

## Morris Performing Arts Center Executive Architect Request for Proposals: Addendum #1

Date: 06/25/2021

To: All Registered Firms

From: Patrick Sherman

Changes have been made to the Request for Proposals. Please see the updated RFP document. The changes made are the following:

- 1) Section B-4-ii: Cost and Schedule
  - a) While a schedule of firm's hourly rates is still required, a sample anticipated fee is no longer necessary.
- 2) Section C-8: Anticipated Selection Timeframe
  - a) The pre-proposal conference has been moved to July 13<sup>th</sup> @ 3:00pm Eastern Time.
    - i) Meeting invite will be sent to all registered firms.
  - b) The submission due date has been moved to July 26<sup>th</sup>.
  - c) All other anticipated dates have been moved accordingly and may still change if needed.
- 3) Section B-3: Purpose of Request for Proposals
  - a) Paragraph changed for clarity:

*The **Department of Venues Parks & Arts (VPA)** is seeking a qualified Executive Architecture firm to collaborate with the Design Architect, **RATIO Design**, and together provide design and documentation services related to a planned expansion and renovation at the Morris Performing Arts Center in the City of South Bend. This Request for Proposal is intended to select the best partner to work on the project as an integral part of the consultant team. Following award, the full consultant team will be assembled through a collaboration of the Design Architect, the Executive Architect, and the City, taking into account the disciplines of chosen firm. The full consultant team will be contracted to the Design architect. The intent of this design collaboration is for the Design Architect to be responsible for establishing and leading the overall design direction of the project. The Executive Architect will produce the documents for construction as well as provide construction administration services during construction. Both firms, as well as others in the consultant team, will work collaboratively together in all phases of the project. The Design Architect will lead the design phases and the Executive Architect will lead the production and construction phases.*

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4) Section B-3: Purpose of Request for Proposals

a) Two paragraphs added for clarity, which have already been shared with registered firms.

i) *It is important to note that this is early in the conceptual design process for this project, and we want firms to propose why they are the right partner, in the role of Executive Architect, to work with the Design Architect and the City. The full scope has not been defined yet, though there should be enough information to understand what types of things will be involved and the likely services required are listed. The specific scope of work of the winning firm will be determined in partnership with the Design Architect in contract negotiations following proposal award. We are looking more for a firm's background, capabilities (including disciplines in your firm), and experience as requested in the document as well as how the firm will approach a fee structure and schedule for a project of this nature and potential size.*

*We understand that definite cost and schedule cannot be provided at this point and cost and schedule samples will only be used to inform our decision-making and not be defining data. We will also not share this information with other submitting firms. The Design architect will be involved in the selection process, but it will be primarily driven by the City team. We understand that this is different than how our process typically goes, but we wanted another voice involved in the project and a connection to the local area and community will be considered strongly in our evaluation.*

5) Section C-7: Final Approval

a) Paragraph changed for clarity.

i) *Following successful negotiation, the selected firm shall work with the Design Architect and take part in negotiations with the City. The final contract with the full consultant team will be reviewed and, if approved, a completed EJCDC contract will be submitted to the Board of Public Works for approval.*

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***Request for Proposals***  
***Morris Performing Arts Center Renovations***  
***Executive Architect***  
***Dept. of Venues Parks & Arts***  
***City of South Bend, Indiana***

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# Table of Contents

A. Instructions to Respondents .....	3
B. Project Details .....	4
1. Owner Background.....	4
2. Morris Performing Arts Center Design and History.....	4
3. Purpose of Request for Proposals .....	5
4. Submission Components .....	6
i. Firm Qualifications .....	6
ii. Cost and schedule.....	7
iii. Non-Collusion Non-Debarment Affidavit Non-Iran Form .....	8
C. Selection Process and Timeline .....	8
1. Request for Proposal Issued by Owner.....	8
2. Pre-proposal Conference .....	8
3. City review of proposals.....	8
4. Interviews with Short-listed firms.....	8
5. Selection of Winning Proposal.....	9
6. Negotiation .....	9
7. Final Approval .....	9
8. Anticipated Selection Timeframe.....	10
<i>CONTRACTOR'S NON-COLLUSION AND NON-DEBARMENT AFFIDAVIT</i> .....	11
Appendices.....	14

