes 12 studios and 2000+ square feet gallery space. This Request For Proposal is seeking design services and construction documents for the rehabilitation of the basement space totaling 4905 square feet into artist studios and a sound studio and a nearby 4,000+ building. Services are also being sought for conceptual drawing for possible café, restaurant or brewery.

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

1. Conceptual plans and construction documents for the spaces as denoted below, incorporating the latest thinking in the field concerning office requirements.
 - a. **Area 1** (4905 square feet) –Construction plans and documents for bidding and construction
 - b. **Area 2** – (976 square feet) Conceptual Drawings
 - c. **Area 3** – (1790 square feet) Conceptual Drawings
 - d. **Area 4** - (4171 square feet) Construction plans and documents for bidding and construction

SEE ATTACHMENTS 1-4

2. Recommendations relative to the installation of different building systems (e.g., heat pumps)
3. Preparation of necessary bid documents to be sent to construction firms for the project and attend a construction pre-bid meeting. Any bid clarifications as necessary should be included in the proposal.
4. Site inspections (mid-point & end of project) of the contractor and subcontractors during the construction phase.
5. Submit all plans and specifications to Cabarrus County and City of Concord for permitting and revise drawings to meet all governmental comments and revisions. Architect will be responsible for responding to all reviews and revise construction documents accordingly. If project is being bid during this period, issue required addendums to all bidders reflecting any Construction Document changes.
6. Final sign-off on the project
7. The existing facility will be available for inspection between the dates of December 1-4, 2015. Please call Alan Eudy (704.920.5130) to make an appointment.

As this proposal covers renovations to an existing building, please answer the questions providing information to support experience with design large commercial renovations. Please highlight any experience that includes the designing of artistic spaces.

1. Provide the following information:

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

2. Provide a General Statement of Qualifications that responds to the project background information given above. Provide comparable commercial projects that your firm has completed. Please provide information on the company's experience designing artistic spaces.

3. Personnel

- a. List the professional and support positions and number of personnel in each position.
- 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 clients with whom the architect has worked on a similar building project.
- c. 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. Special Design Concerns

- a. Efficient energy usage is a concern of the City. Describe how your firm incorporates this aspect of design into its work. Provide examples.

5. Legal Concerns / Insurance Coverage

- a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company.
- b. Please provide proof of insurance along with proposal (See insurance requirements on page 6)

6. Basic of Fee

- a. Provide a "lump sum" fee for services in your proposal. Include charges of overhead, profit, taxes, printing, distribution, and other such incidental items required to complete this project as described herein and in any subsequent pre-bid meeting, letters of clarifications, and addenda.

Additional services resulting from a change in project scope will be handled as described herein.

b. Fee Breakdown

1. Please provide a breakdown of your fee by phase outlined below:
 - a. Preliminary Design Phase
 - b. Detailed Design
 - c. Construction Administration

Please submit an Hourly Rate Schedule that will be utilized for changes in the scope of services approved by the City.

SPECIAL NOTES:

Submittal Validation Period

Submittals shall be valid until the City of Concord has completed an award.

Rejection of Submittals

The City of Concord also reserves the right at its sole discretion to reject any or all submittals, without penalty, and to not issue a contract as a result of this request. Concord reserves the right at its sole discretion, to waive any irregularity contained in any submittal, to re-advertise for a new RFO, and to extend the deadline for submission.

Responsible Firm Evaluation

The City of Concord shall only consider responsible firms whom, in the sole judgment of the City, have the experience, resources, skills, capacity, reliability, and business integrity necessary to perform the requirements of the contract. The City will consider references and other information available to the City whether specifically provided by the respondent or otherwise. During the evaluation process the City may elect to entertain questions confidentially to preserve the trade or business practices of respondents.

Costs to Submit

The City of Concord will not be liable for any costs incurred by any respondent in preparation of a submittal in response to this request, in conduct of a presentation, or any other activities related to response to this RFP.

Disclosure and Disclaimer

The RFP is for informational purposes only. Any action taken by the City of Concord in response to RFP submittals made pursuant to the RFP, or in making any award or failing or refusing to make any award, shall be without any liability or obligation on the part of the City or any of its officers, employee or advisors.

The RFP is being provided by the City without any warranty or representation, expressed or implied, as to its content, accuracy, or completeness. Any reliance on the information contained in the RFP, or on any communications with the City or City officials or employees, shall be at the developer's own risk. Firms should rely exclusively on their own investigations, interpretations and analysis in connection with this matter. The RFP is made subject to correction of errors, omissions, or withdrawal without notice. The RFP does not constitute an offer by the City. The City's determination as to the qualifications and acceptability of any party or parties submitting in response to the RFP shall be made at the sole discretion of the City.

INSURANCE REQUIREMENTS

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	\$100,000 each accident \$100,000 bodily injury by disease each employee \$500,000 bodily injury by disease policy limit
General Liability	\$1,000,000 per occurrence regardless of the contract size.
Automobile Liability	\$1,000,000 per occurrence regardless of the contract size.
Umbrella	\$1,000,000 per occurrence if contract does not exceed 180 days and does not exceed \$500,000; otherwise, \$2,000,000 per occurrence

Professional Liability insurance policy limit requirements shall be based on the total amount of compensation to be paid to Contractor, and on a determination by the City of whether the services provided are for hazardous or non-hazardous activities. The required limits are:

For Non-Hazardous Activities: \$1,000,000 per claim / \$1,000,000 annual aggregate.

For Hazardous Activities: **For contracts less than \$100,000:**
\$2,000,000 per claim / \$2,000,000 annual aggregate

For contracts over \$100,000:
\$5,000,000 per claim / \$5,000,000 annual aggregate

Note: If a contractor's professional liability coverage is included under the umbrella coverage, the contractor is required to submit their schedule of underlying policies listed on their umbrella policy. In addition, the professional liability coverage limits should be listed separately on the Certificate of Insurance.