



Ramsdell Theatre Master Plan Update

REQUEST FOR QUALIFICATIONS & COST PROPOSAL

**RAMSDELL THEATRE
101 Maple St
Manistee, MI 49660**

October 4, 2021

I. PROCEDURES

A. ISSUING ENTITY

The City of Manistee (“CITY”) is the entity issuing the RFQ/P.

B. DEADLINE FOR RECEIPT OF PROPOSALS

The deadline for receipt is Friday, November 12, 2021, 2:00 PM EST

C. SUBMISSION AND RECEIPT OF PROPOSALS

For a submission to receive consideration, it must be received prior to the deadline. No late submissions will be accepted. An authorized officer of the Consultant shall sign the Certification and all proposal forms. Proposals must be clearly labeled **“QUALIFICATIONS & COST PROPOSAL – RAMSDELL THEATRE MASTER PLAN UPDATE”**. Both electronic and paper copies shall be submitted. One complete copy of the proposal, including all Exhibits must be submitted in bookmarked PDF format and submitted to ebradford@manisteemi.gov. Two (2) sealed paper copies shall be submitted and mailed or delivered to the:

City of Manistee
Attn: Heather Pefley, City Clerk
70 Maple Street, Manistee, MI 49660.

Proposals are considered received when in the possession of the City of Manistee, City Clerk’s office.

D. TIMELINE:

The tentative timeline for the RFQ/P is as follows:

October 11	RFQ/P Issued
October 25-27	Mandatory Onsite Visit (to be scheduled by Consultant)
November 12	RFQ/P Proposals Due
November 22-24	Consultant Interviews (if needed)
November 29-Dec. 13	Negotiate & Finalize Contract\Agreement
December 21	Approval of Agreement by City Council

E. OFFICIAL DOCUMENTS

The CITY officially distributes proposal documents via the City of Manistee’s website: www.manisteemi.gov

Copies of all official documents will also be available at the City of Manistee City Hall, 70 Maple Street, Manistee, MI 49660 at the City Clerk’s office.

The CITY cannot guarantee the accuracy and is not responsible for any errors contained in any information received from alternate sources.

F. INTERPRETATION OF PROPOSAL AND/OR CONTRACT DOCUMENTS

Any interpretation to a proposer regarding the RFQ/P or any part thereof is valid only if given by the CITY. Any information given by other sources is unofficial. Interpretations may or may not be given orally and may be written depending on the nature of the inquiry. Interpretations that could affect other proposers will be in writing and issued by the CITY. All inquiries shall be made within reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before proposals are opened. Inquires received that are not made in a timely fashion may or may not be considered. Any inquiries related to this RFQ/P should be sent to:

City of Manistee
Attn: Edward Bradford
70 Maple Street, Manistee, MI 49660;

or by email to ebradford@manisteemi.gov; or phone at 231 398-9839.

G. CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Each change or addendum issued in relation to this RFQ/P will be posted on the City website and will also be on file in the City Clerk’s Office. It shall be the proposer’s responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda.

H. ALTERNATES

Proposers are cautioned that any alternate proposal, unless requested by the CITY, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements or this RFQ/P, may be considered non-responsive, and at the opinion of the CITY, may result in rejection of the proposal.

I. ECONOMY OF PREPARATION

Each proposal should be prepared simply, and economically providing a straightforward concise description of the proposer’s ability to meet the requirements of the RFQ/P. Emphasis should be on completeness and clarity of the contents.

J. FEDERAL REQUIREMENTS

This project is partially funded by a federal grant fund through the Michigan Strategic Fund (MSF), Michigan State Historic Preservation Office (SHPO), as authorized by the United States Department of the Interior. Compliance with all applicable federal, state

and local laws, rules and regulations is required. This project is subject to a contract between the State of Michigan and the City of Manistee.

The activity that is the subject of this project has been financed through a 2021 Certified Local Government grant with Federal funds from the National Park Service, U.S. Department of the Interior, through the Michigan Strategic Fund, State Historic Preservation Office. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior or the Michigan Strategic Fund, State Historic Preservation Office nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan Strategic Fund, State Historic Preservation Office.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Acts of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. Michigan law prohibits discrimination on the basis of religion, race, color, national origin, age, sex, marital status, or disability. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Chief, Office of Equal Opportunity Programs
United States Department of the Interior
National Park Service
1849 C Street, NW, MS-2740
Washington, DC 20240

K. AWARD

Proposals will be reviewed by an internal committee where proposers will be evaluated and ranked. Proposing firms may be asked to participate in an interview to further discuss qualifications and to answer questions from the committee. The contract will be awarded to the responsible, responsive firm whose proposal, conforming to this solicitation, will be most advantageous to the CITY, price and other factors considered.