## A. Instructions to Respondents

- Interested respondents MUST complete registration form at <https://www.sbvpa.org/MorrisRFP> to receive updates or addenda.
- Review the required Non-collusion form attached to the RFP documents available at <https://www.sbvpa.org/MorrisRFP>. Do not submit qualifications if these terms are not acceptable.
- Optional pre-response meeting will be held on Tuesday, July 13<sup>th</sup>, 2021 at 3:00pm, Eastern time. A meeting invite will be sent to all registered firms.
- Questions are welcome and appreciated. Questions should be asked at the pre-response meeting or by email to [psberman@southbendin.gov](mailto:psberman@southbendin.gov). Questions are due by 5:00 pm on July 16<sup>th</sup>, 2021.
- Answers to all questions will be provided in writing via email to all **registered** respondents.
- If the City determines any new information, question, or concern alters the RFP, an addendum will be issued to revise the RFP.
- Sealed responses must be submitted to the Department of Venues Park & Arts, 301 S. St. Louis Blvd, South Bend, Indiana, 46617, by 9:00 AM ET on July 26<sup>th</sup>, 2021. Response package should be labeled “Morris Performing Arts Center Executive Architect RFP”.
- Provide five (5) hard copies of response and one (1) electronic copy on thumb drive in PDF format.
- Include a cover page to include name of company, address, and primary and secondary contact persons, including name, email, and phone number.
- Include a table of contents.
- Proposals shall not exceed 20 pages, not including cover page, table of contents, and Non-collusion affidavit.
- Late responses will not be accepted and will be returned to the submitting company unopened.
- Owner is not liable for any cost incurred by any person or firm responding to this RFP.
- Owner reserves the right to reject as nonresponsive any responses that do not contain the information requested in this RFP and in the form outlined in this RFP.
- While proposals will not be shared between design teams, ideas that are presented or discussed during the selection process and the content of the submission do not qualify as intellectual property and may be used by VPA, even if the team that proposed them is not selected.

## B. Project Details

### 1. Owner Background

The **City of South Bend**'s mission is to deliver services that empower everyone to thrive. This delivery is in line with the City's values of excellence, accountability, innovation, inclusion, and empowerment. The City has over 1,100 employees and an annual budget of over \$350 million. The City maintains a high credit rating of "AA."

The **Department of Venues Parks & Arts (VPA)** manages public spaces and natural areas and provides a diversity of activities and programs. VPA handles city beautification, the East Race Waterway, parkland and natural area maintenance, trees in parks and tree lawns, three golf courses, three recreation centers and other facilities, youth and senior programming, youth sports, arts and culture programming, a performing arts center and convention center, and community-building. VPA has a vital role in special events that occur throughout the year in South Bend.

### 2. Morris Performing Arts Center Design and History

The Morris Performing Arts Center, originally called the Palace Theatre until the late 1950s, was built in 1922 and is nearing 100 years of successful operation in the City. At its inception, the interiors of the theater were glorious. Old roses, blues and creams dominated and not one single architectural style could define the structure. The architect, J.S. Aroner from Chicago, envisioned the theater as a little palace; a place in which theatergoers could feel as if they were royalty. With many different architectural styles including Baroque, Spanish Renaissance, Greco-Roman and even a little Art Deco.

Through the 1920s – 1940s, the theater hosted famous artists and acts like: Ziegfeld Follies ft. Fanny Brice, George Burns and Gracie Allen, Houdini, Betty Davis, Bing Crosby, Debbie Reynolds, Elvis Presley and Frank Sinatra.

In 1959, the board voted to demolish it. Later that same year, the theater was saved by local philanthropist and lover of the arts, Mrs. Ella M. Morris. Mrs. Morris purchased the Palace for an undisclosed sum and sold the building to the city for \$1. After a \$15,000 facelift, the Palace Theatre soon re-opened and was officially renamed the Morris Civic Auditorium.

The Morris closed in May 1998 and began a \$17 million restoration. On March 3, 2000, the Morris held a grand re-opening with a new name: the Morris Performing Arts Center (MPAC). Among the many updates to the theater, the auditorium stage was expanded, and the theater seating capacity was increased to 2,564 seats.

