

Request for Proposals (RFP)

Confederation Centre of the Arts
Revitalization Design Project

RFP Issue Date: **March 23, 2020**
Proposals Due: **April 17, 2020 at 4:00 P.M. AST***

Responses must be submitted in a sealed package to:
Kelly Dawson
Chief Operations Officer
Confederation Centre of the Arts
145 Richmond Street, Charlottetown, PEI C1A 1J1

A digital copy of this document is currently available online at:
<https://confederationcentre.com/tendering-rfp/>

****NOTE: Due to the current situation with Covid-19, this date may be extended.***

If you are interested in responding but are unable due to workplace restrictions, please contact us
(kdawson@confederationcentre.com) for further discussion.

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INTRODUCTION

For more than 55 years, Confederation Centre of the Arts (CCOA) has been providing Canadians and visitors with an opportunity to experience the multiple cultures, histories, stories, and contexts of Canada's origins and evolution. Through engaging visual arts exhibitions, theatrical performances, music, dance, education and heritage programming, Confederation Centre of the Arts is Canada's hub for learning about how this nation was formed, and how our identity continues to evolve.

As Canada's living monument to confederation, the Centre has the responsibility to learn and evolve with the country. We learn from the stories, images, and cultures of all Canadians, and celebrate this learning by connecting through the arts.

Confederation Centre at a Glance

- The Centre opened in 1964 in Charlottetown, Prince Edward Island, to commemorate the historic 1864 Charlottetown Conference.
- The massive complex is located in the heart of Downtown Charlottetown with soaring architecture and outdoor plazas, taking size of a full city block.
- A non-profit charity organization, the Centre is officially recognized as Canada's memorial to the Founding Fathers.
- The Confederation Centre Art Gallery's (CCAG) permanent collection includes over 16,000 works of historic and contemporary art by Canadian artists.
- The Charlottetown Festival is noted for its first-class musicals, most famously for Guinness-record setting *Anne of Green Gables—The Musical™*.
- The Festival has run every summer since 1965, producing more than 85 original musicals.
- The Centre operates year-round, including arts education and visual arts programs, and fall and winter concerts and performances
- The Homburg Theatre seats 1,100 people on two levels, and was substantially restored and modernized in 2014.
- Opened in 2015 *The Story of Confederation* exhibition is a realistic and immersive replica of the original Confederation Chamber, where the Fathers first met at the 1864 Charlottetown Conference



BACKGROUND & PURPOSE

In recent years, the Centre has experienced continued growth and evolution in its programming while respectfully maintaining the philosophical and physical foundation on which it was built. As with any 55 year old facility, it has undergone renovations and maintenance activities in an effort to support continued public engagement and programming for all Canadians. Supported by three primary pavilions (Theatre, Art Gallery, and Library) and complementary spaces including an extensive concourse and lobby, Memorial Hall, Bistro & Bar, and several rehearsal and event spaces, the Centre is vibrant with activity 12 months of the year.

It is this growth and year round vibrancy along with the relocation of the Charlottetown Public Library that has presented the Centre with an opportunity to look beyond status quo and reimagine a space that will support artistic excellence, engage diverse communities, and promote organizational sustainability well into the future. Further to this, the Centre has adopted a key guiding principle of environmental stewardship embedding sustainability practices in infrastructure development, maintenance activities, patron services, and energy conservation initiatives.

Prior to this RFP, the Centre reviewed historical conceptual designs, gathered space requirements from internal and external stakeholders including staff, partners, and the community, and conducted senior management space planning workshops. As a result, the immediate priorities and long-term vision for the facility is known and well understood.

Key priorities identified and thus the goals for the design include:

- Revitalize our Lobby including box office, donor wall, community display, bar/café, small gift shop, and washrooms and a more welcoming entrance for patrons.
- Expand the Richmond Street entrance up to the atrium (i.e. middle section of the current Library pavilion) with welcome desk/reception, interpretive Centre – History of Confed Centre and Confederation, and café / retail space.
- Expand the visual arts education spaces
- Add more rehearsal spaces (1 large and 1 medium) and multi-purpose classrooms
- Expand our rehearsal supporting facilities including washrooms, showers, and changing rooms
- Add more office spaces for education staff, development, and catering along with meeting space(s) for rent or external use.
- Establish a Staff Lounge
- Expand our storage space for Theatre props and costumes, paper files, and climate-controlled art storage and archives
- Add washroom facilities for the Art Gallery
- Improve the facility accessibility throughout the Centre
- Reconfigure the Grafton Street exterior storage and lift area to accommodate loading/unloading of Art Gallery assets, provide accessible garbage and recycling containment, and rectify water infiltration challenges.
- Establish an audio-video production suite

