



REQUEST FOR PROPOSAL

DESIGN SERVICES

FOR

Master Restoration Plan for the  
**COLONIAL FOX THEATRE FOUNDATION**  
Pittsburg, KS

May 1, 2018

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## Colonial Fox Theatre RFP

### I. Invitation

You are hereby invited to submit a proposal to the Colonial Fox Theatre Foundation for a design project that will consist of a full renovation/restoration of the current historic theatre spaces plus an expansion building that will include an additional lobby, men's and ladies' bathrooms, dressing rooms, green room, and other rooms to support theatre activities, loft lounge with grand staircase and entrance into auditorium balcony and elevator.

This document provides detailed information about current facilities and projected future needs, as well as qualification and submission requirements of prospective design firms. This project will require a collaborative process including consultation with the Trustees, Building Committee and other Foundation committees.

The following schedule outlines the proposal and selection timeline. The Colonial Fox Theatre Foundation will make every effort to meet these dates to allow adequate time for preliminary design heading into a full capital campaign.

Date:	Milestone:
May 1, 2018	Release Request for Proposal
May 7 – May 11	Site Visit Availability
May 23	Submission of Proposals
May 28 – June 1	Interviews
June 6	Design Firm Selection
June 11 - July 2	Theatre and North Expansion Programming
July 2018	Schematic Design
Fall 2018	Design Development
Spring - Summer 2019	Capital Campaign
Fall 2019	Complete Construction Documents
Winter 2019	Begin Construction

For clarification to any aspect of this Request for Proposal, please contact:

**Vonnie Corsini**  
Executive Director  
Colonial Fox Theatre Foundation  
(620) 235 0622  
vonnie@colonialfox.org

## 2. Background

The Colonial Fox Theatre (1919-1920) is located at 409 North Broadway in Pittsburg, Crawford County, Kansas. The Theatre's dual name reflects the fact that from its opening in 1920, until the late 1950s, it was known as the Colonial. In 1959 the Fox Kansas Theatre Company, which leased the theatre, re-named it the Fox, the name by which it was known until closing in the mid-1980s.

The exaggerated two-story Colonial Fox Theatre is an Italian Renaissance Revival style rectangular building with beaux-arts details. It has an eastern facade orientation facing Pittsburg's main street, Broadway (a north to south thoroughfare). The theatre measures 50' wide from north to south, 170' deep from east to west, with a 30' ceiling in the auditorium.

Not uncommon of Italian Renaissance design in this period, the theatre has a top-heavy feel and although not Arts and Crafts, its lingering horizontality is representative of the influence of the American Arts and Crafts movement. Below the dentilated cornice, the Colonial Fox's facade is comprised mainly of raked tapestry brick with terra cotta detail embellishments including two symmetrically placed diamonds surrounded by a herring bone brick pattern. Between 1920 and 1926, the lower facade featured an open arched portico entrance. There was a loosely Palladian relationship between the center entrance and flanking fenestration with terra cotta trim work around the two pilasters and archway.

Historically, the Colonial Fox's portico entrance was flanked by four shops (or "rooms") which opened onto the street and into the portico. The interior consisted of a small inner lobby, cavernous and boxy auditorium, an east (lobby) basement with white tile on the floor and walls (extant) and a west (stage basement).

The auditorium, which originally seated 1,200, has no balcony but utilizes stadium seating with the floor gradually sloping downward from the last row of seats to the stage. Behind the orchestra pit (extant) the original 50 feet by 27 feet stage was large enough to accommodate the traveling vaudeville shows. The theatre was originally decorated in blue and white tones with painted semi-atmospheric canvas murals on the walls of the auditorium.

In 1926 the Colonial underwent a major renovation. The open arched entrance was enclosed and a suspended ceiling was installed. The box office, which had been located at the rear of the entrance, was moved out toward the sidewalk. This created the theatre's outer-lobby, or "ulterior foyer." The stairway leading from the basement to the street was removed and a new shoebox style marquise, which extended 10' out over the sidewalk, was also added. In 1959 the Colonial underwent another renovation which produced the configuration of its present facade. A combination brick and metal false front covered the original store entrances and pilasters on the lower facade. The shops on the south remain, although with street entrance only. The shops on the north were converted to the theatre's office space. The art deco Fox marquise (presently stored) replaced the 1926 marquise and the Theatre became the Fox Theatre.

Despite the 1959 alterations to the facade and the addition of the Fox marquise, the Colonial Fox Theatre maintains a high degree of architectural integrity on both the interior and exterior. The interior, including the basement, has been altered little. The theatre was vacated in the mid-1980s. The theatre was purchased by the Colonial Fox

Theatre Foundation in 2007. The suspended ceilings in the outer and inner lobbies were removed, exposing the extant arched ceilings. The lobby staircase going to the east basement was opened. In 2008 the Foundation hired Wm Morris Associates to conduct a Building Conditions Report and develop a Restoration Plan. The Foundation also hired Springer Consulting to conduct Programming Feasibility Study.

