



## Request for Proposals

To Provide Full Architectural  
and Design Team Services  
for a  
New Performing Arts Facility  
in  
Mt Crested Butte, Colorado

February 10, 2014

Mt Crested Butte Performing Arts Center  
PO Box 4403  
620 Gothic Road  
Mt Crested Butte, CO 81225  
970 349-4769  
[www.mcbpac.org](http://www.mcbpac.org)

Woody Sherwood, Executive Director  
[wsherwood@mcbpac.org](mailto:wsherwood@mcbpac.org)

## **Section 1 – General Information**

### **1.1 Introduction and Background**

The Mt Crested Butte Performing Arts Center (MCBPAC) is seeking Architectural and Design Team services to develop a performing arts facility in Mt Crested Butte, Colorado (PAC). The project is a public/private venture between the Town of Mt. Crested Butte (Town) and MCBPAC, a not-for-profit 501(c) (3) corporation which will be the owner and operator of the facility. The PAC will be built on 1.81 acres in the Town of Mt. Crested Butte (Town). The performance hall should consist of approximately 500-seats with ancillary and support spaces customary for a facility of its size and utilization (Project).

The Crested Butte Music Festival (Festival), a Colorado non-profit corporation, will be the principal resident company of the PAC. The Festival operates each summer during the months of July and August, presenting a broad variety of musical performances and educational programs. Musical programming currently includes symphony, opera, blue grass, brass ensembles and chamber ensembles. The Festival currently performs in the existing 200-seat Crested Butte Center for the Arts and other venues as they are available. None of these facilities are conducive to the Festival's expanded acoustic or physical production needs. A need exists for a new facility to serve not only the Festival but other performing arts organizations in the Gunnison Valley. It is envisioned that the facility will have an active year-round presenting program, rental space for performances and special events and, in conjunction with the Crested Butte Mountain Resort, host numerous conferences and business events.

The current Mt Crested Butte Performing Arts Center Project was begun in 2009. The Development Agreement with the Town stipulated that a Conceptual Design was needed for the purposes of finalizing PUD planning. A building program and Conceptual Design was completed at that time and major fund raising efforts ensued. The MCBPAC has reached an important fund-raising milestone and the Building Committee has been authorized to proceed with Project Development

The Building Committee seeks to engage an architectural firm and design team (A/E Team) to provide full architectural, engineering, specialty consultant and related design services for the new performing arts center from Schematic Design through Construction. This RFP is intended to fulfill that plan.

The Building Committee will simultaneously engage a single Construction Manager at Risk (CM@R) for the entire Project from the early stages of design development through final construction completion. It is expected that the selected A/E Team will work

seamlessly with the CM@R and the Owner to agree upon a project scope that provides a level of value and quality consistent with the budget provided by the MCBPAC, and delivers the project within the agreed cost and schedule commitments.

As Design Development progresses, we foresee various functionality, design and construction tradeoffs to be necessary to deliver the most value for our expected budget. A key criteria in selection of the successful A/E team from this proposal process will be the bidders' demonstrated ability to identify and evaluate potential design and construction tradeoffs as well as experience in value engineering and delivery of the highest value for funds available.

As such, the focus going forward is for the successful A&E Contractor and the CM@R contractor to work with the Owner's team to determine an initial design basis, corresponding preliminary cost and schedule estimates. To support fund raising activities, this cost and schedule planning should be accomplished as soon as is reasonably possible, preferably by the end of Schematic Design. Additionally, shelling, phasing and/or other alternate strategies will also be studied to deliver additional features, depending on the success of the ongoing fundraising campaign and the timing of other funding initiatives.

## **1.2 Location**

The Town of Mt Crested Butte, Colorado, incorporated in 1974, is located at the base of the Crested Butte Mountain Resort ski area. It has approximately 800 permanent residents, 3000 -5000 seasonal residents (including second home owners) and vacation guests. Three miles down valley is the Town of Crested Butte, first built in the 1880's as a precious metals and coal mining town. It has a historic district with Victorian homes and old-style miners' cottages. Its population of approximately 1500 is a mix of local and seasonal residents. Additional population centers exist around the golf course area and Crested Butte South, both south of Crested Butte.

The Town of Mt Crested Butte is in the process of developing a "Town Center" which has had fledging beginnings with the Mountaineer Square and existing base area at the south end of this proposed development area. The Town and Crested Butte Mountain Resort (CBMR) donated land on the north end for the proposed PAC. Much of the area in between these two is undeveloped and currently utilized for surface parking. Long range plans include high density retail and residential development in this midsection.

Mt Crested Butte, Crested Butte and adjacent residential areas are located in Gunnison County. The City of Gunnison, which is the county seat, is 30 miles down valley from Mt Crested Butte and home to the Crested Butte / Gunnison Regional Airport.

