



## CITY of TEMPLE TERRACE

LEISURE SERVICES DEPARTMENT  
6610 E. WHITEWAY DRIVE  
TEMPLE TERRACE, FLORIDA 33617

PHONE (813) 506-6600 FAX (813) 506-6611  
[www.templeterrace.com](http://www.templeterrace.com)

September 19, 2011

### REQUEST FOR QUALIFICATIONS FOR Owner's Representative and Planning Consultant for Temple Terrace Arts & Education Center

The City of Temple Terrace is requesting proposals for consulting services as Owner's Representative and Planning Consultant for the design coordination and interior planning of the Temple Terrace Arts and Education Center. The Legal Advertisement for this RFQ is being published in the Tampa Tribune Northeast Edition Newspaper on September 21, 2011. A copy is included.

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Project Title:	<b>Temple Terrace Arts and Education Center</b>
Submittal Deadline:	October 12, 2011 5:00 p.m.
Submit to:	James Chambers, Director Leisure Services Department 6610 E. Whiteway Drive, Temple Terrace, FL 33617-3215
Contact:	James Chambers, Director Leisure Services Department (813) 506-6610 <a href="mailto:jchambers@templeterrace.com">jchambers@templeterrace.com</a>
Project Location:	Temple Terrace Downtown Redevelopment Project North 56 <sup>th</sup> Street at Busch Blvd./Bullard Parkway

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PURSUANT TO SECTION 287.005, FLORIDA STATUTES, THE CITY OF TEMPLE TERRACE INVITES QUALIFIED FIRMS TO SUBMIT LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS FOR THE ABOVE PROJECT.

Major considerations will be given to firms that clearly demonstrate significant experience with comparable projects. The professional services shall include all necessary design and permitting activities, cost estimating, bidding-phase services, limited construction phase services and preparation of record drawings. Evaluation criteria shall include: project approach, project team, successful experience with similar projects, and current and projected workload. Upon evaluation of submittals by the Selection Committee, a "short-list" of qualified firms will be scheduled for oral presentations.

Firms interested in providing professional services should submit five (5) copies of Statement of Qualifications including a letter of interest, a Standard Form 254, a properly executed "Public Entity Crime Form", and responses to the evaluation criteria stated above. Submittals with qualifications should be limited to 10-12 single sided pages.

## **SCOPE OF WORK:**

The following is the scope of work for this phase of the project.

### **TASK ONE**

**Serve as the Owner's Representative and Design Consultant** for plan coordination and finalization of the design of the Arts and Education Center. Represent the Owner and monitor the Project Architect's development of the City-approved interior space plan that was prepared by Toppe Consultants. This work will include:

1. Attend design review meetings with the city staff, developer and project architect.
2. Communicate city requirements and preferences as to plan development, interior finishes and exterior design to the project architect for his coordination with his acoustical and engineering consultants.
3. Advise the city staff of any observed non-compliance issues.
4. Advise the project architect as to the City's accessibility requirements and assist the City in applying for any desired waivers from requirements of the Florida Accessibility Code.
5. Serve as a mediator in the event of disagreements regarding planning and design issues with the intent of obtaining the best result possible for the city.
6. Attend periodic progress meetings with owner, developer and project architect to monitor conformance with the City's design requirements.

### **TASK TWO**

**Develop interior plan concepts and specifications for theatre equipment consulting services and for furnishings and equipment.**

1. Work with city staff to develop and issue Requests for Proposals for required theatrical equipment consulting services for lighting systems, stage rigging with provisions for future full working stage equipment, performance lighting and controls, theatrical sound and controls, draperies and related built-in equipment.
2. Coordinate and communicate city requirements to the acoustical consultant who has been engaged by the project architect.
3. Communicate city budgets and technical requirements to the theatrical equipment consultant for design and specification of systems for city bidding and/or direct purchase via state or federal contracts.
4. Coordinate the theatrical equipment consultant's provision of structural layout requirements to the project architect as required for the proper support of theatrical rigging as well as power/conduit requirements for lighting and sound systems.
5. Prepare specifications for a retractable seating system for city bidding and/or direct purchase via state or federal contracts.

6. Prepare selections of finishes and provide guidance to the project architect regarding the city's desired interior design and color schemes.
7. Assist the staff in the development of requirements for furnishings, fixtures and equipment to be provided by the city via city bidding and/or direct purchase via state or federal contracts.
8. Monitor the work of the theatrical equipment consultants and assist in the coordination of city-furnished equipment with the work of the project architect.

### **TASK THREE**

**Assist the City in the development of a Business Plan for the Arts and Education Center** with the intent of creating a strategy that offers the potential for maximizing earned income and annual community support.

1. Work with city staff to create a management plan and staffing model that provides on-site supervision and use of part-time staff or contracted educational and technical/production support services.
2. Assist in the development of job descriptions for staff and contracted service providers.
3. Provide guidance for the creation of a community-based 501(c) 3- qualified Foundation to provide financial support via Capital, Endowment, and Annual Support campaigns.
4. Develop recommendations regarding the organization of the Foundation Board, its size and the types of expertise to be recruited for the founding membership. Recommend a governance structure and provide guidance to the Board and its legal counsel regarding Bylaws and Articles of Incorporation.
5. Develop concepts for how the Foundation and the Arts and Education Center staff will interact and the role and scope of the Foundation with respect to facility operations.
6. Provide advice regarding grants and grant writing assistance.
7. Facilitate meetings with various community organizations and institutions that may become tenants or contracted long-term users of the facility. Develop priority protocols for any future resident companies and regularly scheduled event sponsors.
8. Assist in the development of marketing materials for the solicitation of event and performance bookings, including graphic materials and renderings.
9. Create a schedule of key events leading up to the opening of the facility, including items such as: recruiting a Manager; developing marketing materials, booking the first season of events, installation of owner-furnished equipment, testing and training, and the grand opening.
10. Provide such other studies, evaluations or consultation as requested by the City from time-to-time as the project develops.

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LEGAL ADVERTISEMENT

REQUEST FOR QUALIFICATIONS (RFQ)

PROJECT: Temple Terrace Arts & Education Center, Downtown Redevelopment  
North 56<sup>th</sup> Street at Busch Blvd./Bullard Parkway, Temple Terrace

RPS SUBMISSION DATE/TIME/LOCATION: October 12, 2011 / 5:00 p.m.  
6610 E. Whiteway Drive, Temple Terrace, FL 33617 Attn: James Chambers

PURSUANT TO SECTION 287.005, FLORIDA STATUTES, THE CITY OF TEMPLE TERRACE INVITES QUALIFIED FIRMS TO SUBMIT LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS FOR THE ABOVE PROJECT.

SCOPE OF WORK: Provide professional services as Owner's Representative and Planning Consultant for the design coordination and interior planning of the Temple Terrace Arts and Education Center. Details of the Scope may be viewed or downloaded at <http://templeterrace.com/finance/bids.htm>, "Request for Qualifications, Arts & Education Center".

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City of Temple Terrace, Florida