

CITY OF TUSCALOOSA, ALABAMA



**ADDENDUM NO. 1 TO REQUESTS FOR QUALIFICATIONS FOR
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES,
THEATER PLANNER AND ACOUSTICIAN SERVICES,
AND EXHIBIT DESIGN SERVICES**

Project Name: The Saban Center
OCA File Number: A21-1603

Issued by:



Department of Urban Development
2201 University Boulevard
Tuscaloosa, Alabama

Date Issued: May 6, 2022

The City of Tuscaloosa issued RFQs for design phase services for the Saban Center Project on April 22, 2022. Since that time, the City has received several questions from firms interested in responding to one or more of the RFQs. Specifically, the City has received questions about the RFQs for Architectural and Engineering Design Phase Services, Theater Planner and Acoustician Services, and Exhibit Design Services. The City's project team has been working to respond to these questions as they have been received. The City is issuing this addendum to document all of the questions it has received and answered since the RFQs were issued. The City may publish additional addenda prior to the response due date if the City responds to additional questions regarding the RFQs.

Responses to Questions Regarding the RFQ for Architectural and Engineering Design Services:

- 1) Item 3.4, Licensing and Professional Standing, indicates that ALL staff assigned to perform services for the project be licensed in Alabama. Could that requirement be satisfied by just the Principal-in-Charge for the A/E team, rather than EVERY architect on the project?

ANSWER: The City does not require that every architect who does work on the project be licensed in Alabama. To the extent that any person will be providing professional services for the project, and that person would be required by law to have an Alabama license to provide those services, then that person would be required to have an Alabama license.

Responses to Questions Regarding the RFQ for Theater Planner and Acoustician Services:

- 1) The RFQ requests qualifications for a firm to provide theater planning and acoustician services. *Section 2.2 Services and Scope of Work* indicates that respondent teams should be prepared to separate theater planning and acoustic services.

My question is: may a firm respond as a theater planner only or is the project only seeking a firm that can provide both services?

ANSWER: It is our preference to combine Theatre Planning & Acoustics within one firm. We will also consider an exclusive joint submission between a separate theatre planning and acoustic firm considering the two firms past work history.

- 2) Re: Item #7 in the Services and Scope of Work: *Assist TCT with long-term financial sustainability*

This is not a service we typically provide on a project such as this or for that matter any of our projects. To provide this service, we'd need to bring in a sub-consultant. Please confirm this is a required service for the purposes of the RFQ.

ANSWER: Yes, it is a requirement.

- 3) Will Architectural Lighting Design services be required for this project? If so, would those be included in our scope of work, as is often the case, or as part of another RFQ?

ANSWER: Additional detail on scope of services will be discussed during the interview process (if needed) or during scope and fee negotiations with the successful respondent.

- 4) Several references are made to licensing, certifications, and professional standing. Because all our work becomes part of the contract documents reviewed and stamped by the architect of record, theater consultants and acousticians are not licensed by any public entity. We would typically indicate 'Not Applicable' in the Part 5 Pass/Fail Criteria -Licensing and Professional Standing line item. We can state in our proposal the key staff in all disciplines are members in good standing of the appropriate professional associations. Will anything further be required for this specific RFQ?

ANSWER: No. The City will require all persons and firms providing services to the project to comply with all licensing requirements, to the extent the person or firm's work is subject to such licensing requirements. It is the consultant's responsibility to know their licensing requirements and comply with those licensing requirements.

- 5) We understand that no fee proposal is required for this RFQ, and that fee negotiations will be conducted with the favored firm. Please confirm that this is a correct understanding.

ANSWER: Your understanding is correct. This is a qualifications-based and experience-based RFQ procurement.

- 6) Are the current masterplan and space program available to share?

ANSWER: These documents are still in progress.

- 7) What is the construction budget for the project?

ANSWER: The budget is still in progress.

- 8) Is a fee proposal required as part of the response?

ANSWER: We are only requesting qualifications at this time.

- 9) If so, does it need to be a separate submission?

ANSWER: We are only requesting qualifications at this time.

- 10) Will the contract and insurance requirements required for the A/E apply to specialty consultants?