In 2009 we began implementing a strategic plan to save the Theatre by securing the envelope. Installation of a new roof and repointing of the brick walls was completed in 2009. In 2010 asbestos and mold was removed and the basements de-watered. Also in 2010 the process of demoing out old, unused and/or unusable equipment was started. By 2011 the interior was dry and 800 amps of electrical service had been installed, temporary lighting installed and the stage completely cleared and new stage doors installed.

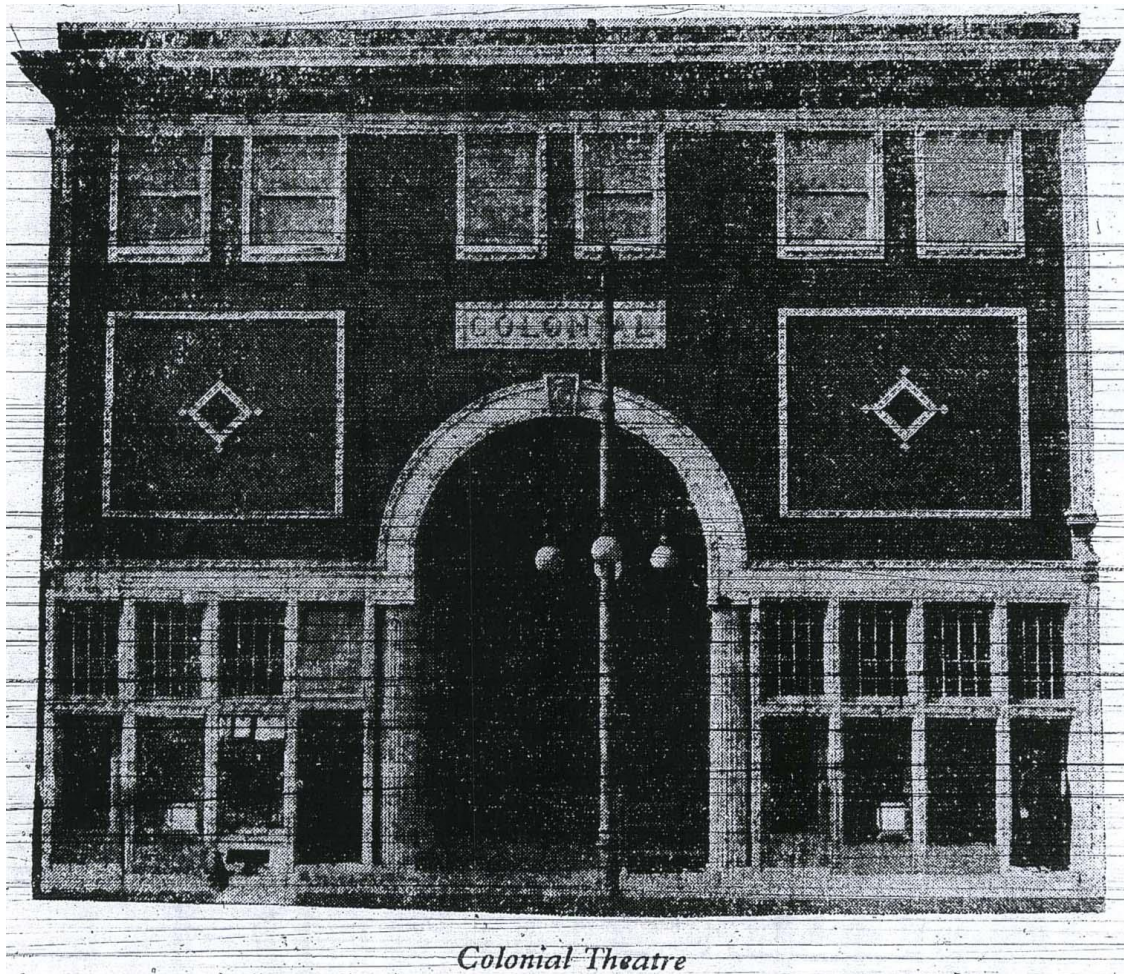
Major repairs to the east and west facades began in 2012. This included a new glass curtain wall and replacement windows. The Fox marquee was removed and placed in storage for later use on the expansion building. Likewise, in 2012, the process of restoring the grand entry arch, floor and wall tile, decorative wall and ticket booth and the 1926 sconce lights began. The two pilasters and archway were uncovered to reveal that only the steel columns and a few remnants of the terra cotta capitals remain. The Colonial Fox Theatre Foundation intends to restore the facade to its circa 1920-1926 configuration and the interior to design elements consistent with both periods. The Fox marquee, although not part of that original arrangement, will be relocated to the planned expansion due to its close association with the theatre since 1959.

In 2016 we began the installation of a new H.V.A.C. system with two 25 ton units mounted on the roof. The attic was cleared and new catwalks built throughout for complete access. A new emergency egress was created on the south wall in the stage vom. The sagging proscenium wall was jacked up to return to a level and the proscenium arch was stripped and reframed with new ribs. The bathrooms were remodeled and brought into service. 2017 brought the installation of the sprinkling system and the fire alarm system.

