



**CITY OF BURLINGTON**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**FOR DESIGN SERVICES**

**PARAMOUNT CENTER EXPANSION PROJECT**



**Key Dates:**

RFQ Issue Date

September 30, 2022

Site Visit Opportunity

October 11, 2022, 10-11am

Deadline for RFQ Inquiries

October 14, 2022, 5pm

SOQ's Due

October 24, 2022, 5pm

## Introduction

Pursuant to NCGS 143-64.31 the City of Burlington (City) is seeking Statement of Qualifications (SOQ) from architectural firms to perform professional services for the design and construction administration for a building expansion to the current Paramount Theater structure in downtown Burlington (128 East Front Street).

The Paramount Theater building was originally opened in 1928 (initially named the Grand Theater) and was remodeled in 1998. The building currently seats approximately 390 patrons for a variety of events including plays, musicals, concerts, meetings, etc. and has an art-deco motif reflective of the late 1920's. The envisioned expansion of the Paramount Theater building will serve to provide spaces on multiple levels that can be simultaneously programmed in consistent, creative and active ways that generate additional patrons for the downtown area.

The Architect shall provide or subcontract all internal system design (electrical, mechanical, plumbing, HVAC, fire protection, communications, etc.). The Architect shall include cost estimating services in their submittal. Cost estimates will be required at various points during the design and bid phases of the project. A proven track record in cost containment (cost estimating and minimizing contractor-initiated change orders) is essential.

## Scope of Project

The City is seeking an architect to guide the City through an expansion of the existing Paramount Theater building. A conceptual floor plan and renderings (attached) were developed prior to this RFQ to aid with the design of the proposed structure which includes:

- First Floor: ~1,500sf multi-use space, catering/staging, restrooms, storage
- Second Floor: ~1,700sf multi-purpose space, catering/staging, restrooms, storage, office
- Roof-Top: ~2,500sf multi-purpose deck, catering/staging, storage

The estimated cost of the building construction (including general conditions and FFE) is ~\$5,500,000.

The expansion project will also include demolition of the existing one-story building (see attached image) that currently houses the restrooms for the theater. The architect will need to provide a plan to keep the existing theater and lobby in operation during renovations. This will include identifying proper phasing and temporary restroom facilities as part of the design. The architect must be able to provide a project plan and constructability approach that successfully transitions from the existing facility to the new facility with a minimum of disruption to operations.

The work will also include some upgrades to the existing Paramount Theater building, including:

- Upgrade of the interior of existing theater lobby for consistency with the first floor expansion
- New performance lighting in the theater
- New seating in the theater area

The estimated cost of these elements is ~\$300k.

The City also conducted an analysis of the programming of all future spaces. It will be important that all four future spaces are designed to facilitate simultaneous use via shared access/corridors. The four spaces are:

- Existing theater and lobby
- First floor addition

- Second floor addition
- New Roof Deck

The City Council has already approved the attached concept plan which should help expedite the design process. While the City desires to move this project along quickly, it is initially estimated that design/bidding/contract execution may take up to ~12 months and that construction may take up to ~14 months.

The Architect will be providing the City the following services. This list is not intended to be all-inclusive but to describe the scope of services.

1. Preliminary
  - a. Evaluate existing concept floor plan and renderings
  - b. Meet with staff to gain full understanding of programming and facility-use goals
  - c. Recommend changes if improvements can be made for constructability, cost or function
2. Design
  - a. Complete all design and construction drawings including any grading plans and specifications for a formal bid process
  - b. Provide value engineering options as needed to evaluate different approaches or finish selections
  - c. Submit all plans to City Inspections and obtain all approvals ready for construction
  - d. Prepare bid documents and hold pre-bid conference
  - e. Refine cost estimates during design to confirm adherence to budget
3. Contract Administration and Construction Inspection, as required.
  - a. Provide quantity “take-offs” and final cost estimates to be submitted to the City at the 100% review meeting
  - b. Open and verify bids
  - c. Conduct pre-construction conferences
  - d. Shop drawing review
  - e. Conduct regular construction inspections and site visits
  - f. Conduct monthly on-site progress meetings
  - g. Respond in a timely fashion to Requests for Information
  - h. Process change-orders
  - i. Review and approve pay requests from contractors
  - j. Close out project with final completion of red-line drawings and consolidate all documents for archive

### **Statement of Qualifications (SOQ)**

Firms must tailor their submittals to show recent work on similar designs and construction projects. The City is seeking to engage a firm who has experience in event space and roof deck design, with the most recent projects being the most desirable. Example projects should not be more than 10 years in the past.