ANSWER: Subconsultant insurance requirements will be finalized once an A/E firm has been selected.

- 11) Please kindly clarify the intent of contract negotiation with the City if the contract will be with the selected A/E.

ANSWER: The City will select the subconsultant, and the subconsultant will be contracted to the A/E.

- 12) The scope of work includes assisting TCT with their long-term financial sustainability. Please kindly confirm that this scope is to be performed by the theatre planner and acoustician team.

ANSWER: Please exclude it from your proposal if your firm cannot provide this service.

- 13) The first is in section 2.2 where it says “The preferred Theatre Consultant and Acoustician will have experience in and knowledge of the local market.” [Our firm], like many of our competitors, has worked across the country. Our expertise is in performing arts theatres, and our knowledge is rooted in broadly understood industry practices, not in the particular practices that may exist in a given city or theatre (although those certainly can be accommodated, and have been with many other projects). This seems to be an effort to discourage firms from outside of the Tuscaloosa area.

ANSWER: We strongly encourage firms outside the Tuscaloosa area to submit proposals for Theater Planner and Acoustician and prefer that Theatre Planner and Acoustician have local knowledge in Tuscaloosa.

- 14) The second is Section 7 under Services, which expects the theatre consultant to assist with long term financial stability. While we have assisted our clients in determining appropriate staffing including job descriptions, job experience, and training/education requirements, few if any theatre consulting firms are involved in financial planning. That is usually the expertise of firms describing themselves as arts consultants, arts management consultants, etc. This requirement may rule out all respondents.

ANSWER: Please exclude it from your proposal if your firm cannot provide this service.

- 15) The third is the issue of licensing discussed in Part 3. Theatre consulting, acoustic consulting, and audio/video consulting, like many other architectural consulting specialties, are not licensed professions. Where our work must be stamped by a licensed professional it is typically the architect or electrical engineer (depending on the exact item in question) who takes that responsibility. Again, this requirement may rule out all respondents.

ANSWER: The City will require all persons and firms providing services to the project to comply with all licensing requirements to the extent the person or firm’s work is subject to such licensing requirements. It is the consultant’s responsibility to know their licensing requirements and comply with those licensing requirements.

- 16) Can we be on multiple teams? For example, can we lead a team with “Theatre Consultant A” and also team with “Theatre Consultant B” who would lead the team and use our firm to provide acoustics consulting?

ANSWER: Yes

Can we submit just for acoustics?

ANSWER: The RFQ is for both Theatre Consultant and Acoustician.

Can we also be on other teams with other theatre consultants and/or arts management consultants?

ANSWER: Yes.

17) Section 2.2 of the RFQ says:

Teams should be prepared to provide the audiovisual scope with fee break-out between 1. Performance and support spaces 2. Building-wide AV (excluding exhibit, performance, and support spaces), and 3. Exhibit area audiovisual services. Teams should also be prepared to separate Theatre Planning and Acoustical services. Is a fee, with the appropriate break-outs, to be discussed with the selected firm or should a fee be included in our response?

ANSWER: Our selection will be qualifications based only at this stage, but please be prepared to provide audiovisual scope break-outs.

18) Assist TCT with long-term financial sustainability: Is the theatre and acoustics consultant responsible for providing operational and financial modeling consulting, or just assisting and advising a separately-appointed operations and management consultant?

ANSWER: The theatre and acoustics consultant is responsible for providing operational and financial modeling consulting.

19) The RFQ mentions a masterplanning effort that was begun by the city in 2020. Are any documents from that masterplan available for respondents to review?

ANSWER: Not at this time.

20) Is there any guidance as to what type of performance facilities the Saban Center will contain? Size (seat count), or particular types of performance and events the center will host would be helpful in determining appropriate qualifications materials.

ANSWER: Project-specific information of this nature will be discussed during the interview process (if needed) or during scope and fee negotiations with the successful respondent.

21) Is a fee proposal required as part of the submission?

ANSWER: No. This is a qualifications/experience-based RFQ procurement, fee negotiations will be conducted with the winning firm or team.

22) Is there a full masterplan available to be shared with the proponents?

ANSWER: These documents are still in progress.