### **1.3 Detail of PAC Utilization**

#### **Year Round Use**

The PAC should be designed for year round use. It is envisioned that there will be a broad spectrum of performance, education and community-related uses as well as a postal annex. There is also strong interest for convention and business meeting functions.

#### **Primary Resident Tenant**

The CB Music Festival will be the primary tenant of the PAC during the summer months. It will have a resident company priority for use between June 15 and August 15, with some occasional use outside of those times. Its performances include orchestral works, chamber music, opera, jazz, bluegrass, popular music and dance of various types.

#### **Other Non-Profits**

There are other non-profit and community organizations interested in using the PAC. These may include musical performances, theater, conferences, educational classes, film presentations or/or visual display.

#### **Crested Butte Mountain Resort and Other Commercial Organizations**

It is envisioned that the PAC will become the cornerstone of a reinvigorated convention, conference and meeting business for Mt Crested Butte and Crested Butte Mountain Resort (CBMR). Utilizing the existing and proposed bed base, this will allow a convention campus atmosphere to develop that incorporates the magnificence of the mountain environment within a world class convention and meeting environment. It is also anticipated that the PAC will be a popular choice for special events, weddings, etc.

#### **Town of Mt. Crested Butte**

The Town will also be a resident organization of the PAC. As the Town currently lacks a community center and post office, it is expected that the PAC will fulfill those functions.

### **1.4 Key Early Planning Milestones and Estimated Dates**

**Milestone:**

**Date:**

Issuance of RFP:

February 10, 2014

Deadline for RFP Clarifications:	March 3, 2014
Proposal Due Date:	March 14, 2014
Short List Interviews (if necessary)	April 8, 2014
Notice of Award	April 15, 2014
Date of Contract Execution:	May 1, 2014
Design Kickoff:	May 1, 2014

## **Section 2 – Project and Program Description**

### **2.1 Site and Other Factors**

#### **Site**

The site is 1.81 acres on the north end of the Mountaineer Square North, bounded by Gothic and Treasury Roads. It is currently utilized as a surface parking lot, adjacent to a new parking structure and the proposed in-fill development. The PAC, together with Mountaineer Square on the south end, will “frame” the proposed Town Center. The legal description of the site is “Lots RC-1 and RC-2, according to the amended plat of Mt. Crested Butte Town Center, Mountaineer Square North recorded at reception No. 610630 of the records of Gunnison County, Colorado, Town of Mt. Crested Butte, County of Gunnison, State of Colorado also know and referred to as 696 Gothic Road, Mt Crested Butte, Colorado 81225.”

#### **Traffic Changes**

Some rerouting of traffic will need to take place, including the possible building of acceleration/deceleration lanes on Gothic Road. Supervision of these design modifications is the responsibility of the Town. Funding and Construction of the modifications is within the scope of the Project. The road changes contemplated here within are found within the PUD. The successful applicant should check for design continuity with their proposed design.

#### **Garage**

The first phase of a parking structure for up to 350 cars has recently been completed by CBMR adjacent to the PAC site. This parking structure will serve the infill development, day skiers and be utilized by the PAC. It is currently envisioned for the PAC to have

direct access to this parking structure from a proposed patron drop off access point for the PAC.

### **Postal Annex**

Currently, Mt Crested Butte has no postal facility and residents must travel to Crested Butte for their mail. A postal annex should be included within or adjacent to the lobby area of the PAC. It should be sized to include space for approximately 900 postal boxes. The Postal Annex will not be staffed with Postal employees.

### **Sidewalks and Landscaping**

Exterior landscaping including possible rerouting of the Mt Crested Butte Recreation Path around the PAC needs to be addressed. An entrance plaza for outdoor performances integrated into the pedestrian connection with Mountaineer Square is also envisioned.

## **2.2 PAC General Requirements**

Initial PAC functional requirements should include:

1. A 500-seat multipurpose, variable acoustic hall including an orchestra pit with an operable lift and balcony for a variety of performances and flexible functions.
2. Adequate back-of-house support space, fly tower and orchestra shell storage
3. A lobby of sufficient size to support the final seating configuration and support convention functions and special events.
4. Ancillary and support functions (e.g. restrooms, founder's lounge, catering kitchen/pantry, administrative office, box office, storage, etc.).
5. State-of-the-art lighting and audio-visual equipment.

The A/E Team is encouraged to consider additional scalable, phased or alternate functions which could include:

1. Rehearsal hall(s), classroom(s), convention breakout spaces.
2. Additional administrative space.
3. Options for interior/exterior finish levels vs quality and "feel" of the facility.

## **2.3 PAC Detailed Considerations**

### **Visual Impact**

The site is in a spectacular location, with views of Mt. Crested Butte, Mountaineer Square, the proposed infill development and the existing base area. The PAC should integrate, complement and help establish architectural continuity. The PAC has the ability to lead this architectural theme with innovative and timeless design concepts.