Interested firms should include a package containing the following:

1. Cover letter expressing interest in providing these services. The letter should address what makes the firm/team uniquely qualified to provide these services.
2. A detailed project approach, specifically outlining the procedures each firm or team envisions taking to provide these services. This should be no more than two pages
3. A project team and organizational chart including project manager, project architect, engineers, designers, technicians, as well as subcontracting firms, including their key personnel. This should be a single page organization chart.
4. Office Location of Project Manager who will be main point of contact. Location of office(s) where work would be performed. If work is shared between offices, please estimate and describe the split of this workload.
5. Resumes for project team members. These should be concise resumes with bullet points for specific project descriptions. Please specifically highlight the following:
  - a. Project experience specifically related to design of similar structures to our scope above. These should be listed beginning with the most recent projects and should include reference contact information for the most recent projects.
  - b. Listing of previous projects performed for Municipalities including references and contact information for same. Limit projects to no more than 10 years previous.
  - c. Highlight experience in expansion and re-model of existing facilities where operations had to continue during construction.
6. Tabular List of all example projects included above, showing original project budget estimate, actual original contract amount, change order amounts and final adjusted contract amount. Scope changes may be noted to explain additions or deletions to the original bid scope.
7. Anticipated Project Schedule: This schedule should begin with design contract approval and identify milestone dates and time spans, including start and completion dates through construction completion. Time shall also be accounted for in the project schedule to allow for City staff to review preliminary and final plans, specifications, and estimates. The assumption made as to this time should be included and as necessary delineated in the submitted project schedule. At a minimum, the tasks should be broken down as follows:
  - a. Preliminary Building Design
  - b. Design Development
  - c. Construction Documents
  - d. Cost Estimating
  - e. Bidding/award
  - f. Construction Administration

g. Project Acceptance & Closeout

The project schedules may be prepared in any software package, but must be presented in Gantt chart format and submitted electronically as a PDF file. For ease of review, the schedules shall be on one sheet of paper. Due to the length of the projects, the schedule may be printed on 8.5"x 11", 8.5"x14", or 11"x17", but should be clearly legible, attached, and folded to 8.5"x11".

8. **Hourly Rate Fee Schedule: In conformance with the MiniBrooks Act (NC GS 143-64.31), NO FEE PROPOSAL SHALL BE SUBMITTED OR CONSIDERED AT THE SELECTION STAGE. A standard unit price hourly fee rate schedule for each employee classification proposed on the project team shall be submitted.** These hourly rates shall include, but not be limited to:

- a. Principal in Charge (AIA)\*
- b. Project Manager (AIA)\*
- c. Project Architect (AIA)\*
- d. Project Engineer (PE)
- e. CAD Technician
- f. Clerical & Administrative

\*These roles may be filled by one or more individuals.

These rates should also include overhead percentage, mileage, printing, etc.

### Selection Criteria

The considerations below, with their weighted scores, will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel. Actual interviews may be conducted after review of the SOQs.

1. The firm's recent experience, knowledge, and familiarity in the construction of similar projects and the firm's demonstrated ability in construction incorporating the client's design preferences. 40%
2. The successful experience of the staff to be assigned to this project to perform the type of work required within the budget established by the City elected officials and with minimal to no change orders. 30%
3. The firm's ability to meet a time schedule established for the work. 15%
4. The firm's ethical and professional standing and satisfactory performance on previous contracts including a positive client relationship, commitment to the project budget and sufficient supervision of the construction project. 10%
5. The firm's financial ability to undertake the work and assure the liability as well as adequacy of an accounting system to identify costs chargeable to the project. 5%

### Submittal Requirements

The SOQ shall include a one-page cover letter plus a maximum of thirty (30) pages to address the SOQ

criteria specified above. The Cover Letter, Table of Contents, Resumes and section divider pages do not count toward the total page count. Resumes for each key team member shall be limited to no more than two pages.