A listed landmark on the National Register of Historic Places, the MPAC is listed among the Top 100 Theaters Worldwide by Pollstar Magazine. The MPAC has also received the national 2015 Outstanding Historic Theatre Award by the League of Historic American Theatres (LHAT) for demonstrated excellence in community impact, quality of programs and services, and quality of physical restoration.

### 3. Purpose of Request for Proposals

The **Department of Venues Parks & Arts (VPA)** is seeking a qualified Executive Architecture firm to collaborate with the Design Architect, RATIO Design, and together provide design and documentation services related to a planned expansion and renovation at the Morris Performing Arts Center in the City of South Bend. This Request for Proposal is intended to select the best partner to work on the project as part of the consultant team and the Executive Architect will be contracted by the Design Architect. The engineering consulting services will be selected separately following this selection process and they will also be contracted to the Design Architect. The intent of this design collaboration is for the Design Architect to be responsible for establishing and leading the overall design direction of the project. The Executive Architect will produce the documents for construction as well as provide construction administration services during construction. Both firms, as well as others in the consultant team, will work collaboratively together in all phases of the project. The Design Architect will lead the design phases and the Executive Architect will lead the production and construction phases.

#### Project Details:

- Project description
  - This project is at the Morris Performing Arts Center, located at 211 N Michigan St, South Bend, IN 46601, in the heart of the City.
  - This project will be an opportunity to have a significant and lasting impact on the community for the next 100 years of Morris Performing Arts Center.
  - The project will be substantial and require a multi-year commitment from the consultants.
  - Features likely to be in the project may include:
    - Upgrades to the existing theater and building.
    - The addition of a dramatic new building adjacent to the theater.
    - The addition of a parking garage.
    - Re-designed plaza and water feature.

- Re-designed greenspace and grounds.
  - Improved pedestrian and vehicular flow.
- See the appendices at the end of this document to view documents for more information detailing the history of the Morris, a case statement describing the goals of the project, and initial conceptual images.
- Design services and deliverables that are likely to be required for the project from the awarded Executive Architecture firm:
  - Support design services during Design Phases
  - Construction documents
  - Bidding and negotiation involvement
  - Contract administration services
- It is important to note that this is early in the conceptual design process for this project, and we want firms to propose why they are the right partner, in the role of Executive Architect, to work with the Design Architect and the City. The full scope has not been defined yet, though there should be enough information to understand what types of things will be involved and the likely services required are listed. The specific scope of work of the winning firm will be determined in partnership with the Design Architect in contract negotiations following proposal award. We are looking more for a firm's background, capabilities (including disciplines in your firm), and experience as requested in the document as well as how the firm will approach a fee structure and schedule for a project of this nature and potential size.
- We understand that definite cost and schedule cannot be provided at this point and cost and schedule samples will only be used to inform our decision-making and not be defining data. We will also not share this information with other submitting firms. The Design architect will be involved in the selection process, but it will be primarily driven by the City team. We understand that this is different than how our process typically goes, but we wanted another voice involved in the project and a connection to the local area and community will be considered strongly in our evaluation.

#### 4. Submission Components

##### i. Firm Qualifications

- *Company Background*
  - Briefly summarize your firm's history, mission, design development process, and approach to Client engagement.
  - Describe your firm's number of employees and annual volume of projects. Provide resumes of personnel that will be directly involved in the project.



- Describe the firm’s previous experience with local, city, state, or federal municipalities or entities.
  - Describe your firm’s connection and commitment to the local community.
  - Note if your firm is registered as an MBE/WBE business.
  - Please list any relevant awards or industry certifications.
- *Firm Capabilities*
    - Describe what disciplines exist within your firm and what the firm’s core competencies and strengths are.
    - Describe any unique capabilities your firm possesses that would benefit the owner in this project.
    - Describe your abilities in utilizing Building Information Modeling (BIM) to coordinate on a large construction project.
    - Information about the firm’s approach to Project Management and how that will be incorporated in this project, including how the firm’s current workload will impact this project.
    - Describe the firm’s approach to maintaining the historic nature of the MPAC and incorporating into the new facilities.
    - Describe the firm’s approach to sustainability and how sustainability should be incorporated into design processes.
  - *Firm Experience*
    - Provide a minimum of 2 and a maximum of 3 completed projects that are representative of the project described within this RFP that the firm was involved in. Include the following information.
      - Client and appropriate contact information.
      - Total cost of the project.
      - What the percentage of the total cost of the project were design fees and what consultants were used.
      - What role did the responding firm play in the project.
      - Briefly describe some of the exceptional design elements the firm was integrally involved in developing or executing.

