



ALBRIGHT CENTER
for the Arts

Sunbury Revitalization Inc. And The Albright Center for the Arts

RFP for Design Services

Request for pricing for the conversion of the former United Methodist Church built in 1927 into the Albright Center for the Arts. The building will be used to serve the regional needs of the Art Community and offer an educational facility based on the Mission and Vision of the Albright Council. The building is located at 450 Chestnut Street, Sunbury Pa. 17801

History of the development and improvements to The Albright center. The Albright Center project has been worked on in phases as money has been available. Currently we have completed three major improvements to the building. A new Carlisle TPO roof system was installed in 8-6-2015. The current roof has a 20-year warranty. Minor interior plaster repair was made to preserve the building. Handicap accessibility improvements were done when Zartman Construction installed an elevator that covers all levels of the building and a mezzanine level for exit to the street. The last project was the recent completion of our Banquet Hall on the Garden Level. This also included ADA compliant bathrooms and other cosmetic work on the Garden level, by T Ross and Sons.

The remaining Architectural Design work will include ADA bathrooms on the Main Level and the 2nd Floor. Redevelopment of the alter to a Level performing stage area on the main floor including an area for costume changing and prop storage. Mechanical, Electrical, Lighting, Plumbing and HVAC, Sound System, along with interior décor design and upgrades to each room including the Main Hall. Future design shall be prioritized in a 5, 10, and 20 year plan. The 5 year plan shall be set up to get the Albright center operational to have events in the Grand Hall and in the Banquet hall on the Garden level.

The entire Garden Level has approximately 13,200 square feet, the entire Main Level has approximately 12, 810 square feet and the entire 2nd floor has approximately 8,020 square feet.

Design cost will need to be itemized and broken out in the Phasing of Design Service Section (V) of the RFP. Please refer to the attached "Albright Feasibility Study from July 9, 2015 and the proposed floor plan design. Please note the intent of the main floor is to remain existing sloped floor with not alteration to it.

Any Questions you may contact:

Bob Zimmerman at 570-259-1579 or David Klacik at 570-274-2444

I. Architectural Qualification

- A. Experience with any other Theatrical Arts, Science or other Educational projects.
- B. Experience with community facilities.
- C. Experience with similar sized project.
- D. Provide portfolio of similar work.
- E. Staff qualifications.

II. Project Budget

The project budget for design services \$80,000 and construction administration cost of \$35,000. Total project budgeted of \$115,000.

III. Project Timeline

A review meeting at the Albright Center will be conducted on June 28th, 2019; or by appointment. Request for Pricing is to be submitted to the City of Sunbury, City Manager Jody Ocker and Sunbury Revitalization Inc. President Jeb Stotter (the RFP proposal to be marked -- Albright Center) before July 31th, 2019. We anticipate selecting the Architectural firm and starting the design process in 2019.

IV. Design Services

- A. Preliminary Floor Plan design concepts along with the development of final Bid documents, Construction documents and Construction administration of the project. The services provided are to be turn key project and include all aspects of the design and construction process.
- B. Provide any Civil/ Site engineering needs.
- C. Attend and coordinate any Land Development or Zoning meeting approvals.
- D. Architect will be responsible in facilitating the bid process and locating qualified contractors. Reviewing construction bids and assist in managing cost estimating and or value engineering to meet budget constraints.
- E. This list is not an all-inclusive list of the services required but an estimate for the proposal, list any other additional fees, engineering fees, architectural fees, or other fees that would be considered supplemental and what those rates may be.

V. Phasing of Design Services

- A. Design Documents, Building and Fire code review.
 - 1. Stage design, changing room and prop storage. ADA restroom for first and second floors. Stage lighting and sound system/ acoustical design. MEP design.

2. Seating upgrades design.
3. Kitchen and Concession stand design and implementation.
4. Balcony seating on second floor. (VIP box seating or Lounge area).

B. Development of Construction bid documents.

Including but not limited to the following:

1. Architectural Drawings
2. MEP Drawings
3. Structural Drawings
4. Civil Drawings
5. Specifications

C. Building Code review and submission.

D. Obtain Building permit.

E. Development of Construction Document.

F. Construction commencement and review of construction process.

G. Shop drawing and submittal reviews.

H. Resolving RFI questions.

I. Attending all Construction project meetings.

J. Close out of project

K. One year walk through after construction completion.

BIDDING INSTRUCTIONS

BIDDER NAME/ADDRESS:

PRE-BID MEETING: June 28th, 2019 TIME: 10:00 a.m.

BID DUE DATE: July 31, 2019 TIME: 2:00 p. m.

**DIRECT BIDS TO: Jody Ocker Manager for City of Sunbury and Jeb Stotter President of SRI
The Albright Center. 450 Chestnut Street, Sunbury Pa. 17801**

A. Design Documents, Building and Fire code review. **Cost \$**_____

Section cost to include all required fees & expenses need to complete this phase in its entirety

B. Development of Construction bid documents. **COST \$**_____

Section cost to include all required fees & expenses need to complete this phase in its entirety

Including but not limited to the following:

1. Architectural Drawings

2. MEP Drawings

3. Structural Drawings

4. Civil Drawings

5. Specification

6. Stage design, changing room and prop storage. ADA restroom for first and second floors. Stage lighting and sound system/ acoustical design.

COST \$_____

7. MEP design. **COST \$**_____

8. Seating upgrades design. **COST \$**_____

9. Kitchen and Concession stand design and implementation.

COST \$_____

10. Balcony seating on second floor. (VIP box seating or Lounge area).

COST \$ _____

C. Development of Construction Document. **COST \$** _____

Section cost to include all required fees & expenses need to complete this phase in its entirety

D. Submit & Obtain Building permit. **COST \$** _____

Section cost to include all required fees & expenses need to complete this phase in its entirety

E. Construction Administration. **COST \$** _____

Section cost to include all required fees & expenses need to complete this phase in its entirety

1. Shop drawing and submittal reviews.
2. Resolving RFI questions.
3. Attending all Construction project meetings.
4. Commissioning and air balance of new HVAC system.
5. Close out of project.
6. One year walk through after construction completion.

F. Miscellaneous fees. **COST \$** _____

Section cost to include all required fees & expenses need to complete this phase in its entirety

TOTAL DESIGN COSTS of all services \$ _____