As the next step in the planning process, Confederation Centre will be accepting proposals in response to this RFP to develop the following deliverables:

- Develop interior and exterior conceptual designs for the entire facility meeting as many, if not all, priority space requirements identified by the Centre.
- Provide a Class “D” estimate for the facility conceptual design where preliminary spatial needs have been identified and conceptual drawings of physical space layouts and elevations are complete.
- Based on the conceptual design, develop a detailed design for a revitalized lobby including box office, donor wall, community display, bar/café, small gift shop, and washroom facilities (all gender, women, men, and accessible).
- Provide a Class “B” estimate for the detailed lobby design including drawings and specifications for all disciplines (architectural, mechanical, electrical and structural).

OBJECTIVE AND SCOPE OF WORK

Confederation Centre of the Arts is seeking architectural design services for the revitalization of the Centre. It has completed several space needs assessments and the senior management team (including key facility stakeholders) will assist throughout the process and provide the necessary level of guidance on this critical project.

In response to this RFP, the bidders are expected to outline what approach will be taken to ensure delivery of the scope of work, on-time, on-budget, and at a high level of quality, relevant experience with projects of this complexity, and cost of service.

Scope of Work

The intent of this project is to develop an overall conceptual design (both internal and external) for Confederation Centre along with a detailed design specifically for the Lobby. In each case, cost estimates will be expected for the approved designs. Further to this, it is critical to the success of Confederation Centre that ongoing operations are not impacted by construction and staging efforts stemming from the revitalization project. Therefore, a high level renovation plan will also be required allowing the Centre to continue to operate during the construction period.

Confederation Centre Conceptual Design

The Centre is looking for the architecture consultant or consultant team who will provide the following:

- a. Collect project criteria from senior management and verify programming criteria.
- b. Prepare two (2) conceptual level color renderings and elevations that illustrate the exterior of the proposed renovations considering heritage site requirements, accessibility needs, and environment sustainability concepts.
- c. Prepare conceptual level color illustrations of interior spaces within the renovation project that incorporate the history and character of Confederation Centre considering accessibility needs and environment sustainability concepts.
- d. Prepare conceptual level cost estimates (Class “D”).
- e. Present conceptual level design options for senior management’s review and approval.
- f. Preparation of digital and print marketing materials to be used for a capital campaign. This will include multiple renderings (both interior and exterior) and layouts.
- g. Provide support to senior management when they are completing applications and making presentations to stakeholders and partners after the design is internally approved.

Meetings: Recurring meetings with management are expected as the design process will be a collaborative effort. If required, the bidder will act in a supporting role as the Centre completes applications and presents the design to external parties.

Deliverables: Conceptual level renderings, elevations, and illustrations of interior and exterior spaces. Conceptual level cost estimates based on concepts developed.

Lobby Detailed Design

Based on the approved conceptual design, the Centre is looking for the architecture consultant or consultant team who will provide the following:

- a. Prepare design development documents, including Architectural, Structural, Mechanical and Electrical, and Civil, Site, and Utility Construction drawings and specifications for bidding and permitting (i.e. tender ready documents).
- b. Coordinate furniture and equipment layouts with senior management.
- c. Prepare and present material finish boards (including any new furniture finishes).
- d. Prepare a Class B cost estimate.
- e. Prepare a high level renovation plan outlining when various stages of the renovations will occur along with the associated operational impacts.
- f. Present final design development documents for senior management review and approval.
- g. Preparation of digital and print marketing materials to be used for a capital campaign. This will include multiple renderings (both interior and exterior) and layouts of the expansion project.
- h. Upon request of the Centre, submit plans and specifications to local building authority for permitting and revise drawings to meet required revisions.

Meetings: Recurring meetings with management are expected as the design process will be a collaborative effort. If required, the bidder will act in a supporting role as the Centre completes applications and presents the design to external parties.

Deliverables: Final design development including site plan, floor plan(s), sections, an elevations with full dimensions. Drawings will include details and outline material specifications. Digital and print renderings and layouts to support marketing efforts. Design development cost estimate.