## **Mountain Environment**

The site is located at an altitude of 9400 ft. in a snowy, mountain environment. The average snowfall is 250 inches, though maximum snowfall can exceed 400 inches. Winter minimum temperatures can reach -40 deg. F. Summer temperatures generally do not exceed 80 degrees, though the high altitude and its attendant ultra violet ray factors can make it a harsh environment.

## **Space Requirements**

The architectural firm should provide a best estimate of the space requirements for the proposed programming requirements. It is also requested that certain space needs be designed in a scalable fashion so that important value and financial resource decisions can be made as the project progresses.

There are undoubtedly a number of space and use requirements that will require extensive discussions between the architect, preconstruction services contractor and the building committee to provide for best use of space and to meet the needs of the community.

A few early considerations include:

- The PAC needs to be carefully designed to provide excellent acoustics.
- The facilities should be designed to support opera and theatrical productions including an orchestra pit and fly tower.
- A stage floor suitable for dance.

## **2.4 Additional Considerations**

### **Town Building Codes**

The design will need to adhere to the Town building codes and associated PUD regulations that are specific to the site.

### **Design Review Process**

All projects must abide by the Town Design Review Process. Both the Building Codes and the Design Review Process are provided on the Town website [www.mtcrestedbuttecolorado.us](http://www.mtcrestedbuttecolorado.us).

### **Soil Test**

A soil test has been performed on the site is available on request

### **Section 3 – Scope of Services**

MCBPAC seeks to engage a design team to provide full architectural, engineering, specialty consultant and related design services for a new performing arts facility in Mt. Crested Butte, Colorado. The successful firm will provide services including, but not limited to, the following:

- Program Assessment
- Schematic Design
- Design Development
- Construction Documents
- Contract Administration

It is understood that the following elements of scope are part and parcel of the major phases of design as listed above:

- Early Estimate of Magnitude of Costs
- Engineering (Civil, Structural, Mechanical, Electrical)
- Landscape Design
- Interior Décor and recommended FF&E inventory
- Value Engineering
- Support Cost and Schedule Estimating by the CM@R
- Periodic On-Site Construction Observation
- Timely Response to RFIs

### **Section 4 – Proposal Content**

#### **4.1 Firm Information**

- Provide principal contact information.
- Provide statement of interest in the project, including a narrative describing the firm's unique qualifications for this project, keeping in mind the selection criteria.
- Provide the firm's design philosophy and methodology.
- Provide a brief history of the firm, including when the firm was established, ownership type and office location(s). If more than one office is listed, indicate the office that will design and manage the project.
- Provide a list of current projects and a description of the firm's capacity to manage the MCBPAC Project.
- Provide the firm's principal(s) who will be responsible for leading the design effort for the Project and attach résumés.

#### **4.2 Proposed Team Information**



- In addition to the above named Project leadership, provide the makeup of the balance of the Team to include specialty consultants and engineering firms.
- Provide information on each of the firms or individuals listed as Team members including experience with similar projects and a brief resume.
- Identify the city from which each of the Team members operates.
- Identify and provide information on individual consultants that will be assigned to the Project by Team-member firms.
- Provide a graphic representation of the Project Team identifying the Prime firm and each consultant proposed for the Project.
- Describe the Prime Firm's process in integrating consultants and the CM@R into the design development and detailed design process.
- Describe how the Prime Firm and consultants will provide services during the construction administration process.

### **4.3 Relevant Experience**

- Describe the Team's specific experience with performing arts facilities.
- List at a minimum three (3) performing arts facilities completed in the last ten (10) years where the design Firm's principal(s) proposed for this project served as the primary design architect. Include a brief description of the program, construction budget versus actual cost and project delivery schedule versus actual schedule. Include client references and contact information for each project.
- Describe the firm's and the Team's experience in working with public/private, not-for-profit ventures.
- Describe the Team's experience with sustainable designs.
- Describe the Team's experience in developing creative facility designs that lead to critical path constructability saving clients time and money.

### **4.4 Project Management, Timeline and Miscellaneous**

- Describe the firm's process for working with an owner, project manager and CM@R to achieve project goals within budget and on schedule.
- MCBPAC currently contemplates an aggressive schedule for opening the facility in July of 2016. Describe the firm's approach to ensuring schedule control, including allowances for regulatory review(s), cost estimates, value engineering and owner decisions.
- Acknowledge any litigation pending or settlements reached in the last ten (10) years in excess of \$100,000.
- Describe the firm's insurance policies and limits.
- Provide information regarding employee turnover for the last three (3) years.
- Describe which members of your Project Team will interface with MCBPAC during each phase of design.