23) Is there a list of anticipated Saban Center spaces and their sizes available to be shared with the proponents?

ANSWER: These documents are still in progress.

24) Has an architect been selected? Is it possible for that information to be shared with the proponents?

ANSWER: The RFQ for A/E Services is currently in progress, and we expect to select at the same time as the Theatre Planner/Acoustician.

- 25) Regarding 2.2.6.v and 2.2.6.d in the Scope of Services, owner/operator training is generally provided by the contractor. Is this a service you anticipate the selected Consultant Team to coordinate for the Saban Center?

ANSWER: We are unable to locate reference 2.2.6.v but the intention for 2.2.6.d is to ensure that the Owner staff has the necessary training to operate the equipment.

- 26) Regarding 2.2.7.a in the Scope of Services, is a broader needs assessment beyond the museum and Children's Theater required? (i.e. Does the project require a broader potential user survey?) What kind of market research is anticipated? (i.e. competitive venues, audience attendance, etc.) Is a community engagement component required?

ANSWER: 2.2.7 Refers only to TCT (Tuscaloosa Children's Theater) 2.2.7a is for an assessment of need and financial sustainable admission fees for TCT.

- 27) Regarding 2.2.7.b in the Scope of Services, is there a Fundraising Consultant attached to the project with whom the selected Consultant Team will be coordinating?

ANSWER: Yes

- 28) Regarding 2.2.7.d in the Scope of Services, is there an Economic Impact Research Consultant attached to the project with whom the Consultant Team will be coordinating? Our team can provide leadership and coordination with any fundraising feasibility consultant and economic impact sub.

ANSWER: Please exclude it from your proposal if your firm can not provide this service.

- 29) Regarding 3.6 Background Information, we are not Owner's Representatives but we are vastly familiar with working with Owner's Representatives to make sure the priorities of the Owner are understood and the Owner's needs are met. Is it this type of experience for which the RFQ is asking?

ANSWER: Please replace "Owner's Representative" with "Theatre Planner and Acoustician". The first sentence should read "The background information should describe in general the Respondent's history and its experience in major construction projects, specifically including relevant experience in acting as a Theatre Planner and Acoustician on major public projects and cultural event centers."

Responses to Questions Regarding the RFQ for Exhibit Design Services

- 1) Whether companies from Outside USA can apply for this? (Like, from India or Canada)

ANSWER: Yes, if licensed to work in the US and Alabama.

2) Whether we need to come over there for meetings?

ANSWER: Yes

3) Can we perform the tasks (related to RFP) outside USA? (Like, from India or Canada)

ANSWER: Yes, but site visits are required.

4) Can we submit the proposals via email?

ANSWER: Yes

5) We were very excited to see the solicitation for the Saban Center's exhibit design services. We are planning to submit our qualifications, but respectfully request an extension to the due date. The American Alliance of Museums conference – the premiere conference of the exhibit design industry – is being held in Boston from May 18 through Sunday May 22. They're anticipating an attendance of nearly 4,000. Essentially, every potential firm who wants to submit qualifications for your project will be unavailable to work on it the week prior to when it's due. Is there any possibility of issuing an addendum and extending the due date to the end of that week, to Friday May 27?

ANSWER: Due date will not be extended at this time.

6) For the Exhibit Design RFQ, could you please clarify the licensing required in Item 3.4, as typically, this discipline is not licensed and regulated like other professional services?

ANSWER: To the extent that any person will be providing professional services for the project, and that person would be required by law to have an Alabama license to provide those services, then that person would be required to have an Alabama license.

7) What is the estimated budget for the Saban Center project?

ANSWER: The City Council has not yet approved a final budget for the project.

8) Are the Master Plan documents started in Spring 2020 available to applicants?

ANSWER: The Master Plan documents have not yet been made public, and are not available at this time.

9) Will the City consider applications from multi-disciplinary firms like ours for more than one of the RFQs?

ANSWER: The City will consider responses from all respondents, including respondents who respond for more than one of the RFQs.

10) Page 1 of the RFQ states that there's a separate procurement process ongoing for the Architectural and Engineering Design Firm. What architectural firm did the design and renderings on the project website?