Six (6) hard copies of the SOQ must be submitted to the City’s Capital Projects Manager, Fred Patrick, at 425 S. Lexington Avenue, Burlington NC 27215, by October 24, 2022 at 5pm. One electronic copy in PDF format must also be emailed to [fpatrick@burlingtonnc.gov](mailto:fpatrick@burlingtonnc.gov) by the same date and time. The submittal package should be clearly marked “Statement of Qualifications - City of Burlington Paramount Center Expansion” and clearly identify the firm submitting the proposal.

INQUIRY/SUBMITTAL DEADLINES: Any questions related to these RFQ submittal package requirements or related documents must be submitted to [fpatrick@burlingtonnc.gov](mailto:fpatrick@burlingtonnc.gov) by October 17, 2022 at 5pm. Clarifications and/or additional information will be provided by the City of Burlington. City shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be furnished to all registered RFQ holders.

City reserves the right to reject any or all SOQ’s, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received. Failure to comply with the following may be grounds for disqualification:

- Receipt of submittal by the specified cut-off date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirements.

All costs for development of the written submittal and the oral presentation are entirely the obligation of the submitting entity and shall not be remunerated in any manner by the Owner.

The City of Burlington reserves the right to request additional information or clarification of information provided in the response without changing the terms of this RFQ.

The City of Burlington will expect the following insurance coverage during the life of the potential contract. Professional liability insurance will also be required. Certificates for Workers Compensation, General Liability and Vehicle/Equipment Insurance will be required and submitted as part of the bid package. The Contractor, at its own expense, shall keep in force and at all times maintain during the Agreement:

<u>Insurance Type</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
<u>General Liability</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Automobile Liability</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	
<u>Owners Protective Liability or Project Specific Aggregate</u>		

Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Excess Liability</u>	\$5,000,000	\$10,000,000

The City of Burlington must be named as an additional named insured on the Contractor's insurance policy.

The following statement must be on the certificate of insurance: a blanket waiver of subrogation shall apply in favor of the City of Burlington and all additional insured's as required by contract.

#### Workers' Compensation Coverage

Full and complete Worker's Compensation Coverage, as required by the State of North Carolina, shall be required.

For the certificate holder it needs to be listed as:

City of Burlington  
425 S. Lexington Avenue  
Burlington, NC 27215

#### **Selection Process and Schedule**

Price will NOT be considered in the selection process, however, if a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. Special emphasis shall be given to project team experience in successfully delivering similar projects within budgeted estimates and in adherence to developed schedules.

The City reserves the right to award projects in a manner that is in the best interest of the City. It may combine, divide, add to, or reduce the scope of the work to the benefit of the City. It also reserves the right to perform portions of the work "in-house" with existing staff.

