

ARCHITECTURAL AND ENGINEERING SERVICES REQUEST FOR PROPOSALS



CITY OF GALAX
THE REX THEATER
REVITALIZATION PROJECT

City of Galax Virginia

Request for Proposals

The City of Galax, Virginia is seeking architectural and engineering services in conjunction with a project to renovate the city-owned building at 113 East Grayson Street, Galax, Virginia, known as The Rex Theater.

PROJECT DESCRIPTION

The City of Galax desires to procure architectural and engineering (A/E) design services needed for preparation of a Preliminary Architectural Report (PAR) to be utilized as a planning tool for programming, budgeting, grant funding applications, and sequencing of the future renovation project(s). The City's ultimate goal is to renovate the Rex Theater building to create a more functional event space, provide performers and audience with an appealing and memorable experience, configure some interior space to accommodate new uses, and implement handicap accessibility at all building levels. This will be accomplished through the following elements:

- Collaborate with a Business and Operations Consultant to develop a PAR for the existing one-story theater building with full basement and balcony (4,692 SF building footprint) optimizing space to create an attractive and memorable environment while retaining key historic elements;
- Prepare and develop alternative schematic floor plan options for renovation of unfinished basement level space based upon a program of space needs provided;
- Prepare and develop alternative schematic floor plan options for reconfiguration of existing public restrooms to implement additional fixtures and incorporate handicap accessibility;
- Prepare preliminary design for an elevator integration to connect the main theater level to the basement level below and the balcony areas above;
- Prepare preliminary design for a platform lift for public access to the elevated performance stage from the theater floor level;
- Evaluate the existing HVAC system serving the main theater level. Prepare preliminary engineering for existing system updates and also for integration of new HVAC systems to serve the basement level space upfit and the balcony renovations;
- Evaluate the existing exterior building marquee and provide alternative options relative to updating;
- Prepare budget cost estimating for all aspects involved with the overall renovation project to include total construction costs, contingencies for unknown conditions at schematic planning stage, inflation consistent with projected future completion date, and associated professional design fees.

SELECTION CRITERIA

Qualifications will be evaluated based upon the following criteria:

1. Related Experience (25 points): Provide a list of projects that your project team has done that are similar to this revitalization project and describe how this experience will benefit you as the A/E on this project.
2. Qualifications of the Specific Individuals to Provide Services (25 points): Provide resumes for each team member assigned to this project highlighting their qualifications particular to this project.
3. Proposed Approach for Implementation of Project (20 points): Provide a brief narrative describing how your firm proposes to carry out the services required for the project as noted in the Project Description.
4. Familiarity with the City of Galax and the existing Rex Theater building (15 points): Identify past construction projects undertaken with the City of Galax. Include project name, a brief project description, and the completion date. Highlight any past association by any team member with The Rex Theater facility.
5. Current and Projected Workloads (15 points): Address availability of each team member to be assigned to this project throughout the implementation process.

SELECTION PROCESS

A Selection Committee appointed by the City of Galax will review and score qualifications received from each firm. After each firm has been evaluated individually by each member of the Selection Committee, scores will be totaled in aggregate and firms will be ranked in priority order. The Committee will invite (at a minimum) the two highest-ranked responders to make a presentation of their qualifications to the Selection Committee to be followed by an interactive discussion. Following the interview process, the committee will finalize the ranking and subsequently enter into negotiations with the firm ranked first to define the scope of services and determine fees for said services. If a contract cannot be successfully negotiated with the leading candidate, the city will negotiate with the second-ranked candidate and so on until a contract has been successfully reached.

SUBMITTAL OF PROPOSALS

The City of Galax will accept written responses to its Request for Proposals for architectural/ engineering services until **4:00 pm Friday, September 13th, 2024 at the Galax City Manager's Office, 111 E. Grayson Street Galax, VA 24333. Please clearly mark your submittal The Rex Theater Revitalization Project.**

Responders shall submit five (5) copies of the proposal to the address listed above. Each responder is cautioned not to submit responses in any other manner than that listed above. Any contact or submittal that does not follow the above instructions will be rejected. Proposals should be prepared simply and economically, providing a straightforward, concise description of the responder's ability to meet the requirements of the RFQ, keeping the number of pages to a minimum. Emphasis should be on completeness and clarity of content.

Questions regarding the RFQ may be addressed by contacting Doug Williams, Galax City Planning Director, at dwilliams@galaxva.com or Derek Spraker, Galax City Procurement Specialist, at dspraker@galaxva.com.

The request is extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. The selected firm or individual will be required to comply with all state and federal guidelines or requirements, including, but not limited to:

- Section 504 of the Rehabilitation Act of 1973
- Title VI of the Civil Rights Act of 1964
- The Americans with Disabilities Act
- Age Discrimination Act
- MBE/WBE Solicitation Guidelines

Minority Businesses: Small, Women-owned, and Minority-Owned business enterprises (SWaM); and/or female-owned businesses or firms are encouraged to apply. The City of Galax is an Equal Opportunity Employer.

The City of Galax or any employee thereof will not discriminate against an employee or applicant for employment because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, or disability. Administrative and personnel officials will take affirmative action to ensure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.