

REQUEST FOR PROPOSAL

THE BYRD THEATRE RICHMOND, VIRGINIA



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**Request for Proposals for
Architectural Design and Historic Preservation Services
The Byrd Theatre
2908 W. Cary Street
Richmond, Virginia 23221**

The Byrd Theatre Foundation (BTF) is issuing the following Request for Proposals (RFP) for architectural services for the rehabilitation of The

Byrd Theatre. The intent of this RFP is to have the firms under consideration specifically address the services required and provide us with a well-considered statement of qualifications and fee proposal for providing those services.

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I. PROPOSAL DUE DATE

Proposal Due:

Monday, October 17, 2022, by 5pm EST

Proposal Submittal:

Proposal Hard Copy (10)

Digital Proposal & Portfolio - Disk (3) and emailed

Delivery Address:

The Byrd Theatre

Attn: Director of Historic Preservation

2908 W. Cary Street

Richmond, Virginia 23221

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II. PROJECT HISTORY

The Byrd Theatre opened in 1928 as a movie palace and continues to operate today as principally a film venue with approximately 1,200 seats. In 2007, a purchase agreement for The Byrd Theatre was reached with the Samuel Warren family by The Byrd Theatre Foundation, a non-profit 501 (c) (3) corporation, with the express purpose of purchasing, restoring, and preserving this landmark theatre as a vital operating community resource.

Many building and performance systems are at the end of their life cycle. In addition, the theatre needs life safety and accessibility upgrades. To meet these needs, The Byrd Theatre Foundation (BTF) proposes a rehabilitation design and preservation plan development project.

III. PROJECT GOALS & SCOPE

The broad goals of the project include:

- Preservation of this historic landmark building in line with the guidelines of the Secretary of Interior's Standards (<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>) to restore the heritage of a world-class facility for performers and patrons alike
- Enhance overall patron experience, including improved accessibility, acoustics, and facilities
- Modernize facilities to current standards
- Economize operational and back of house needs and uses
- Execute lasting structural improvements required to secure building longevity

Scope of Rehabilitation

Overview

The broad goals of the project include the preservation of this historic landmark building in line with the guidelines of the Secretary of Interior's Standards (<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>) to restore the heritage of a world-class facility for performers and patrons alike. To enhance overall patron experience, including improved accessibility, acoustics, and facilities. To modernize facilities to current standards. To economize operational and back of house needs and uses. To execute lasting structural improvements required to secure building longevity.

The anticipated scope of rehabilitation to include design solutions for the addition of a second cinema space, relocation of concessions, and to address improvements to the existing ADA universal access with dignity within the current footprint while preserving the historic features.

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IV. DELIVERABLE 1: HISTORIC STRUCTURES REPORT

The selected team will produce a Historic Structures Report to include:

Introduction and Background

Preservation Plan Overview

Historical Data and Analysis

Existing Conditions Survey

Existing Condition and Historic Drawings

Preservation Program:

- Goals

- Preservation Standards and Guidelines

- Existing and Potential Uses

- Priorities for Plan Implementation

 - Urgent, Mid-term, Long-term

- Preliminary Preservation Recommendations

 - Urgent, Mid-term, Long-term

- Conservation Recommendations

Urgent, Mid-term, Long-term

Structural Investigation*

Mechanical, Electrical, Plumbing, Security Investigation*

Code Compliance Investigation*

*Baseline record of existing conditions against which the theatre can be monitored and evaluated.

Once compiled, the deliverable will be reviewed by the BTF and once approved, the selected team will deliver the Historic Structures Report in a bound printed version (10 copies) and an electronic version.

David Voelkel is the main point of contact for the BTF between all staff for this project and therefore will be the first to review all reports for the BTF and then disseminate them as appropriate to the Executive Director and the Board.

V. DELIVERABLE 2: ARCHITECTURAL DESIGN SERVICES:

Preparation of architectural designs informed by Preservation Plan developed in the Historic Structures Report.

The BTF is requesting proposals from architectural firms to provide full design services for the renovation of the facility. The anticipated intent is for the selected preservation architectural design team to move forward with producing a Preservation Plan, and then producing a new conceptual design to be informed by that Preservation Plan.

The participation of one or multiple specialized consultants to respond to the project scope more effectively is encouraged. Multi-disciplinary teams that exhibit expertise in the appropriate fields and can demonstrate their ability to work together are encouraged if appropriate. It is assumed that all mechanical, electrical, plumbing, and

fire protection work will be developed using the design-assist method with the contractor(s).