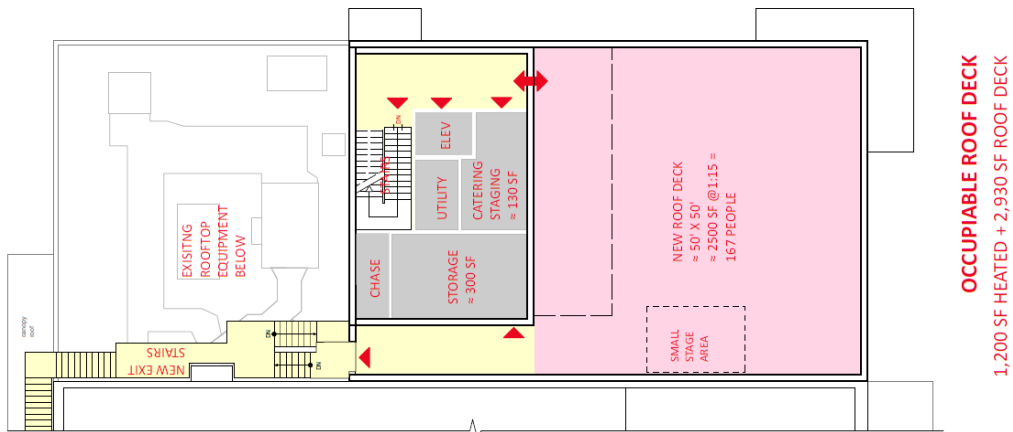
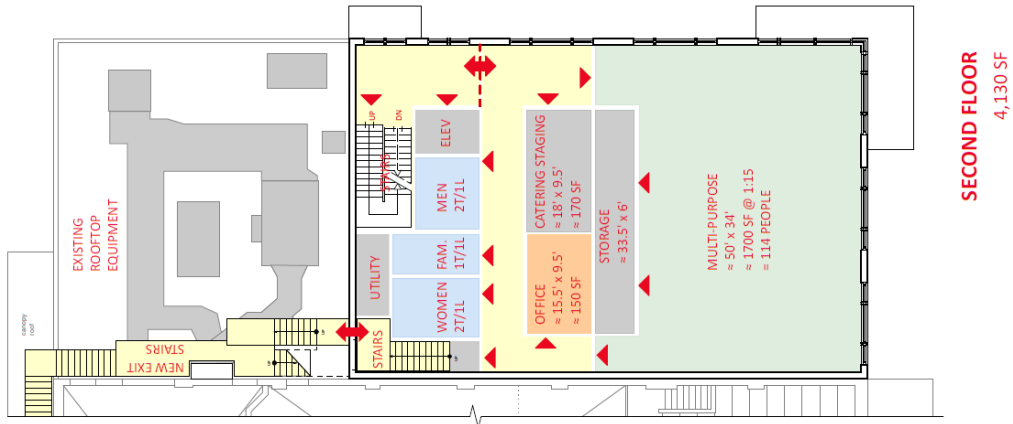
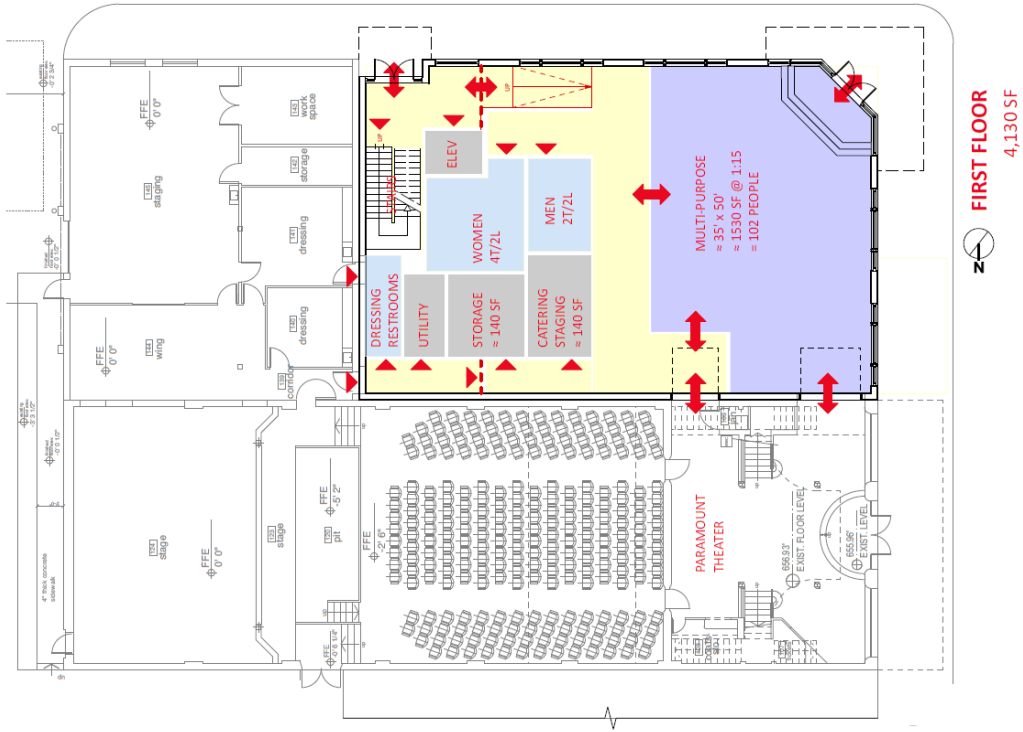
Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

There is a site visit planned for October 11, 2022 from 10-11am. This is not required but is provided to help firms better familiarize themselves with the site and existing theater building. If for some reason, you cannot make the scheduled visit you can contact Fred Patrick to schedule another time. His contact information is 336-944-4028 and [fpatrick@burlingtonnc.gov](mailto:fpatrick@burlingtonnc.gov).

The following tentative schedule has been prepared for this RFQ Process. Potential interview dates are listed below.

