Request for Proposal (RFP)

Consulting services to assess renovation cost of Church edifice for use as a non-profit Community Arts Center with Concert Hall:

ArtsPlace

Apollo’s Fire Baroque Orchestra (“AF”) and Disciples Christian Church (“DCC”) seek proposals (“Proposals”) for a Consultant to assess the cost of renovating an existing church edifice in Cleveland Heights, Ohio for use as a non-profit Community Arts Center (“ArtsPlace”).

1. Background

Vision of ArtsPlace
ArtsPlace would be a non-profit community arts center located within the present edifice of Disciples Christian Church. ArtsPlace would be a facility where adults and children could participate in music, dance, theatre, and visual arts activities. ArtsPlace would contain:

- rehearsal space for small and medium-sized professional and amateur performing arts ensembles, including a youth orchestra and youth choir;
- teaching and practice studios for music, dance, and art;
- office and work spaces for small and medium-sized arts organizations;
- a flexible, 500-seat world class concert hall to be used by small and medium professional ensembles; the concert hall will retain the ambiance of a sacred space and will continue to be used by DCC as a sanctuary on Sunday mornings and religious holidays;
- a “BISTRO CAFÉ” co-managed by a prominent area restauranteur, providing concert patrons with the options of a casual music+dining experience or a post-concert drink and dessert.

ArtsPlace would become a principal home for AF and other small and medium arts organizations. The facility would also serve as a nurturing place for under-privileged youth. Healthy meals could be provided, as well as arts-inspired counseling. DCC already hosts the Heights Emergency Food Center, serving over 600 families per month.

The existing church sanctuary would be converted into a 500-seat concert hall with flexible acoustics; lighting and projection capabilities for chamber opera; and flexible seating (including “in the round” and tiered seating) which can be adjusted as appropriate to sanctuary seating on Sunday mornings. The default acoustics of the concert hall should maintain a “church-like quality” suitable for period instruments and the musical textures of Renaissance and Baroque repertoire, instrumental and choral.
The 29,000 sf DCC building is located at 3663 Mayfield Road, Cleveland Heights, Ohio on 3+ acres across from Severance Town Center and adjacent to Lutheran High School East. The facility has 132 parking spaces, sufficient to support church, office, educational, and concert activities. It also has a large kitchen that could be updated into a commercial kitchen. DCC will remain the sole owner of the facility.

2. Objectives of the Consulting Project

AF and DCC seek a Consultant with deep experience in theatrical build and renovation consulting (specifically concert halls for classical music), and a verifiable track record of building or renovating this type of facility and/or retrofitting historic concert halls, arts centers, and religious edifices.

The primary objectives of this project are to:

- provide AF and DCC with a basic visual representation of how portions of the DCC campus could be renovated to support the ArtsPlace concept as a world class concert hall and arts education center with offices and rehearsal space for multiple small to medium-sized arts organizations, while maintaining DCC’s on-going religious activities;
- provide AF and DCC with a basic cost-estimate on which to base a feasibility study (slated for October/November 2020), to ascertain if such a renovation project would be practical within AF’s and DCC’s organizational budget and fundraising capacity; and
- identify potential hazards to safe and effective completion of the project.

3. Scope of Services, Deadlines, and Payment Schedules

The selected Consultant shall become familiar with similar projects and how they have served their communities; review extant documentation provided by AF and DCC regarding current conditions and specifications of the property; and develop recommendations for the most practical and cost-effective use of the available space, meeting the artistic requirements of AF and the ongoing mission of DCC.

The Consultant will submit an expense budget capturing design, construction, city permitting and zoning, and ADA compliance scenarios for the project.

Progress and Payment Schedules:

- The Consultant will submit an Executive Summary of preliminary findings and recommendations and a Preliminary Expense Budget by September 25, 2020. Representatives of AF, DCC and Consultant will meet to discuss questions and concerns regarding the Executive Summary and Preliminary Expense Budget. 50% of the contracted fee, plus preapproved reimbursable costs to date, shall be paid to Consultant within 3 days following receipt of the Executive Summary and Preliminary Expense Budget and submission of an invoice and evidence of reimbursable costs.
- Consultant’s Final Proposal, including a detailed Final Budget will be provided by October 5, 2020. The Final Proposal and Final Budget will address AF’s and DCC’s questions and concerns. Promptly thereafter, representatives of AF, DCC and Consultant will meet to discuss any additional questions and concerns of AF and DCC regarding the Final Proposal and Final Budget. Thereafter, Consultant shall remain available to AF and DCC and their
representatives to discuss additional questions and concerns. The final 50% of the contracted fee, plus additional approved unpaid preapproved reimbursable costs, shall be paid to Consultant within 3 days following receipt of the Final Proposal and Final Budget and submission of an invoice and evidence of reimbursable costs.

