

CULVER CITY UNIFIED SCHOOL DISTRICT
4034 Irving Place
Culver City, CA 90232

REQUEST FOR PROPOSALS

ARCHITECTURAL AND ENGINEERING FEASIBILITY STUDY

Culver City Unified School District is requesting qualified firms, partnerships, corporations, associations, or professional organizations to provide an architectural and engineering feasibility study of Robert Frost Auditorium.

Respondents to this Request for Proposals (RFP) should mail or deliver five (5) bound copies, one (1) unbound copy and one (1) electronic copy on CD or DVD of their submittals, as further described herein, to:

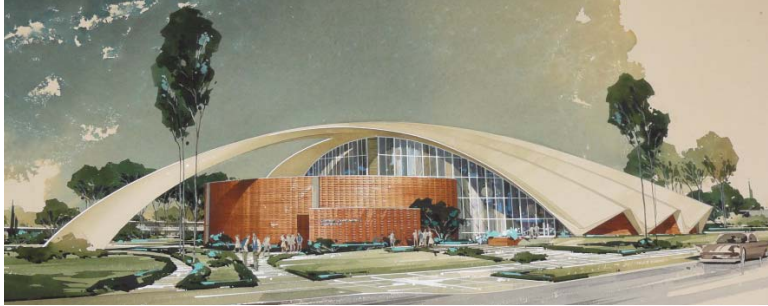
Mary Caruso, Director of Purchasing
Culver City Unified School District
4034 Irving Place
Culver City, CA 90232

All responses are due by 2:00 p.m., on Friday, August 31, 2012.

RESPONSES SENT VIA FAX OR E-MAIL WILL NOT BE ACCEPTED.

If you have questions regarding this RFP, please e-mail Mr. Ajay Mohindra, Interim Assistant Superintendent of Business Services, on or before July 31, 2012 at 10:00 a.m. and answers will be posted on the District website by 4:30 p.m. on August 6, 2012. Questions must be submitted to Mr. Mohindra in writing via e-mail at ajaymohindra@ccusd.org or via facsimile at (310) 842-4223. Phone calls will not be accepted.

Culver City Unified School District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to Culver City Unified School District.



Original Architect's Sketch from Culver City Historical Archives



From Original Architect's files



From Original Architect's files



Exterior and Interior in 2012

The scope of services, schedule, content of proposal, evaluation criteria, and technical information with regards to the architectural and engineering feasibility study (“Study”) that is the subject of this Request for Proposals (“RFP”) is as follows:

1. Goal

Culver City School Unified School District (“District”) is seeking a firm that has the expertise and qualifications necessary to provide a Study to the District that investigates, reviews and develops creative options for the improvement and updating of Robert Frost Auditorium (“Auditorium”) to a desirable and excellent contemporary performing art venue. The District would like the Study to provide a master plan for the renovation of the Auditorium.

2. Background

The Auditorium is a unique concrete structure and an unconventional theatrical space. The Auditorium is owned by the District and was designed by Flewelling & Moody, built in 1964, and has 1,400 seats that extend out in concentric rows from a circular front platform stage.

3. Project Description

The Study should identify the improvements that can be made to the Auditorium that will make it a viable contemporary performing art space that will meet the expectations of today’s audience and provide professional production support of sound, lighting and scenic equipment that support current staging techniques. The Study must specify and address all improvements needed to meet current laws and safety standards, including OPSC and DSA standards.

The Study should address the factors listed below and provide the District with options and cost estimates for improvements and updating features. The Study should also prioritize the improvements and provide a timetable for implementing the improvements.

- A. Improve design aesthetics making the Auditorium more attractive and functional;
- B. Provide comfort to occupants with efficiency and conservation of energy;
- C. Provide necessary space and equipment for professional level performing art productions;
- D. Solve Auditorium problems to increase safety and longtime future use;
- E. Provide use of all spaces and additional space to support best performing art practice; and
- F. Provide best ways to control access, security and operation of the Auditorium.

4. Scope of Work Phases

Phase 1: Collection of data from drawings, field inspections, meeting with users and stakeholders.

Phase 2: Evaluate and correlate collected data and begin to design options and ideas for improvements.

Phase 3: Meetings with stakeholders to show and discuss options, incorporating the wishes of the stakeholders.

Phase 4: Final presentation to the stakeholders and delivery of the final Study.

5. Description of Existing Space and Equipment

The Auditorium has some chronic problems that need to be addressed and some maintenance of the Auditorium and equipment has been deferred because of the need to renovate the Auditorium. The Auditorium is approaching 50 years of service without any major overhaul of basic systems or serious updating. Elements of the stage equipment only partially work and wear and tear of many items such as curtains and seating need to be replaced.

One major issue in the space is the flocking on the ceiling and the exterior walls of the control room. It seems desirable to have this material removed because it collects dirt and is not aesthetically attractive. There has been hesitation in removing the flocking because of not knowing how this might affect the acoustics and what would replace the positive functions that it may have in the room. Another major concern is that this material may have some toxic or unhealthy content that will require special handling when it is removed.

