



REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER AT RISK

FOR

**HISTORIC RESTORATION
AND RENOVATIONS TO THE ELKS OPERA HOUSE**

March 30, 2009

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INTRODUCTION:

The City of Prescott in partnership with the Elks Opera House Foundation, a non profit corporation, is seeking a qualified Construction Manager / General Contractor to provide design phase assistance and construction services as the Construction Manager at Risk for the Historic Restoration and Renovations to the Elks Opera House in historic downtown Prescott, Arizona.

The historic Elks building, originally constructed in 1905, is located within the City of Prescott's Historic Preservation District at 117 East Gurley Street and houses the approximately 550 seat performing arts theater and administrative offices.

The building has joint public and private ownership with the Elks Opera House comprising approximately 12,000 square feet of the 24,000 square foot building. The Elks Opera House will be closed during restoration, however the adjacent (separated) occupancy will remain open for business.

The cost of the project is estimated at \$1.6 million.

You are invited to submit your Statements of Qualifications (SOQs) for this project.

PROJECT DESCRIPTION:

The building is listed on the National Register of Historic Places.

Restoration work will be performed to most interior and exterior finishes and must comply with the Department of the Interior Standards for Restoration, Rehabilitation and Preservation.

The work is intended to restore many elements to the 1905 – 1925 era. Existing distinctive materials, features and finishes must be retained and preserved. New materials will match the old in composition, design, color and texture.

The scope of work identified to date includes:

- Restoration of decorative plaster details at the proscenium, box seats and balcony walls.
- Replace box seats
- Replace theater seating.
- New carpet.
- New aisle lighting.
- Repair of damaged plaster.
- Remove existing paint and repaint interior walls and metal ceiling.
- Remove non historic exterior façade and restore original materials.
- Repair and replace door hardware.
- Provide new handicap stair lift.
- Replace stage flooring.
- Removal of past remodel non historic elements.
- Construct fire rated partitions in ceilings and walls.
- Install new automatic fire sprinkler system.
- Provide new professional theater lighting system.
- New exterior electronic marquee sign
- New thermal insulation.

- Removal of asbestos containing material as necessary.

Within the last decade, the HVAC and the electrical systems have been upgraded and will mostly remain in place.

At this time the architect is in place and the plans are approximately 50% complete.

CM@RISK DISCUSSED:

The CM@Risk will provide construction management services during the design phase and serve as the general contractor during the construction phase of the project.

The City anticipates that it will attain the following benefits through the CM@Risk process:

- Assistance with discovery and identification of hidden items not readily accessible to the design team.
- Competitive pricing achieved at the subcontractor and supplier level.
- Cost control to keep the restoration within the available funding.
- Few if any change orders due to preliminary review and familiarity by the CM.
- Better schedule control.
- Fully open books and accounting related to the project.
- Better choices of specialized historic renovation experts.
- Utilization of the CM@Risk's expertise and past experience with similar historic restorations.

If your company, from field labor to ownership, and all of your subcontractors and suppliers are not willing to help us achieve these benefits then this project may not be for you.

Preconstruction / design phase services by the CM@Risk may include:

- Provide detailed independent cost estimating leading to a Guaranteed Maximum Price (GMP).
- Provide project planning and scheduling.
- Provide value engineering and feasibility suggestions particularly regarding historical restoration practices and materials.
- Provide a broad selection of experienced restoration specialists (subcontractors) and suppliers with knowledge of restoration techniques and products.
- Perform a review of the construction plans and documents to ensure they are complete.
- Advise the City of ways to gain efficiencies in project delivery.
- Coordinate with the architect to develop product and performance specifications.
- Assist in the permitting process.
- Perform subcontractor bid reviews and provide a pre-qualification process for subcontractors and suppliers that insures respect for the historic preservation and restoration aspects of the project.
- Provide long lead item procurement advice.
- Assist the City with identification and possible removal of asbestos containing materials.