ii. Cost and schedule

- Provide a schedule of firm’s proposed hourly rates. Final fees will be determined with winning proposal via negotiation with the Design Architect following award.
- Provide a sample of what you would anticipate the schedule of the design and construction phases would look like for this project.

- iii. Non-Collusion Non-Debarment Affidavit Non-Iran Form
  - Ensure proposal includes a signed and notarized Non-Collusion Non-Debarment Affidavit Non-Iran Form which is included within this packet.

## C. Selection Process and Timeline

### 1. Request for Proposal Issued by Owner

- The Request for Proposals (RFP) is the first step in a multi-step process to identify one or more qualified and satisfactory proposals for the Morris Performing Arts Center sought by the Department of Venues Parks & Arts in the City of South Bend. This RFP details the requirement for the proposal, deadlines, and directions for submittal. The Owner will not reimburse any respondent for costs incurred in developing a proposal for this RFP.

### 2. Pre-proposal Conference

- There will be an optional pre-proposal conference held on July 13<sup>th</sup>, 2021 at 3:00pm Eastern Time. The meeting will be held virtually and details on how to join will be available at [www.sbvpa.org/MorrisRFP](http://www.sbvpa.org/MorrisRFP) prior to the meeting. This meeting will give VPA the opportunity to detail the vision and goals of the MPAC as well give firms the opportunity to ask VPA and City staff questions about the project. All questions will be answered in writing to any firm registered with the VPA website @ [www.sbvpa.org/MorrisRFP](http://www.sbvpa.org/MorrisRFP).

### 3. City review of proposals

- Following the deadline for submission, the City will review all proposals received with a cross-functional team of City employees and selected experts chosen at the City's discretion. The proposals will be evaluated for completeness, quality, creativity, hourly rates, process, and other qualities the City deems important to the project. The City will likely select 1-3 firms for a short-list of selected proposals.

### 4. Interviews with Short-listed firms

- The City will conduct in-person interviews with 1-3 short-listed firms selected from the proposals submitted. The City reserves the right to eschew the interview process if it finds that enough detail is present within the submitted proposals to make a qualified selection.
- Details for the interview process will be shared with the short-listed firms at the time of selection but will generally be one hour long, with ½ hour for the firm to give a prepared presentation about their proposal, and ½ hour for City comments and questions.

## 5. Selection of Winning Proposal

- Following the interview process, the selection committee will choose a firm for award based on a review that will consider a combination of the initial proposal submitted as well as the interview conducted.

## 6. Negotiation

- Final contract including full scope and payment terms will be negotiated with the winning firm in partnership with the Design Architect following the selection process. If agreeable terms cannot be reached with the selected firm, the City reserves the right to select a second firm to negotiate with. The City also reserves the right to award to multiple firms if it is determined to be in the City's best interest.

## 7. Final Approval

- Following successful negotiation, the selected firm shall work with the Design Architect and take part in negotiations with the City. The final contract with the full consultant team will be reviewed and, if approved, a completed EJCDC contract will be submitted to the Board of Public Works for approval.

## 8. Anticipated Selection Timeframe

- The anticipated timeline for the RFP process is as follows. These dates may be changed to be sooner or later depending on how the process is proceeding or the City's needs.