The CITY reserves the right to accept or reject any or all proposals, in part or whole and to waive informalities and minor irregularities in bids received pending SHPO approval.

L. WITHDRAWAL

Proposals may only be withdrawn by written notice prior to the date and time set for the submission of proposals. No proposal may be withdrawn after the deadline for submission.

M. DEFAULT

No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due the City of Manistee.

N. NON-COLLUSION CLAUSE

By signing and submitting this proposal, proposer states that his proposal is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said proposal price.

O. NON-DISCRIMINATION CLAUSE

By signing and submitting this proposal for consideration of an award by the CITY, the proposer covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.

II. PROJECT DETAILS

A. DESCRIPTION

The CITY is seeking qualifications and cost proposals from **consultants meeting or exceeding the federal professional qualifications (36 CFR Part 61) for Historic Architecture** (see Exhibit J) to perform a building study and prepare a Master Plan update for the historic Ramsdell Theatre located at 101 Maple St, Manistee, MI 49660. The selected Consultant will be the primary provider of such services as outlined in Section II.C - Scope of Work below. The City is completing this work as a Certified Local Government under a Grant Agreement between the City and the State Historic Preservation Office (Exhibit I).

B. BACKGROUND:

The historic Ramsdell Theatre, listed in the National Register of Historic Places in 1972, underwent significant restoration efforts from 1993 – 2005. Since then, the CITY continued to make significant investments to the building including but not limited to adding HVAC, repairing the roof, and renovating part of the basement.

The building is owned by the City of Manistee and managed under contract by a local non-profit, Ramsdell Regional Center for the Arts (RRCA). The RRCA has worked with CITY representatives to identify structural concerns, need for better accessibility to and in the building, and operational upgrades and improvements to support its current and future programs. Through the support from the State Historic Preservation Office, and in collaboration with the RRCA, the City of Manistee is seeking RFQ/P for future improvement and preservation efforts as we approach the 120th year of the building (2023).

Over the years, the City has commissioned a number of plans, studies and reviews of the facility. Recommendations to some degree from of all these documents have been incorporated in the current Ramsdell Theatre operations and physical space. The documents are included for reference but are not intended to unduly influence the proposed scope of work, but rather as a reference point for discussion and context.

- Exhibit A 1990 Quinn Evans Preservation Master Plan
- Exhibit B 1994 Quinn Evans Restoration Blueprints
- Exhibit C 2010 Internal Master Plan Blueprints
- Exhibit D 2011 Tom Gerdom Ramsdell Theatre: A New Century Report
- Exhibit E 2011 Tom Gerdom Ramsdell Theatre: A New Century Exit Memos
- Exhibit F 2013 Internal Ramsdell Theatre Moving Forward Report
- Exhibit G 2014 Eaton Cummings Group Planning Workshop Report

C. SCOPE OF WORK

The consulting services to the CITY solicited under this RFQ/P include but are not

limited to the following:

1. Survey the building to create a baseline of existing conditions to determine the scope of work needed to preserve, protect and enhance the building; and sustain the facilities. This includes but is not limited to:
 - Review of existing Master Plans, Studies and Reports (Exhibits A-G)
 - Interview key stakeholders regarding current conditions & concerns.
 - Evaluate the exterior and interior condition of the building, including but not limited to exterior brick & mortar, portico pillar repairs, chimney, windows, doors, woodwork, plaster, paint and water infiltration, among others.
 - Evaluate access to the building
 - Access ramp to the stage for performers and road crew
 - Access ramp to the building for private event caterers
 - Fire escape
 - Elevator(s)
 - Restroom number & suitability. Gutters, downspouts and drainage.
 - HVAC systems
 - Pictures of some existing conditions are included in Exhibit H
2. Identify opportunities for facility improvements to improve programmatic and operational growth and efficiency and to allow the Ramsdell to effectively serve patrons into the future. They include but are not limited to:
 - Review of recent facility improvements.
 - Interview key stakeholders regarding current programming, operations, and concerns; as well as vision for the future.
 - Review need for Theatre improvements, such as:
 - Lighting upgrade in the theatre (both room and Theatrical)
 - Theatre seat adjustment (more leg room)
 - Box Office remodel (include a second window and better access)
 - Carpet\Flooring
 - Review Ballroom, such as:
 - Kitchen remodel (better access, functionality & food license certified)
 - A/V infrastructure
 - Storage
 - Acoustics
 - Review undeveloped areas
 - Basement (rathskeller) under the theatre
 - Unfinished basement spaces
 - Storage spaces
 - Security
3. Meet with CITY and RRCA officials in Manistee as needed but at least twice to

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survey the building, gather information and interview key officials.