Because acoustics are a critical concern for the project and of utmost importance to wider use of the theatre, a separate RFP process is being used to identify and evaluate who will fill that role on the project team. The BTF intends to work with the successful applicant to this RFP to identify a short list of acousticians who possess the appropriate qualifications for this project, and then engage in a dialogue with the successful respondent to this RFP to make the final selection. It is expected that the acoustician would be a sub-consultant engaged by the selected architect.

Please note that BTF will require a pricing set at the conclusion of Schematic Design, and a set with sufficient detail to obtain a Guaranteed Maximum Price from the Construction Manager at the conclusion of Design Development.Page Break

VI. SCOPE OF RFP RESPONSE

Responses to the RFP should include the following:

1. Design Team Qualifications

- Statement demonstrating understanding of project scope, including creative approaches to achieving the project's goals.
- Portfolio of similar or relevant work experience.
- Provide a description of the technology platform tools proposed to be used as part of the design process.

2. Project Team

- List members that will be responsible for various phases of the project, their experience, and specific responsibilities. Describe each team member's availability and involvement level in each phase of the project. Include sub-consultants.

- Identify whether each team member is permanently located in your local office.
- Identify each team member's tenure at your firm.
- Describe your firm's current workload and ability to perform all required services within the specified timeframe provided in your project schedule.
- Coordination with the appropriate consultants is to be included in the Basic Services described above.

It is the responsibility of the proposing architect to make a recommendation of the entire project team for BTF review and approval including theatre consultants, historic preservation architectural consultants, decorative finishes and mural conservation consultants and/or other required consulting teams. It is expected that the acoustician, to be selected by BTF by separate RFP process, will be a sub-consultant engaged by the selected architect.

3. Consultants

- In the event that additional consultants are required to complete this project, please note your percentage mark-up, if any, on the fee breakout spreadsheet for including the services of additional consultants under your primary contract.
- Copies of all consultant and subconsultant proposals including their full scope of work, budgets, key personnel, resumes, and firm experience.

4. Fees

- A fee breakout spreadsheet indicating design pricing for each area and each consultant within the overall project is requested from the successful applicant. This breakout should show all consultants at each design phase for every area as required within the overall project.
- Include reimbursable expenses in separate lines for each phase.

- Provide billing rates for all key personnel if additional work is requested or required.

5. Proposed Schedule

- Provide a proposed design and review schedule for each phase of the project to include details and important dates as necessary to describe the coordinated effort needed to complete each aspect of the project.
- Schedule should indicate dates of project deliverables, and frequency of meetings, and involvement of various team members and consultants.
- Allow time between each design phase for BTF review, as well as project estimates and budget review.

6. Insurance

- Provide a sample insurance certificate form for liability and errors & omissions and confirm availability of project coverages. Include a description of any current or pending claims towards the limits of other claims/lawsuits currently pending.

7. Form of Contract – A form of contract will be provided for the Architect’s review.

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VII. SELECTION CRITERIA

Successful responses to the RFP will demonstrate a comprehensive understanding of the project scope outlined above, and an ability to satisfy the following criteria:

- Experience and demonstrated expertise in the preservation and modernization of historically significant landmark structures, the design and/or redesign of cinema/theatre facilities, and working within the Secretary of Interior's Standards. Experience and demonstrated

expertise in the development of an Historic Structures Report (Preservation Plan).

- Create design plans showing possible solutions to the project's challenges, and willingness to work within the established project direction.
- General understanding of the projected scope and design issues and demonstrated familiarity with the local context and project significance.
- Capacity to effectively coordinate multiple design considerations and building systems into comprehensive and functional solutions within a historic environment.
- Ability to provide comprehensive architectural services including but not limited to building analysis, construction documentation, historic tax credit submissions, fixture and finish selections, and quality graphic representation of design solutions.
- Price for services.

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VIII. SELECTION PROCESS

All responses must be submitted to the BTF by 5:00 PM EST on October 17, 2022.

Phone calls or meetings will be scheduled with each of the RFP recipients in the week October 3, 2022 to discuss the RFP and any preliminary questions.

Outside of questions raised during the phone calls or meetings mentioned above, the deadline for the submission of all preliminary

questions will be 5:00 PM EST on October 7, 2022. All questions must be submitted to dvoelkel@byrdtheatre.org.

Access to the Byrd Theatre facility for site visits can be coordinated through the director of historic preservation David Voelkel at BTF (dvoelkel@byrdtheatre.org).

Interviews with selected respondents to the RFP will be scheduled for the weeks of October 24 through November 4, 2022, following which a recommendation for the design team will be made. Once a final decision is reached, all candidates will be notified of the selection.

Thank you in advance for your interest in this project.