Construction phase services by the CM@Risk may include:

- Construct the historical restoration and renovations according to required standards and relevant laws and rules.
- Coordinate with various City departments, utilities, and agencies.
- Arrange procurement of all materials and equipment.
- Schedule and manage site operations while coordinating with the City and other owners of the building.

- Bid, award and manage all subcontracts for materials and services.
- Provide quality and safety controls.
- Provide payment and performance bonds and insurance to the City.
- Address all federal, state and local permitting requirements.

STATEMENT OF QUALIFICATIONS (SOQ) SCORED SELECTION CRITERIA:

The CM@Risk will be selected through a scored, qualifications based selection process. Firms interested in providing CM@Risk services must submit a Statement of Qualifications that addresses the following issues:

A. GENERAL INFORMATION (10 points)

1. Provide a general description of the responding firm. Explain the legal organization and provide a chart showing the key personnel and their titles.
2. Provide the following information:
 - a. Name of firm or joint venture.
 - b. Address of principal office.
 - c. Phone, fax and e-mail.
 - d. Form of business organization and names of principal owners.
 - e. Year formed.
 - f. Primary contact.
 - g. How long has your principal office been in operation?
 - h. Are you affiliated with another or parent company?
 - i. List the Arizona and other states contractors licenses held by your firm.
3. Identify any contract or subcontract held by your company or officers which has been terminated within the last five years. Identify any claims which resulted in litigation, arbitration or mediation within the last five years. Briefly describe the outcome.
4. Provide a statement from an A- or better surety company addressing your firms bonding capacity. This information will be kept confidential to the Selection Committee and not made public.

B. EXPERIENCE AND QUALIFICATIONS OF COMPANY (25 points)

1. Identify at least two comparable projects that involved historical restoration in which the firm served as Construction Manager at Risk or as General Contractor. For each comparable project include:
 - a. Description of project. List major historical restoration elements.
 - b. Role of your firm. Specify contract relationships, services provided during design or preconstruction phase.
 - c. Percentage of work provided by your own forces.
 - d. Project construction cost.
 - e. Construction dates.
 - f. Project owner.
 - g. Project Architect.
 - h. References for the project including names and telephone numbers.
2. Identify how much work you would expect to be done on this project by local Prescott area subcontractors or suppliers.
3. List any City of Prescott projects by your company in the last 10 years.
4. Summarize your firm's safety program.
5. List the types of work typically self performed on projects of this nature.

6. Describe how you select subcontractors as historical restoration specialists.

C. YOUR APPROACH TO HISTORICAL RESTORATION PROJECTS (25 points)

1. Describe your philosophical approach to historic restorations of this nature.
2. Describe the process you would use to preserve and protect historical features during demolition of adjacent areas.
3. Describe the qualifications of specialists you would expect to bring to this project.
4. Describe your experience with historical preservation groups and authorities.
5. Define the terms restoration, rehabilitation, and preservation.

D. YOUR UNDERSTANDING AND APPROACH TO CONSTRUCTION MANAGER AT RISK (25 points)

1. Describe your firm's project management approach and team organization during pre-construction and construction phase services.
2. Describe the major issues you would expect on a project like this and how you would address those issues.
3. Describe how you develop the cost of construction and arrive at a Guaranteed Maximum Price.
4. Discuss the benefits (if any) of CM@Risk versus Design Bid Build on projects like this.

E. OVERALL EVALUATION OF THE COMPANY / TEAM AND ITS PERCEIVED ABILITY TO PROVIDE THE REQUIRED CM@RISK SERVICES (15 points)

No submittal information required. Internal evaluation by the Selection Committee.

SCHEDULE / SELECTION PROCESS and SUBMITTAL INSTRUCTIONS:

Responses to this RFQ must be received no later than 2:00 PM, Thursday April 23, 2009 at:

City of Prescott
Attn: City Clerk
201 S. Cortez St.
Prescott, Arizona 86202

Delivered or hand-carried submittals must be delivered to the receptionist at the main counter at City Hall, 201 S. Cortez St., Prescott, AZ. A time/date receipt will be issued if requested.