Anticipated Project Timeline

For purposes of this RFP, consultants and consultant teams should consider the following schedule as targeted by the Centre in their proposals:

Project Milestone	Date
Selection of Architectural/Engineering Firm	05/01/20
Application for funding submitted	05/08/20
Notice issued to Firm to Proceed	05/15/20
Conceptual Design Complete	06/26/20
Conceptual Design Approved	07/10/20
Detailed Lobby Design Complete	08/28/20
Detailed Lobby Design Approved	09/04/20

Fee Proposal

The Architectural consultant or consultant team shall provide a detailed fee breakdown (cost plus not to exceed), including anticipated reimbursable costs, for the following project phases:

- Conceptual Design Development
- Design Development Phase Services

Note – Confederation Centre anticipates to be billed consistent with project milestones.

Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

EVALUATION CRITERIA

All responses will be evaluated by the selection committee based on the following categories:

Category	Points
Demonstrated ability to deliver projects on-time, on-budget, and with high quality deliverables	30
Cost	20
Alignment of response to Confederation Centre priorities	20
Relevant Experience	15
Clarity of proposal	15

With the categories mentioned above, the Centre will also evaluate the Architectural consultant or consultant team based on the following additional factors (in no particular order of priority):

- Firm’s level of experience in providing architectural services for design of expansions to or renovations of historic structures;
- Firm’s ability to successfully articulate how the proposed design will be executed while limiting impacts to ongoing operation of the theatre and art gallery;
- Firm’s level of experience interfacing with a not for profit organization and a local heritage committee on a publicly funded project;
- Cost of services;
- Firm’s technical ability, capacity, and flexibility to perform the scope of work;
- Firm’s experience implementing environmentally sustainable design considerations; and
- Response of References.

The RFP Committee will review and rank all the proposals received and may decide to invite only the top ranked firms to interview with and present the proposed approach. The Centre may invite the most qualified firm to refine its proposal and negotiate a services agreement.

SUBMISSION GUIDELINES AND REQUIREMENTS

Bidders must list at least two projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.

The proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the proposal should provide a schedule to complete the described work with milestones.

A price proposal must be provided. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should Confederation Centre decide to award a contract on an hourly rate basis.

Proposals must be signed by a representative that is authorized to commit bidder's company.

The proposals must contain a statement of availability to complete the work;

Contents of the submission and accompanying response will become contractual obligations and will be made part of the final contract.

If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

Together with its submission, the bidder must include a list of consultants it intends to use on this project. No substitutions or other subcontractors may be retained without prior written approval of the Centre. It is understood that the firm will be held responsible for the satisfactory performance of the services and/or activities of its consultants.

Proposals must remain valid for a period of 30 days.

Proposals are to be submitted in a sealed and clearly marked envelope with the contents and the name of the consultant.

Four (4) hard copies of the proposal and one electronic copy, in PDF format on a USB flash drive, are to be included in the envelope or package.

Proposals are to be submitted prior to 4:00 pm on April 17, 2020.

Proposals shall be delivered to:
Confederation Centre of the Arts
145 Richmond Street
Charlottetown, PE C1A 1J1
Attention: Kelly Dawson, Chief Operations Officer

Confederation Centre may reject a proposal based on past performance or based on inappropriate conduct, including but not limited to the following:

- Illegal or unethical conduct;

- The refusal of the proponent to honor its submitted pricing or other commitments;
- Any conduct, situation or circumstance determined by Confederation Centre, in its sole and absolute discretion, to have constituted and undisclosed Conflict of Interest;
- Confederation Centre’s past experience with the Proponent; or
- Any information provided to Confederation Centre by any references of the Proponent.

Confederation Centre reserves the right to:

- Request written clarification in relation to a Proponent’s proposal;
- Verify with any Proponent or with a third party any information set out in a proposal;
- Check references other than those provided by any Proponent;
- Disqualify any Proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- Cancel this RFP process without liability at any time prior to the execution of a written agreement between Confederation Centre and a Proponent. A cancellation is communicated by way of addendum. Confederation Centre may in its sole discretion issue a new RFP for the same or similar Deliverables; or reject any or all proposals

RFP SCHEDULE

RFP Released	March 23, 2020
Last day for questions	April 9, 2020
Submissions Due	April 17, 2020
Finalist(s) Notified	May 1, 2020

ADDITIONAL INFORMATION

Questions are to be addressed to
 Kelly Dawson, Chief Operations Officer
 Ph: 902-628-6133 Email: kdawson@confederationcentre.com

Questions and answers will be posted to the Confederation Centre website as they are received.