



City of Perris Redevelopment Agency

Perris Theatre Interior Renovation Project

Request for Qualifications
Architectural Services

Release Date: March 17, 2011

I. **Project Description**

The Perris Theatre was built in 1930. The theatre is a unique venue in the City of Perris. Located in the Downtown, restaurants and shops are within walking distance. The quality and historical integrity of the building façades that frame the street are a key factor in the image of Downtown Perris; the exterior renovations of the Theatre were completed in early 2011. The Perris is a 500+ seat cinema. The intent of the interior renovation is to bring all electrical and mechanical systems up to present day quality and to create a venue that can support varied uses. See Attachment 'A' for a list of proposed uses suggested by the theatre committee and additional theatre information. Respondents should be prepared to discuss the feasibility of any use listed on Attachment 'A'.

II. **Description of Working Method**

The sponsor of this project is the City of Perris Redevelopment Agency. The contract format for this project will be a City of Perris redevelopment Agency or City of Perris contract deemed suitable by the City Attorney.

III. **Scope of Work**

- Cooperate with the project managers as requested and required. (e.g. preliminary planning or ongoing project meetings).

- Design Development (e.g. elevations or other renderings as required).
- Construction Documents (architectural and engineering plans/working drawings & site plans as required).
- Compliance with all City, County and applicable regulatory requirements.

IV. RFP Schedule

Release of RFP:	March 17, 2011
All submissions due no later than:	April 14, 2011
Agency to review proposals by:	April 21, 2011
Firm Interviews (if necessary) & selection by:	April 28, 2011

V. Requirements and Preferred Attributes of Architectural Services Provider

All architectural drawings must be stamped by an architect licensed to practice in the State of California. It is preferred that key personnel involved in this project have demonstrated experience with downtown/main street or historic building projects.

It is preferred that key personnel involved in this project have demonstrated experience working with public agencies.

The Insurance coverage required of the Architect is attached as exhibit 'B'.

VI. Submittal Requirements

Each response should include the following:

1. Please state your Professional Fees broken down by an hourly schedule of services or by a per piece basis.
2. Generally describe your understanding of the goals and challenges of the Project and explain how you will address them.
3. Identify the entities, principals, and partners who will compose your design team (including brief resumes for the primary contact and key personnel) and specify team members' responsibilities.
4. Describe the relevant experience of the proposed project architects and team members. Please include descriptions of your experiences in the design of similar projects and describe your past successes and failures in implementing projects of this type.
5. Describe how you will communicate with the Agency Staff and establish clear lines of responsibility which can be relied upon.

6. Please provide references from completed projects. The Agency may, at its discretion, contact references and industry sources, investigate current commitments, and take other information into account in its evaluation of responses. Please describe any lawsuits in which you were named as a defendant as a result of your work and the outcomes of the lawsuits.

Respondents shall submit (4) copies of the proposal with the requested information in a sealed envelope marked "Perris Theatre Interior Renovation Qualifications" no later than 5:00 p.m. on April 14, 2011 to:

Michael McDermott
Redevelopment &
Economic Development Manager
City of Perris
135 N. 'D' ST.
Perris CA 92570

Submittals will not be accepted electronically. LATE Submittals will not be accepted.

Questions about the RFQ can be directed to Michael McDermott, Redevelopment & Economic Development Manager by email to mmcdermott@cityofperris.org or in writing to:

Michael McDermott
Redevelopment &
Economic Development Manager
City of Perris
135 N. 'D' ST.
Perris CA 92570

VII. Submittal Evaluation and Selection Process

Submittals will be judged upon the following criteria:

- Respondent's ability to meet project's criteria as set forth herein
- Respondent's experience with similar projects
- Reputation of respondent's experience with similar projects
- Respondent's demonstrated ability to complete projects in a timely fashion
- Respondent's apparent ability to work closely with Agency
- Fees

Once the most favorable submittal is recognized and successful respondent notified, contract negotiations will begin immediately thereafter, and will include a negotiated design and fee schedule.

VIII. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFQ PREPARATION

The City of Perris shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected consultant. Each proposer shall protect, defend, indemnify, and hold harmless the City of Perris from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFQ. Pre-contractual expenses are defined as expenses incurred by proposers and the selected consultant, if any, in:

- Preparing and submitting information in response to this RFQ.
- Negotiations with the City of Perris on any matter related to this procurement.
- Costs associated with interviews, meetings, travel or presentations.
- All other expenses incurred by a proposer/consultant prior to the date of award and a formal notice to proceed.

The City reserves the right to amend, withdraw and cancel this RFQ. The City reserves the right to reject all responses to this request at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all proposals.

ATTACHMENT 'A'

- Comedy Club
- Community Theater
- Public events
- Movie House
- Musical Entertainment
- Classes for theater (arts)
- Coffee House @ front (WI-FI)
- Conferences
- Alcohol Licensing
- X-box night for youth
- Award Ceremonies
- Student Film Festival
- Fashion Shows
- Wall space for art gallery



The Perris Theater

Details:

Built in: 1930

Exterior Renovated: 2011

Seating Capacity: 500+

Screen Size: 28' Wide, 18'
High

Stage: 28' Wide, 22' deep, 32"
high

ATTACHMENT 'B'

CITY OF PERRIS INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

1.0 INSURANCE AND INDEMNIFICATION

1.1 Insurance. Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,00.00 per occurrence for all covered losses and no less than \$2,000,000.00 general aggregate.

Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.

Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000.00 per accident, combined single limit. Said policy shall include coverage for owned, non owned, leased and hired cars.

Professional Liability or Error and Omissions Insurance. A policy of Error and Omissions insurance in an amount not less than \$1,000,000.00 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the City.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insured's and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. All of said policies of insurance shall provide that said insurance may be not cancelled without providing thirty (30) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Consultant shall, prior to the cancellation or amendment date, submit new evidence

of insurance in conformance with this Section 4.1 to the Contract Officer. No work or services under this Agreement shall commence until Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Consultant agrees that the provisions of this Section 4.1 shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 4.1.

1.2 Indemnification.

Indemnity for Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.

Indemnity for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.