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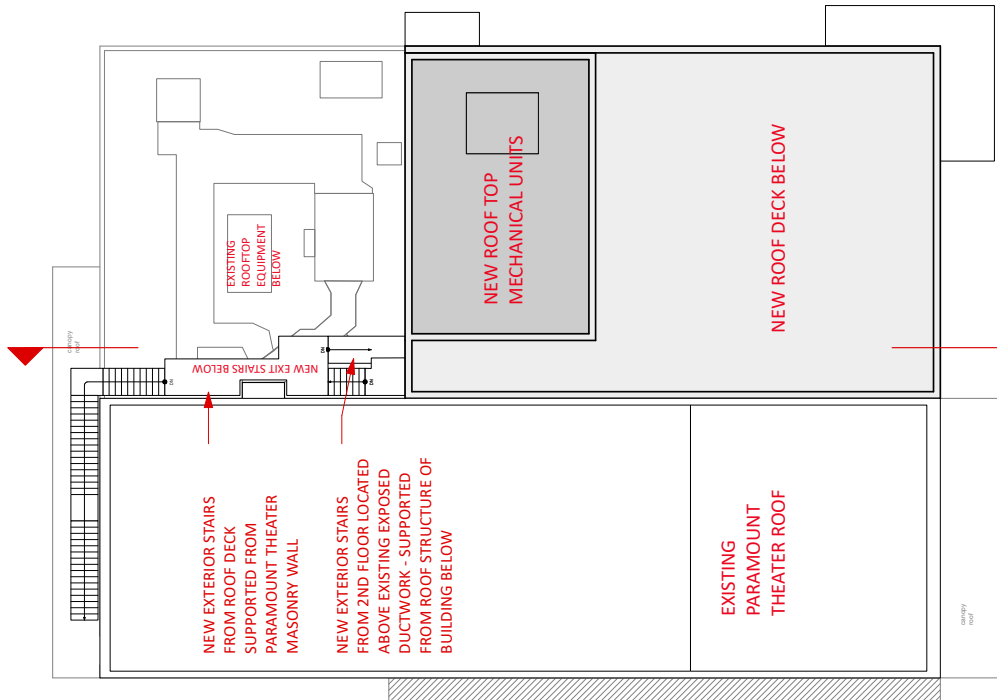
MAX. OCCUPANT LOAD: 1ST FLOOR ≈ 500 OCCUPANTS; 2ND FLOOR ≈ 115 OCCUPANTS; ROOF DECK ≈ 165 OCCUPANTS



