

CITY OF BROKEN ARROW
REQUEST FOR PROPOSALS
CENTER FOR ARTS, INNOVATION AND CREATIVITY
PROJECT NUMBER 161715

The City of Broken Arrow, Oklahoma is hereby requesting proposals from qualified architecture firms for preparation of a Schematic Design for the Center for Arts, Innovation and Creativity to be located in the Broken Arrow Rose District at the southwest corner of the intersection of Main Street and Dallas Street.

This project is a cooperative effort between the Arts OK - The Regional Arts Alliance of Broken Arrow (Arts OK) and the City of Broken Arrow. The City of Broken Arrow will serve as the contracting agency and will enter into contract with the selected architectural firm. This project will be funded through Vision 2025 Surplus Funds, 2014 Public Buildings General Obligation Bond, and private donations. Because public funds are being used, the procurement of the construction contract must comply with the Oklahoma Public Competitive Bidding Act.

The proposed Center for Arts, Innovation and Creativity will be approximately 15,000-30,000 square-foot, two-story building with capacity for expansion to three stories. The exterior treatment is expected to be compatible with the existing Rose District. The building will possibly house studios, galleries, classrooms, workshops, and performance venues for visual arts (drawing and painting, photography, sculpture, glassblowing, ceramics), performing arts and culinary arts. A conceptual brochure describing the Center for Arts, Innovation and Creativity is attached.

The project will consist of programming and preparation of Schematic Designs, including floor plans and interior and exterior elevations, and interior sketches of the various areas. It is expected that an amendment to incorporate preliminary and final design services will be enacted with the selected architectural firm, subject to performance on the Schematic Design.

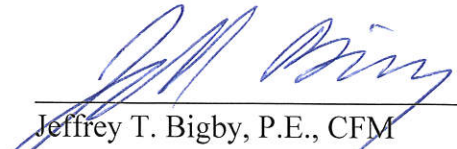
No proposals will be accepted for consideration after the deadline specified. All proposals will be evaluated in accordance with City of Broken Arrow standardized scoring method. Any proposal not fully addressing the requirements identified with the proposal may be considered a non-responsive offer and may be eliminated from further consideration.

The City of Broken Arrow will notify all unsuccessful applicants of the contract award after a proposal has been accepted, the fee negotiated, and the contract executed.

All that is required at this time is the Proposal. **No additional information** will be provided by the City at this time. Requests for such information will be **denied**; therefore, there is **no need** to contact City personnel.

Submit proposals (**10 paper copies, 1-PDF on electronic media**) on or before **July 14, 2016 at 3:00 p.m.:**

Ms. Karen Pax
Engineering and Construction Department
485 North Poplar Avenue
Broken Arrow, Oklahoma 74012



Jeffrey T. Bigby, P.E., CFM
Acting Director of Engineering and Construction

CITY OF BROKEN ARROW
PROPOSAL
CENTER FOR ARTS, INNOVATION AND CREATIVITY
PROJECT NUMBER 161715

I. PROPOSED PROJECT SCOPE

1. **Project Name:** Center for Arts, Innovation and Creativity
2. **Contract / Project Number:** 161715
3. **Project Location:** Southwest corner of the intersection of Main Street and Dallas Street, Broken Arrow, Oklahoma, (Section 11, T18N, R14E).
4. **Land Required:** No
5. **Project Description:** The site is presently occupied by the former Arkansas Valley Bank building. It is anticipated (but not assured) that the abandoned bank building will be demolished and replaced by the proposed Center for Arts, Innovation, and Creativity. The scale and exterior appearance of the structure housing the Center will be compatible with other recently constructed or renovated buildings in the Broken Arrow Rose District along Main Street from Dallas Street to College Street. Any building construction or expansion must meet City zoning, landscaping, and building setback requirements for the Downtown Mixed-Use District and the Downtown Master Plan.

The funding and programming for the Center for Arts, Innovation, and Creativity are in flux. The capital cost is anticipated to be from \$4,000,000 to \$9,000,000, and the design of the building must be flexible enough to allow for expansion vertically, as well as for shifts in the size and usage of interior spaces. Compatibility between the uses of interior spaces with regard to noise, temperature, and air quality must be considered.