4. Present regular updates to the CITY and RRCA and provide draft document(s) for review and comment.
5. Meet with the CITY, RRCA, and SHPO for a kick-off meeting at the start of the project and as needed after submission of Deliverables #1, #2, and #3 (see Section II.D) to discuss comments before making needed adjustments.
6. Present finished study to CITY Council and RRCA Board.
7. The finished study should be a professionally completed and updated master plan. It should include a comprehensive, prioritized roadmap to finish the historic and operational restoration of the interior of the building and preserve and maintain the building through needed work and repairs to the exterior building envelope. The study will serve as a guiding document for future projects and fund development. The study should include, at a minimum:
 - A comprehensive discussion of the building, its current conditions, areas of concern and recommended specific actions to address areas of concern. This should include photo documentation.
 - A comprehensive discussion of the operational and programmatic needs and improvements.
 - Future conceptual floor plans for each level.
 - Future conceptual renderings of improved spaces for marketing & fundraising

Recommended interventions and strategies must comply with both the U.S. Secretary of the Interior's *Standards for the Treatment of Historic Properties* and the U.S. Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (revised 1990), 36 CFR 67-68.

8. The Plan, along with any other written, visual, or other material produced through this RFP, shall contain a credit that reads verbatim as follows:

The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior, through the Michigan Strategic Fund, State Historic Preservation Office. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior or the Michigan Strategic Fund, State Historic Preservation Office nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan Strategic Fund, State Historic Preservation Office.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Acts of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. Michigan law prohibits discrimination on the basis of religion, race, color, national origin, age, sex, marital status, or disability. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

*Chief, Office of Equal Opportunity Programs
United States Department of the Interior
National Park Service
1849 C Street, NW, MS-2740
Washington, DC 20240*

D. PROJECT SCHEDULE AND DELIVERABLES

Work must be performed in accordance with the performance schedule approved by the SHPO shown below. **The deadline for completing all activities and producing all deliverables is September 30, 2022.** All deliverables shall be sent to the City for distribution to and review by SHPO.

1. Deliverable #1 – Plan Outline

January 2022

Prepare and submit to the City and SHPO an outline of the information intended for inclusion in the Plan document. The outline should be detailed enough to allow for an understanding of the proposed organization, structure, and broad content of the document.

2. Deliverable #2 – First Draft (75%)

April 2022

Prepare and submit to the City and SHPO a first draft of the Plan. This draft should be substantially complete and include all elements described in Section II.C. This draft should include proposed text, photographs, illustrations, captions, and other such information in the proposed formatting to allow for a full understanding of the intended final document.

3. Deliverable #3 – Second Draft (95%)

June 2022

Prepare and submit to the City and SHPO a revised draft of the Plan. This draft should be substantially complete and must address all comments received from the Subgrantee and SHPO on the first draft. All components of the Plan document must be included with this submission, inclusive of appendix materials.

4. Deliverable #4 – Final Plan (100%)

August 2022

Prepare and submit to the Subgrantee and SHPO a final version of the Plan document that addresses all comments from the Subgrantee and SHPO. All components must be included in their final proposed state. The final submission should occur electronically first for the City and SHPO's final review and comments. The final submission package including hard and digital copies of the Plan will be provided immediately following approval by the City and SHPO. All parts of the Plan, in both electronic and bound paper format, must be submitted, along with all additional products.

E. SELECTION CRITERIA:

The requested information is intended to provide information that will assist the CITY in the selection of the most qualified, competent, experienced, responsive and economical Consultant, who will best serve the needs of the CITY and the RRCA. During the evaluation process, where it may serve its best interest, the CITY reserves the right to request additional information or clarifications from proposers, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities.

A selection committee will evaluate the proposals based upon the submittal requirements. After a review of the written proposals, selected firms may also be asked to make an in-person presentation or field follow-up questions. The CITY will choose the proposal(s) that best fits its needs.

The CITY is not obligated to award the contract based on cost alone.

After receipt of all bid proposals and public bid openings, the City will recommend one preferred bidder to the SHPO. After formal approval of the successful bidder, the selected firm will be required to enter into a written agreement with the CITY that will detail the specifics of the relationship and include scope of work, compensation, insurance requirements and other matters.

This agreement is anticipated to be for one year. If an agreement cannot be reached, the CITY reserves the right to render the proposal invalid and may award the contract to another qualified proposer in its sole discretion.