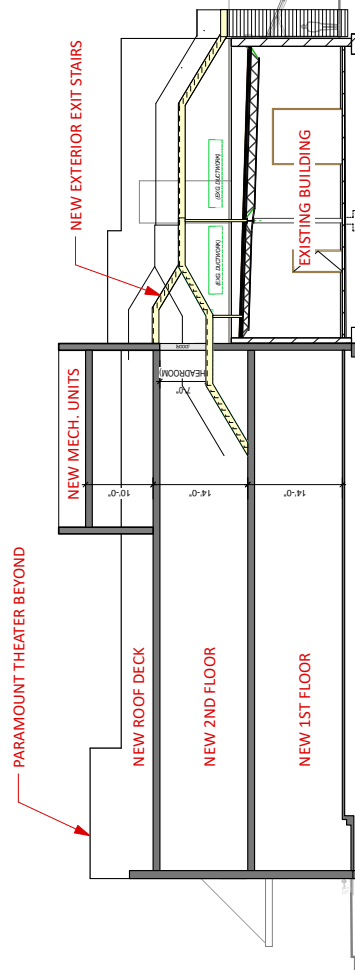




**EXISTING ROOF TOP MECHANICAL UNITS**

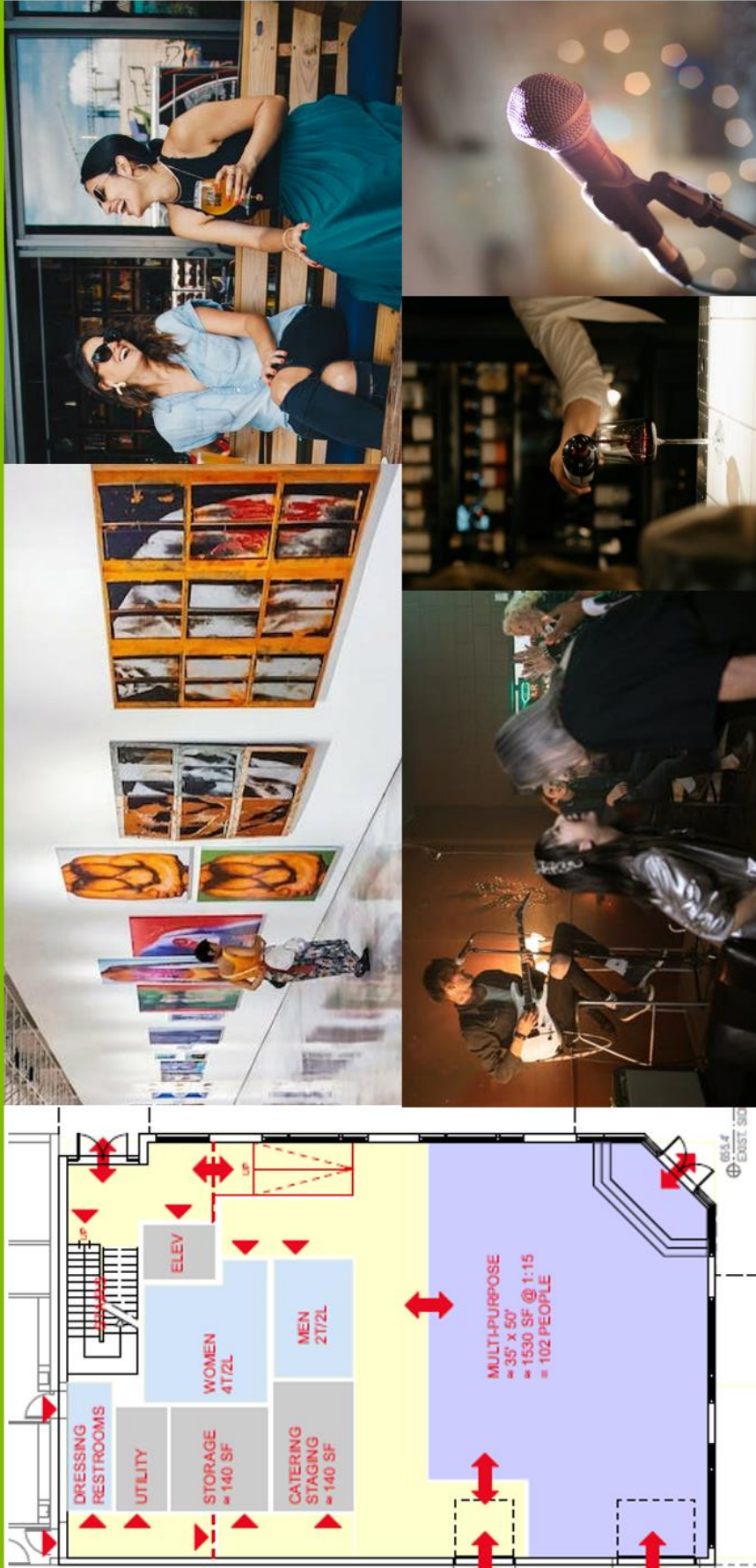


**ROOF TOP MECHANICAL LEVEL**

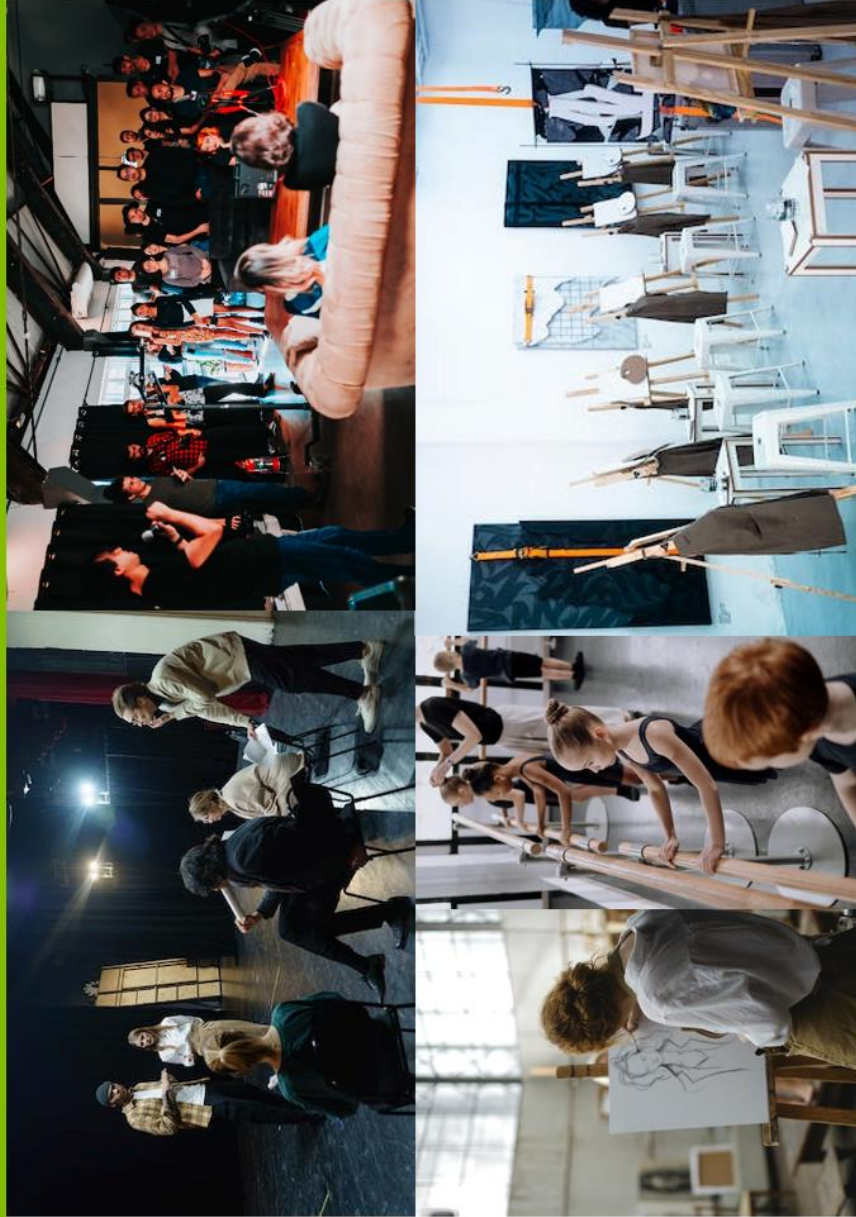