### **4.5 Proposed Fee Structure**

MCBPAC intends to develop the final program, scope and budget for the Project in conjunction with the selected Team, using the design concepts created during the Schematic Design phase and beyond. The Selected Team and its work during the Schematic Design phase will be integral to MCBPAC's fundraising efforts. As part of that process, we plan to solicit the selected Team's support and involvement in developing final budgets for the Project. Integral to the overall Project Budget are the fees for the A&E Team.

Drawing on experience with previous projects and given your understanding of the program and scope as currently outlined, responders should develop and propose an outline of the possible range of fees, fee schedule and reimbursable expenses for the Project Team for each of the phases of design as listed below:

- Program Assessment
- Schematic Design
- Design Development
- Construction Documents
- Contract Administration

## **Section 5 – Proposal Instructions**

### **5.1 Submission**

A minimum of six (6) hard copies and one (1) electronic version on disc (in both PDF and Word format) of proposal should be submitted via FedEx or UPS by 5:00 p.m. on March 14, 2014 to:

Woody Sherwood, Executive Director  
Mt Crested Butte Performing Arts Center  
620 Gothic Road  
Mt Crested Butte, CO 81225  
970-349-4769  
wsherwood@mcbpac.org

### **5.2 Format for Proposals**

- Proposals and any information submitted by respondents in response to this RFP shall become the property of the Owner.
- The Owner will not compensate respondents for any expenses incurred in the preparation of proposals or for any presentations that may be made.
- The Owner makes no representations of any kind that an award will be made as a result of the RFP. The Owner reserves the right to accept or reject any or all

Proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in Owner's best interest.

- The Owner reserves the right to accept or reject individual Team members of proposing firms and reserves the right to substitute one Team member for another if it is deemed to be in the best interest of the Project.
- Proposals shall be printed on letter-size (8-1/2" by 11") paper and assembled with spiral-type bindings or staples.
- Proposals should include a "Table of Contents" that gives page numbers for each section of the Proposal.

## **Section 6 – Selection Process**

While MCBPAC is issuing this RFP to a select group of architectural firms, the process is open to any interested parties. Based upon the proposals received and according to the criteria as itemized above, the Building Committee of the Board of Directors will develop a short list of firms for further consideration. That group of firms will be asked to attend interviews with the Committee and other interested parties. Short-listed firms should be prepared to discuss the following:

- Composition and experience of its Team
- Recommended Acoustic and Theatre Consultants and Rationale
- Any other recommended outside Consultants and Rationale
- Duties of Team Members
- Prior Similar Projects
- Approach to this unique project
- Proposed Timeline and key Milestones to Issuing Approved for Construction Drawings
- Proposed Fee Structure for all activities

After the interview process, the Committee will select the Team it wishes to engage. All parties will be notified of the decision and the selected firm will enter into contract discussions with MCBPAC.

## **Section 7 – Selection Criteria**

MCBPAC will use the following criteria to evaluate and select the final A/E Team. These criteria are grouped around objective and subjective components.. We are providing these for your information and consideration only. No response is required.

### **7.1 Previous Experience**

- Experience with performing arts facilities of similar size and configuration

- Successful experience with projects of similar complexity and scope
- Experience with public/private not-for-profit performing arts ventures
- Experience with LEED or other similar
- certifications and a strong commitment to sustainable practices in design
- Experience with or knowledge of mountain construction and permitting issues

## **7.2 Design Approach and Innovation**

- Reputation for design creativity, innovation and excellence
- Demonstrated ability to think and design creatively around obstacles both from submitted date and in the interview process
- Ability to combine aesthetic form with function in a rural mountain setting
- Ability to work in context with sensitivity to the existing architecture of the area

## **7.3 Process Qualifications**

- Accessibility to principal/lead architect who will make the project a top priority
- Ability to collaborate with other architects and consultants
- Willingness to promote the project in the community and partner in fundraising efforts
- Strong commitment to customer service with a reputation for listening to the client
- Thoughtful consideration of a strong Project Team

## **7.4 Formal Qualifications**

- Firm financial stability
- Ability to meet mutually developed timelines and completion dates
- History of adherence to budget and schedule
- Competitive cost of services and overall value

Woody Sherwood, Executive Director of MCBPAC, is the sole contact for questions concerning this RFP. Firms under consideration are respectfully requested not to contact MCBPAC Board members, Festival Board members or Town officials concerning the Project.

Please confirm receipt of this request at your earliest convenience to Woody Sherwood at [wsherwood@mcbpac.org](mailto:wsherwood@mcbpac.org), indicating your intention to accept or decline participation. All questions related to this RFP should be submitted in writing via email to Mr. Sherwood no later than March 3. They will be answered at regular intervals during the RFP

process. All pertinent questions and their answers will be issued to all Teams under consideration.

**Attachments:**

- 1. Site Plan**
- 2. Site Photos**
- 3. PUD plans of Mt Crested Butte**