Other major issues in the Auditorium to be addressed include the following:

- A. **Lighting the audience** is presently only done by reflecting light off the auditorium ceiling.

- B. **Lobby spaces** are over reverberant, have no places to sit and are at multiple levels with more than one control position for entering the Auditorium.
- C. The **drainage** around the Auditorium is not adequate and presently heavy rains cause flooding into the Auditorium.
- D. There is no **comfort control** of temperature or humidity in the Auditorium. There is heating.
- E. **Noise of plumbing** from flushing toilets can be heard in the Auditorium.
- F. Improving a better relation between the **seating and the stage** is very important in this Study.
 - 1) The Auditorium has 1,400 seats, but would be more desirable at 1,200 making the Auditorium more intimate and reclaiming space that is now occupied by empty seats.
 - 2) Sightlines to the stage need to be improved. There is only a slightly rake to the audience floor and the seats are not staggered. The extreme side seats are not suitable for video presentations.
 - 3) Because of a shallow orchestra pit and a crossover aisle in front of the stage there is some distance from the stage before the seating begins.
- G. Some of the existing **stage equipment** is useable, but the equipment inventory is not contemporary and many pieces are broken and/or missing parts. When productions are mounted on the stage, equipment is rented in order to have what is needed.
- H. The **stage floor** needs repair and should be refurbished to have a multiuse surface and be resilient for dance and the performing arts in general.
- I. The hard **canopy over the stage** is a major element that needs investigation as to its importance in the design and function of the Auditorium. Its replacement or redesign might solve one of the most difficult problems in the space, having a place to hang lights and scenic elements in desired locations.
- J. The **control booth** is out of date. When it was built it was probably meant to be a projection booth. To make it up to date, the side wall facing the stage should be open for sound control and maybe a glassed in area for lighting control and equipment. It will continue to be needed as a projection equipment platform.
- K. Create **more safe access**. There are certain passageways and places that technicians need to have access that are not convenient or safe to go such as the canopy and lighting position above the control room.
- L. Need to **repurpose spaces**. Not all spaces in the Auditorium are designed to support the Auditorium. The classroom, black box theatre, dressing rooms, hallways, storage areas, shop and loading dock all need to be evaluated and possibly reassigned to maximize the support to the main stage.

M. **Black Box Theatre** space needs to be designed and outfitted to be more useful as a performance space and support for the main stage.

6. Description of Current Uses

The Auditorium is primarily used by District schools and programs on the campus where the Auditorium is located. The Auditorium is the home for the Academy of Visual and Performing Arts (“AVPA”) Department. The AVPA has a diverse curriculum with majors and minors in Acting, Theatre Design, Art, Dance, Film/Video and Music. District students enrolled in AVPA, assisted by professionals, perform all aspects of producing events in the Auditorium.

7. Proposed Additional Uses

Presently there is no exhibit space in the Auditorium. There is an interest in creating some public space that could be available in the Auditorium for the art component of the AVPA to exhibit their work.

Having the renovated Auditorium used more by the community and professional companies is desirable. The optimum would be that Culver City Performing Arts and Civic Organizations see the Auditorium as an ideal venue for their use once it has been renovated.

8. Scope of Services

The Study will examine the existing two-story Auditorium with 1,400 seats located in Culver City at 4401 Elenda St. In addition to producing the Study, the services to be provided include the following as they relate to the Auditorium:

- A. Digitizing and transferring of existing plans to CAD software/backgrounds.
- B. Evaluation and recommendations of the site and identifying options for the work that might be done to the grounds and possible additional structures that might attach to the existing Auditorium.
- C. Evaluation and recommendations of current accessibility issues and compliance with Americans with Disabilities Act in seating, restrooms and general access as well as safety and building laws, and standards that relate to public facilities.
- D. Evaluation and recommendations for:
 - 1) General aesthetic improvements;
 - 2) Improvement of occupants’ comfort;
 - 3) Mechanical/Electrical/Plumbing Systems;
 - 4) Audience seating arrangement and relationship to stage;
 - 5) Audience Lighting: design, equipment, location and controls;
 - 6) Stage Lighting System: equipment, location and controls;
 - 7) Sound System: equipment, location and controls;
 - 8) Video System: equipment, location and controls;
 - 9) Stage Communications Systems: equipment, location and controls;
 - 10) Stage Flooring for a multiuse performing art auditorium;
 - 11) Stage area, configuration, overhead canopy, curtains, rigging, etc.;

- 12) Control Booth;
- 13) Safety, storage, circulation; and
- 14) Security and Access Control.

- E. Evaluate acoustic condition and provide options and recommendations.
- F. Evaluate fire and life safety equipment and provide options and recommendations.
- G. Structural analysis and recommendations for any structural work proposed.
- H. Evaluate and provide options and recommendations for auxiliary spaces, including:
 - 1) Lobby Spaces;
 - 2) Lower floor of backstage area: shop, classroom, black box theatre, loading dock, etc.; and
 - 3) Upper floor of backstage area: dressing rooms, toilets, mechanical, etc.