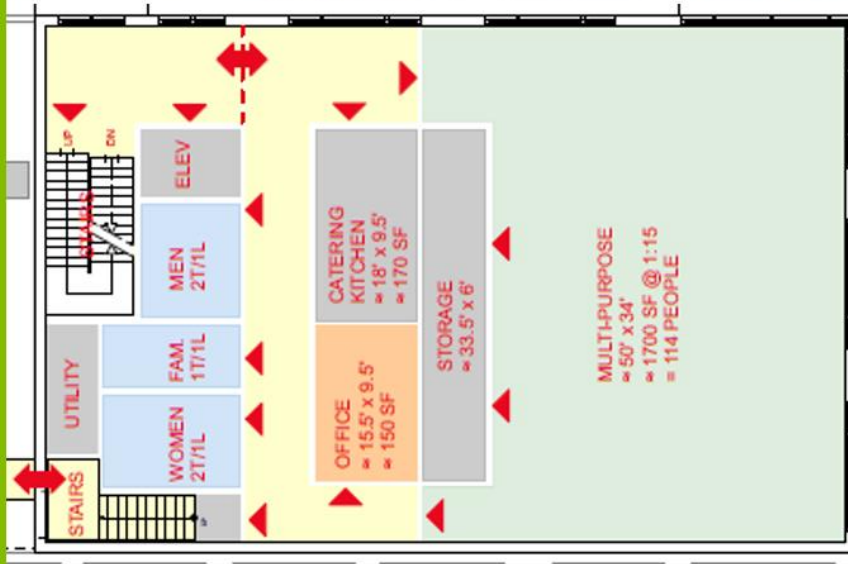


**BUILDING SECTION**

# Active Space: First Floor of Expansion



# Active Space: Second Floor of Expansion



# Active Space: Rooftop of Expansion