The burden of delivery is on the submitter. Postage cancellation will not be accepted as proof of receipt. The City may make additional copies for its use.

The RFQ shall include a one page cover letter plus a maximum of fifteen pages (8 ½ x 11 max) to address the qualifications requested in the "Selection Criteria". An additional 3 pages of photographs may be submitted. Five copies of the RFQ must be submitted.

The outside of the sealed submittal envelope shall be clearly marked in large letters: "PROJECT: ELKS OPERA HOUSE HISTORIC RESTORATION".

There will be no public opening of the submittals at the time of submittal. The Selection Committee will publish a list of all submittals and notify all parties of this list.

There will be no pre-submittal walk through. The Selection Committee will evaluate and score the written submittals and determine a “short list” of approximately 3 to 7 respondents. Those respondents will be invited to a required walk through with the owner and architect soon after the list is developed. Only the names of the firms on the short list will be announced, point rankings will not be announced at this time.

Short list respondents will be required to present an in person interview approximately one week after the facility walk through. The time and date will be announced / arranged with the short list respondents as soon as practical after the list is developed. This interview will be hosted in Prescott, by the Selection Committee. Each respondent will be asked to give a 20 minute presentation highlighting their qualifications, similar projects, and key members of their team. Questions will then be asked by the Selection Committee. Respondents will then be ranked in order of points scored.

The successful first ranked respondent will be selected based on the evaluation and ranking of the written submittals to this RFQ and the interview process.

The City will then enter into negotiations with the first selected firm and if negotiations are successful, execute a contract, which per ARS will be a guaranteed maximum price contract and will contain performance and payment bond requirements. Upon completion of negotiations of contract and fee terms the contract will be presented to City Council for approval.

The City reserves the right to proceed with the selection process if there are at least two qualified respondents, or it may choose to re-advertise the RFQ.

Submitters shall not lobby any Selection Committee members, City Council members, or any member of the City’s staff regarding this project.

The City of Prescott will not be responsible for any oral instructions. Any changes to this RFQ will be posted in the form of addendum on the City’s web site.

The City of Prescott reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received and to be the sole judge of the merits of the SOQs received. Questions or comments regarding this RFQ may be made in writing to:

Ms. Dawn Foster
Purchasing Manager
City of Prescott
216 South Marina St, Suite 302
Prescott, AZ 86302
Tel: 928-777-1203
Fax: 928-777-1234
e-mail: dawn.foster@cityofprescott.net

Attachments:

1. Photo of Elks Opera House plaque



THE ELKS OPERA HOUSE AND THEATER

Although Prescott had other opera houses, such as S.E. Patton's Opera House, on April 3, 1904, the cornerstone was laid for what was to become the very best opera house-The Elks. Built by the Benevolent and Protective Order of the Elks at a cost of \$65,000, the three story building included the lodge room for the organization, offices and the opera house. Completed in February, 1905, the first performance was a play, "Marta of the Lowlands", which was performed on February 22. At the time of its opening, the Elks Opera House was said to have the best acoustics of any opera house west of the Mississippi River.

Many community events were held at the Elks, including minstrel shows, balls, plays, professional dramas, graduations, and, starting in 1907, movies. In 1929, a sound system was installed and the "talkies" came to Prescott.

The Elks Opera House and Theater is built of grey brick in a turn-of-the-century Commercial Style. Few style elements are used on the exterior of the building, but paired windows, colossal order pilasters and bands of contrasting masonry above and below the windows add some detail. Most of the decorative efforts went into the interior of the opera house. In spite of many alterations, the historic integrity of the building is sufficient that it is listed in the National Register of Historic Places. The first lobby was restored as closely as possible to its 1928 appearance in 2004. Future plans are to completely restore the building.



SHARLOT HALL MUSEUM PHOTO

FUNDED BY THE HISTORIC PRESERVATION FUND AND THE CITY OF PRESCOTT

Elks Opera House Plaque