III. SUBMITTAL REQUIREMENTS:

Proposals should demonstrate the qualifications, experience, service level, cost of services, competence, and capacity of the Consultant. The CITY considers qualified Consultants to be those that demonstrate the appropriate experience, capability,

knowledge and financial ability to implement the Scope of Work outlined in Section II.C above.

As part of the CITY’s determination regarding a proposer’s qualifications, the CITY will review and analyze the experience and qualifications of the proposer as a whole, placing emphasis on the individual (“key” personnel) who will provide the bulk of the consulting services outlined in Section II.C – Scope of Work.

Each statement of qualifications must address all the points outlined below:

1. Firm Overview:

- a. Full name and address of the firm with a short description of the firm. Include a description of the business organization, year established, federal ID number, Michigan tax ID number, the firm’s legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable. List the firm’s officers (up to three). Page limit for this section is two (2) pages.
- b. List the location and address of the firm’s office in Michigan that will provide the services to the CITY, and where the “Key” personnel is located.
- c. Provide a list of firm’s primary services. Page limit for this section is one (1) page.

2. Qualifications:

A consultant meeting 36 CFR 61 requirements for Historic Architecture is required.

- a) Provide resume for the “Key” personnel. The CITY anticipates that the “Key” personnel is the individual who will be the contact with the CITY and RRCA, and who will provide the vast majority of the consulting services listed in the Scope of Work. Resume and/or narrative response shall provide, at a minimum, his/her education degree(s), institution(s) issuing the degrees, and year(s) received; certifications and registrations; years and position(s) with the company; years with other firms and firm names; types of services “Key” individual is qualified to perform; demonstration of the familiarity of “Key” individual with services required for this project; recent experience of “Key” individual and his/her roles in similar projects; recent experience of the “Key”

personnel with other similar projects. Response shall be limited to not more than four (4) pages.

- b) Provide resumes for not more than two (2) staff persons who may assist the “Key” personnel with performing services listed in Section II.C above. Resume and/or narrative response shall provide, at a minimum, education degree(s), institution(s) issuing the degrees, and year(s) received; certifications and registrations; years and position(s) with the company; years with other firms and firm names; types of services the staff persons are qualified to perform; demonstration of the familiarity of the staff persons with services required for this project; recent experience of staff persons and their roles in similar projects. Response shall be limited to not more than four (4) pages.
- c) Please demonstrate the previous experience of the “Key” personnel and Staff with descriptions of five (5) similar projects completed or in progress within the past five (5) years. For each such project provide a one- or two-page summary that includes:
 - i. Project name and location.
 - ii. Client name; specify entity or department.
 - iii. Short project description.
 - iv. Role of “key” personnel.
 - v. List of services provided.
 - vi. Client contact information (name, title, phone number, email address).
 - vii. Outcome of the project
- d) Please provide a copy of or a link to a complete study previously conducted that is the nearest to the requested work in scope and similarity.
- e) Describe what additional “value added services” your firm can provide. Page limit for this section is one (1) page.
- f) List the key differentiators for your firm. What factors distinguish your firm from your competitors? Page limit for this section is one (1) page.

3. References:

Committee reviewers may solicit references from some or all client contacts provided with previous experience examples above.

4. Compensation \ Fees:

Please provide the lump sum fee to complete the scope of work anticipated and described in this RFP/Q. This fee shall be all inclusive and shall cover everything needed to complete the study and report, including but not limited to the following items:

- All professional fees for staff and any sub-contractors
- All travel, lodging and food expenses
- Attendance in person (preferred) or virtually (if approved)
- Any and all supplies, materials and equipment.
- Electronic PDF bookmarked copy of the completed study.
- 10 bound copies of the completed study.

a) Lump sum fee to complete the Scope of Work.

5. Conflict of Interest:

- a) Disclose any conflicts or perceived conflicts of interest.
- b) Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

6. Copies of the following items:

- a) Comprehensive General Liability and Property Damage coverage.
- b) Professional Liability (Errors and Omissions) coverage.
- c) Worker’s Compensation coverage.
- d) Any and all relevant license/registration numbers.

7. Certification

I hereby state that I have read, understand, and become thoroughly familiar with and understand the terms and scope of work contained in the RFQ/P.

I hereby state that all of the information I have provided is true, accurate and complete.

I hereby state that I have authority to submit this proposal which will become the basis for a binding contract if accepted by the CITY.

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I hereby state that this proposal will remain valid for not less than six (6) months from this certification date.

Signed: _____

Type or Print Name: _____

Title: _____ Date: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact Info:

Office: _____ Cell _____

E-mail _____