Product

Provide five (5) bound copies and one (1) unbound copy of the written report with appropriate drawings covering the options, recommendations and conclusions of the Study. Provide electronic version of the Study and drawings on CD in a PDF format suitable for website posting and making copies. Make available all native format electronic versions of all files upon request. Provide one large scale version of elements of the Study and drawings for display and presentation use.

The final Study must include cost estimates for each recommended improvement and pros and cons of any alternative choices.

Special Note

*This Study is **a general architectural and engineering study** with options and recommendations for improvements of the Auditorium, as outlined in the scope of work. The District will provide a form of agreement to the consultant selected via this RFP process for completion of the work specified in this RFP.*

9. Submission Process

Subject to review and approval by the District's Governing Board ("Board"), the consultant selected via this RFP process ("Consultant") will be initially retained for this Study as described in the scope of services identified in this RFP. The Board retains the right to contract for additional work with the selected consultant without requiring an additional RFP if parties are mutually agreeable to terms.

Proposals should be submitted as instructed on Page 1 of the RFP. No proposal will be reviewed until after the designated deadline. Proposals received after the date and time indicated on Page 1 will not be considered. Proposals may be withdrawn or modified prior to the proposal submission deadline.

10. Content of Proposal

Please include the information below in the proposal.

- A. Name, address, telephone number and web site of the firm.
- B. Person in charge of the proposed project with contact information including email.
- C. Name, function and qualifications of personnel in organization contemplated for this project.
- D. Outside associates and consultants proposed for this project (indicate name, type, location, qualifications).
- E. A proposed time schedule. The time schedule should be detailed, showing the various work activities, time duration of each activity, and personnel involved at each stage.
- F. Identify your experience with similar projects and please provide:
 - 1) Client and project description
 - 2) Year
 - 3) Member of client's staff who worked with the architect
- G. Provide fee for services, including:
 - 1) a total cost for all requested work and preparation of report(s) and all associated drawings, documents, and other materials as identified in the Scope of Services of this RFP;
 - 2) the hourly cost of each staff person who will be working on this project;
 - 3) the cost of attending any meeting that is in addition to those defined in Scope of Services.

Note: Although proposed fees will be taken into account, the Board reserves the right to negotiate a lower or different fee structure with any Consultant selected.

11. Evaluation Criteria

The criteria that will be considered in the evaluation of the proposals shall include, but not necessarily be limited to, the following:

- A. Overall responsiveness, quality and thoroughness of the proposal.
- B. Qualifications and past experience of the firm.
- C. Qualifications and experience of personnel assigned to the project.
- D. Past record of performance on similar projects, including cost control, quality, and ability to meet schedules.
- E. Reference checks with existing and previous clients.
- F. Fees.

Consultants are advised that an award may be made without discussion and negotiation; therefore, the initial proposal shall provide the Board with sufficient information to recommend award without discussion and should reflect the consultant's ability to perform the required services at a reasonable price.

The District may reject any or all proposals for such reason as it may deem proper. In acceptance of proposals, the Board will be guided by considerations in the interest of the District. The District reserves the right to negotiate further with one or more of the consultants as to any features of their proposal and to accept modifications of the work and price when such action will be in the best interests of the District.

12. Schedule

RFP Issued	7/19/12
Pre-Proposal Conference/Tour	7/30/12
Proposal Submission Deadline	8/31/12
Proposal Evaluation Period/Reference Checks	TBD
Firm Interview Dates (Optional)	TBD
Board Meeting to Award Contract	TBD
Phase 1- Collection of Data	TBD
Phase 2- Develop options of improvements	TBD
Phase 3- Review options with stakeholders	TBD
Phase 4- Final Report and Presentation	TBD

The District reserves the right to alter the timeframe as needed.

13. Ownership of Documents

The Consultant shall vest title to all documents produced under or as a direct result of the contract to the District. All documents, reports, drawings, specifications, sketches, notes, calculations, correspondence, electronic files and computer disks, and any other materials prepared by the Consultant or District personnel under the contract shall be and remain the exclusive property of the District.

The Consultant shall immediately provide to District staff the original of all documents, reports, contract drawings, drawings, specifications, sketches, notes, calculations, correspondence, electronic files and computer disks and any other material prepared under the contract when requested.

The District reserves the right to utilize, revise, or modify these documents or to have these documents used, revised or modified by others, in any way it deems necessary, including revising and reissuing these documents, without the prior approval of the Consultant and without additional compensation to the Consultant.

District ownership and use of the documents shall in no way limit the Consultant’s professional liability for the work performed, except to the extent that modifications made by District or others, are the cause of or directly contribute to the cause of action.

14. Incurring Costs

Respondents shall be responsible for all costs incurred in the preparation and submission of proposals in response to this RFP.

15. Return of Responses

The District shall be under no obligation to return any responses or materials submitted by a respondent to this RFP.