ANSWER: Ellis Architects

- 11) Is the focus of the exhibits to be on children: children's play areas, hands-on experiences, kid-friendly immersive elements, etc.?

ANSWER: Yes, the exhibit focus is to be on STEAM programs to educate people of all ages in an interactive and fun learning environment.

- 12) Related to the previous question, the bottom of page 3 references involvement by curators and others to develop themes and stories. What are some of the general stories that are anticipated for the Saban Center? Are there history exhibits, etc? Or is this a children's museum type of place?

ANSWER: Themes include life, physical and environmental science to cover topics such as health, engineering, space, energy, weather.

- 13) If we include an exhibit fabricator on our team to provide cost estimating services only, is that fabricator precluded from bidding on the eventual exhibit fabrication and installation?

ANSWER: Paid consultants are precluded from bidding on the construction/fabrication work.

- 14) Item 3.4, Licensing and Professional Standing, suggests that there are requirements for legal authorization to do business in Alabama, and that there are certain licensing requirements for this project. Please clarify what type of legal authorization is required for exhibit design service providers to do business in Alabama. Additionally, unlike architecture and engineering, there are no national, state, or association license or certification requirements for performing exhibit design services. What licensing requirements are necessary for firms or individuals to perform exhibit design services in Alabama?

ANSWER: The City will require all persons and firms providing services to the project to comply with all licensing requirements, to the extent the person or firm's work is subject to such licensing requirements. It is the consultant's responsibility to know their licensing requirements and comply with those licensing requirements.

- 15) Item 3.7 suggests that firm experience should include theater, performing arts, or event center projects. Is that a leftover from the Architecture and Engineering RFQ? Because this RFQ is for exhibit design services, firm experience will focus primarily around museums and cultural visitor experiences. Is that acceptable?

ANSWER: Yes.

- 16) In 4.2 (page 11), it states that addendums "will be sent to all recipients of the RFQ." That implies that the City knows who received the RFQ. Was the RFQ sent, by the city, to a select group of exhibit design firms in addition to being posted publicly? How many firms received the RFQ?

ANSWER: The purpose of that section is to inform the respondent that responses will not be limited to the respondent asking the question but will be provided to all interested respondents

via Addenda posted to the same locations as the original RFQ. Addenda may also be distributed directly to respondents if known to the City.

- 17) The selection criteria in Part 5 includes a Pass/Fail requirement for licensing. Similar to question 5 above, what are the licensing requirements for exhibit design services?

ANSWER: The City will require all persons and firms providing services to the project to comply with all licensing requirements, to the extent the person or firm's work is subject to such licensing requirements. It is the consultant's responsibility to know their licensing requirements and comply with those licensing requirements.

- 18) At the bottom of page 14, it states that the selected vendor for exhibit design services will enter into a contract "with" the architectural and engineering firm. Does that mean that the exhibit design firm will be a subcontractor to the architectural and engineering firm?

ANSWER: Yes

- 19) What is the budget for the exhibit design services scope of work?

ANSWER: This is a qualifications-based and experience-based RFQ procurement. Project-specific information of this nature will be discussed during the interview process (if needed) or during scope and fee negotiations with the successful respondent.

- 20) What is the budget for the eventual completed exhibit fabrication, media production, and installation project?

ANSWER: This is a qualifications-based and experience-based RFQ procurement. Project-specific information of this nature will be discussed during the interview process (if needed) or during scope and fee negotiations with the successful respondent.

- 21) Do you know the approximate square footage of the space(s) to be covered in the exhibit design services?

ANSWER: This is a qualifications-based and experience-based RFQ procurement. Project-specific information of this nature will be discussed during the interview process (if needed) or during scope and fee negotiations with the successful respondent.

- 22) Section 3.4 of the RFQ (Content of Proposals) asks proponents to provide "a brief statement confirming that the Respondent is legally authorized to do business in Alabama, and that all staff assigned to perform services for the project are appropriately licensed or certified to perform such services in Alabama." Please can you confirm if the Saban Center is open to receiving bids from Canadian firms for the Exhibit Design Services RFQ?

ANSWER: Yes, if licensed to work in the US and Alabama.

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