1 <sup>st</sup> Public Advertisement	June 4 <sup>th</sup>
2 <sup>nd</sup> Public Advertisement	June 11 <sup>th</sup>
Pre-Proposal Conference	July 13 <sup>th</sup> @ 3:00pm
Proposals Due to South Bend per instructions	July 26 <sup>th</sup> by 9:00am
Review of Proposals	July 26 <sup>th</sup> – August 2 <sup>nd</sup>
Selection of short-listed candidates	August 3 <sup>rd</sup>
Short listed interviews	August 9 <sup>th</sup> – August 13 <sup>th</sup>
Tentative Proposal selection by the Evaluation Committee	By August 20 <sup>th</sup>
Contract negotiations	August 23 <sup>rd</sup> – September 3 <sup>rd</sup>
Contract approval by Board of Public Works	September 14 <sup>th</sup>

\*\*\*END\*\*\*



- ii. Contractor, its successor or its affiliate, is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person for forty-five (45) days or more, if that person will (i) use the credit to provides goods and services in the energy sector in Iran; and (ii) at the time the financial institution extends credit, is a person identified on list published by the Indiana Department of Administration.

4. Contractor does not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the Contractor subsequently learns is an unauthorized alien. Contractor agrees that he/she/it shall enroll in and verify the work eligibility status of all of Contractor's newly hired employees through the E-Verify Program as defined by I.C. 22-5-1.7-3. Contractor's documentation of enrollment and participation in the E-Verify Program is included and attached as part of this bid/quote; and

5. Contractor shall require his/her/its subcontractors performing work under this public contract to certify that the subcontractors do not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the subcontractor subsequently learns is an unauthorized alien, and that the subcontractor has enrolled in and is participating in the E-Verify Program. The Contractor agrees to maintain this certification throughout the term of the contract with the City of South Bend, and understands that the City may terminate the contract for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

6. Persons, partnerships, corporations, associations, or joint venturers awarded a contract by the City of South Bend through its agencies, boards, or commissions shall not discriminate against any employee or applicant for employment in the performance of a City contract with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of race, sex, religion, color, national origin, ancestry, age, gender expression, gender identity, sexual orientation or disability that does not affect that person's ability to perform the work.

In awarding contracts for the purchase of work, labor, services, supplies, equipment, materials, or any combination of the foregoing including, but not limited to, public works contracts awarded under public bidding laws or other contracts in which public bids are not required by law, the City, its agencies, boards, or commissions may consider the Contractor's good faith efforts to obtain participation by those Contractors certified by the State of Indiana as a Minority Business ("MBE") or as a Women's Business Enterprise ("WBE") as a factor in determining the lowest, responsible, responsive bidder.

In no event shall persons or entities seeking the award of a City contract be required to award a subcontract to an MBE/WBE; however, it may not unlawfully discriminate against said WBE/MBE. A finding of a discriminatory practice by the City's MBE/WBE Utilization Board shall prohibit that person or entity from being awarded a City contract for a period of one (1) year from the date of such determination, and such determination may also be grounds for terminating the contact for which the discriminatory practice or noncompliance pertains.

7. The undersigned contractor agrees that the following nondiscrimination commitment shall be made a part of any contract which it may henceforth enter into with the City of South Bend, Indiana or any of its agencies, boards or commissions.

Contractor agrees not to discriminate against or intimidate any employee or applicant for employment in the performance of this contract with privileges of employment, or any matter directly or indirectly related to employment, because of race, religion, color, sex, gender expression, gender identity, sexual orientation, handicap, national origin or ancestry. Breach of this provision may be regarded as material breach of contract.

I, the undersigned bidder or agent as contractor on a public works project, understand my statutory obligations to the use of steel products or foundry products made in the United States (I.C. 5-16-8-1). I hereby certify that I and all subcontractors employed by me for this project will use steel products or foundry products made in the United States on this project if awarded. I understand I have an affirmative duty to notify the City in my bid that my proposal does not include the use of steel products or foundry products made in the United States. I understand it is my sole obligation and responsibility to provide a justification to the City, subject to review and approval, why the cost of United States made steel or foundry products is unreasonable. Prior to award and upon submission of bid which does not use steel products or foundry products made in the United States, the City, through its director of public works, shall make a determination if the price of United States made steel or foundry is unreasonable. I understand that violations hereunder may result in forfeiture of contractual payments.

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I hereby affirm under the penalties of perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Contractor/Bidder (Firm)

\_\_\_\_\_  
Signature of Contractor/Bidder or Its Agent

\_\_\_\_\_  
Printed Name and Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of Residence \_\_\_\_\_

# Appendices

1. “Morris: The Never Ending Encore” Campaign Case Statement
2. Initial conceptual renderings