4. Qualifications of Consultant:

Consultant’s written Proposals will describe Consultant’s approach to delivering the services including methodology and work plan, appreciation of the key issues for AF, DCC and other stakeholders, and evidence of ability and experience to undertake the project, including:

- a breadth and depth of knowledge regarding theatrical build best practices, specifically concert halls for classical music, including acoustics;
- verifiable work samples and a track record in leading renovation projects to successful fruition;
- familiarity with AF and its mission;
- proven analytical, research, and plain English report writing skills.

5. Reporting and Coordination Arrangements

The selected Consultant will liaise closely and work in collaboration with the ArtsPlace Management Team, consisting of members appointed at AF’s and DCC’s discretion. The Consultant will keep the ArtsPlace Management Team informed of progress, timelines, and budget.

6. Consultancy Budget and Reimbursements

Proposals should include consultancy fees and administrative support charges, with unit cost and the number of hours/days proposed to be devoted to the project; as well as proposed reimbursable costs, including travel if any.

7. Instructions to Submit Proposals

Key Dates and Details are listed in RFP Schedule 1, below. A proposal template is included in Schedule 2, below.

Please email a proposal in PDF format by August 21, 2020 to Howard Bender, Executive Director of Apollo’s Fire, at hbender@apollosfire.org.

AF and DCC may accept or decline the applicant’s Proposal at their discretion. No commitment or contract exists until a contract is executed by AF, DCC and the consultant. Nothing in this RFP will be construed to create a binding contract (express or implied) between AF, DCC or any bidder until a written contract, if any, is entered into by the parties. Applicants agree that participation in any stage of this RFP process is at their sole risk and cost.

AF and DCC, at their discretion, may discontinue the RFP and decline to issue any contract. As part of the evaluation of proposal process, the ArtsPlace Management Team, at its discretion, may request from the applicant financial information and request from the applicant its references and/or relevant information on past projects and experience.
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<th>Event</th>
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<tr>
<td>Closing Time for submission of Proposal</td>
<td>Friday, August 21, 2020</td>
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<tr>
<td>Method to Submit Proposal</td>
<td>Please email the proposal as a PDF to:</td>
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<td>Howard Bender, Executive Director</td>
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<td>Apollo's Fire Baroque Orchestra</td>
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<td>3091 Mayfield Rd. Suite 217</td>
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<td>Cleveland Heights, Ohio 44118</td>
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<td>tel. 216.320.0012x2</td>
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<td><a href="mailto:hbender@apollosfire.org">hbender@apollosfire.org</a></td>
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<td><a href="http://www.apollosfire.org">www.apollosfire.org</a></td>
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<td>Expected execution date of Contract</td>
<td>August 28, 2020</td>
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<tr>
<td>Date of submission of Executive Summary and Preliminary Expense Budget</td>
<td>September 25, 2020</td>
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<td>Date of submission of Final Proposal and Final Budget</td>
<td>October 5, 2020</td>
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Please see next page for Proposal Template.
RFP Schedule 2 – Proposal Template

1. Applicant’s Details
   Full legal name and address:

2. Contact
   For all matters relating to this RFP, the applicant’s Contact will be:
   Name/position title:
   Telephone
   Mobile:
   Email:

3. Applicant’s Proposal

4. Proven Capacity: Statement of Skills and Experience

5. Specified Personnel

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6. Consulting Fee & Budget

*Please include itemized budget and reimbursable expenses (travel, lodging, etc.)*

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| .......................................................... | .......................................................... |
| Signatory’s Position | Date |
| .......................................................... | .......................................................... |
| Signatory’s Phone Number | Signatory’s Email Address |

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