6. **Construction Cost Estimate:** Not Applicable.
7. **Proposed Scope of Services and Project Deliverables:** The general scope of services and deliverables for the Project are as follow:
 - Prepare one or more concept drawings for the building renovations and site layout.
 - Prepare budgetary-level construction cost estimates for each concept.
 - Following Committee review of concepts and selection of one concept, revise the concept drawings and cost estimates to produce a Schematic Design, including preliminary architectural, structural, mechanical, electrical, and plumbing plans for the selected plan.
 - Prepare a preliminary site plan for the building, showing drives, parking, and utilities.
 - Prepare a perspective rendering of the renovated building and site.
 - Update the construction cost estimate to reflect the Schematic Design.
 - Following City review, the City will initiate further negotiations with the Architect for final construction drawings and specifications for the renovated building and associated site work.
8. **Scoring Method:** Scoring shall be accumulative and shall be in accordance with the following rubric: Proposal accounts for 80% (Firm's capacity, commitment, and history – 25%, project personnel – 30%, and project understanding and approach – 30%). Interview accounts for 20%.

II. Revised Schedule of Selection Process:

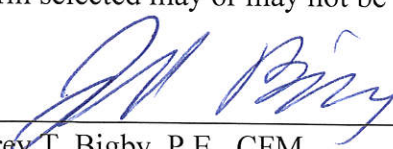
1. April 11, 2016 (done): City mails the request for Letter of Interest to architectural firms.
2. April 29, 2016 (done): Letters of Interest returned by 3:00 p.m. to City of Broken Arrow Engineering and Construction Department, Engineering Division Manager.
3. June 15, 2016 (done): Request for Proposals sent out to firms that submitted Letter of Interest.
4. **July 14, 2016**: All Proposals to be returned by **3:00 p.m.**, to the City of Broken Arrow Engineering and Construction Department, Ms. Karen Pax, 485 N. Poplar Avenue, Broken Arrow Oklahoma 74012.
5. Week of July 25, 2016: Short list of qualified architectural firms shall be established based upon a standardized scoring of Proposals. Short list will consist of approximately 3 to 6 firms.
6. Week of August 15, 2016: Interview the short list of firms.
7. Week of August 29, 2016: Committee selects Architect for Schematic Design.
8. Week of September 12, 2016: City begins negotiations with selected firm

III. Proposal Requirements: (Limit total proposal to no more than 15 (letter size, single side) pages excluding cover letter and affidavit) The firm should submit **10 paper copies, 1-PDF on electronic media.**

1. History and office locations of firm.
2. Proposed work organizational chart showing all key personnel.
3. Resumes on key personnel only. Limit to 5 key people.
4. Previous experience on similar type projects within the last 10 years.
5. Project understanding and approach.
6. Proposal Affidavit.

VI. Notes:

1. The City of Broken Arrow and the Arts and Humanities Council will appoint an Oversight Committee that consists of City staff and Arts and Humanities Council members for the architect selection process of this project.
2. The Oversight Committee, acting on behalf of the City and the Arts and Humanities Council, reserves the right to terminate the selection process at any time and reject any or all proposals. The Oversight Committee shall not be liable for any pre-contract costs incurred by interested firms participating in the selection process.
3. Please be advised that the rating points assigned during the evaluation process are totally subjective and will be assigned at the Oversight Committee's discretion. The points assigned are to be used by the Oversight Committee as a guide in determining to whom to award this contract. The firm selected may or may not be the highest rated firm as determined by the rating process.



Jeffrey T. Bigby, P.E., CFM

Acting Director of Engineering and Construction, Oversight Committee Chair

PROPOSAL AFFIDAVIT

Project Name: Center for Arts, Innovation, and Creativity

Project Number: 161715

The following affidavit is to accompany the proposal:

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath states that s(he) is the agent authorized by the proposer to submit the attached bid. Affiant further states that the proposer has not been a part of any collusion among proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from proposing; or with any State, County, or City official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between proposer and any Federal, State, County or City official concerning exchange of money or other thing of value for special consideration in the letting of the contract.

X_____

Subscribed and sworn to before me this _____ day of _____ 2016.

My Commission Expires: _____

Notary Public