The proposed 50' x 170' North Expansion will provide a home for the 1959 Fox Marquee, a space for bathrooms appropriate to service 650 patrons. Additional space will be used for an expanded lobby, a lofted lounge with entrance to a reconfigured balcony in the auditorium, and multiple theatre support rooms (dressing rooms, green rooms, wardrobe rooms, etc.)

### 3. Owner's Objectives and Requirements

The purpose of this project is to renovate and restore the existing theatre and to build a 50' by 170' expansion facility to the north to better serve the purposes of the theatre and the Pittsburg community. The purpose of the Master Build Plans is to establish an estimate project cost which will inform the goal of the Capital Campaign.



**Colonial Fox Theatre Building Specifications      April 25, 2018**

Current Facilities	Needed Facilities	Comments
<p><b>Façade / Store Fronts</b>                      South storefront exists almost intact. Transom windows have been covered. Movie poster frame replaces third window.                      North retail front has been covered with non-historic blond brick.</p>	<p>North storefront to match restored south. Restoration of multi light transom windows</p>	<p>Interior details require discussion as very little exists. The FDC location will require the office door from sidewalk to be different from the placement of the south space door.</p>
<p><b>Atrium</b>                      Historic entry to theatre. Historic tile in intact – walls, cornice and ceiling require restoration.</p>		<p>Restore cove cornice crown and paint; restore walls with decorative panel design. Remove movie poster frame for reuse in expanded lobby. Remove door to north storefront and infill with replicated tile. Restore arch and arch lighting. Demo and clean arch attic area. Restore doors to lobby. Complete restoration of ticket booth, interior and exterior</p>
<p><b>Retail Spaces</b>                      South space was rental space and currently serves as CFTF office. North space is theatre storage and has access to atrium.</p>	<p>Return south space to rental. Use north space as theatre office with ticket windows facing north, into expanded lobby.</p>	<p>Restore walls. Create access to the attic above both store fronts. Create access from N storefront to lobby basement. Replace ceilings. Identify appropriate lighting. Remove door to atrium.</p>
<p><b>Lobby Space</b></p>		<p>Restore walls and ceiling. Identify appropriate lighting. Renovate/upgrade concession area. Restore floor cap over basement stairs. Replace</p>

		door to new office. Restore/repurpose phone booth. Install water fountain
<b>East Basement</b> Entrance from lobby was uncovered, circa 1940 stairs from N office removed.	Storage area - Entrance from north storefront office area. Upgrade lighting. Parge coat upper walls. Repair tile walls	Original space was used as a pool hall and barber shop. Future public use (cocktail lounge) would be desirable, but unlikely without ADA and secondary access,
<b>Auditorium</b> Seating for 800; Loss of plaster on walls and ceiling. Seating for 800. Outdated projection room. No ceiling lighting	Seating for 625. Restored plaster wall and ceiling. Enlarge and update projection room. Decorative, dimmable lighting.	Seating for 625 will allow comfortable patron seating. Plaster walls and ceiling with decorative lighting will restore theatre to former beauty. Updated projection room will act as technical room and house a bathroom for technicians
<b>Orchestra Pit</b> Half-moon orchestra pit was capped and covered by extended stage circa 1940. Original stage apron and pit lighting conduit is extant under the extended stage. The concrete floor of the pit looks to have been repoured concrete with concrete stairs leading to and from stage basement.	A functioning orchestra pit is desired.	The ideal would be orchestra pit floor that could be elevated to stage level and provide a thrust stage and ADA access to stage level for artists. Another option would be to have a removable thrust stage designed when the orchestra pit is not in use.
<b>Proscenium Arch</b> 1920 proscenium arch is mostly extant. Upper portion was deteriorated and reframed. Some historic molding remains; some removed and stored.	Fully restored proscenium arch.	EverGreene Architectural Arts has completed color study. They removed the molding that could be reused was saved. It is stored in the basement.



<b>Curtains</b> 1920 Main curtain extant.	Fully rigged stage curtains Movie screen behind main curtain	
<b>Stage Rigging</b> None exists – Rope and pin rail remains	Need rigging for movie screen and simple stage productions	
<b>Stage</b> Original wooden stage exists Extended stage was installed circa 1940	Appropriate stage floor required North stage wall will have overhead load-in door access to load-in area in expanded building	Ability to keep stage load-in door closed while expanded building load-in door is open.
<b>Stage Basement</b> Historic use was as the vaudeville dressing rooms – later became the boiler room. Currently houses electrical cabinet and storage	Ceiling height limits public use – however, storage and possible stage cross over if basement is added to north building expansion	

<b>New Facility</b>	<b>Needed Amenities</b>	<b>Comments</b>
<b>Façade</b> Concept is a glass front to house the Fox marquee	Overhang of the Fox marquee will require building to be set back from the sidewalk.	
<b>Marquee</b> CDL Electric is storing the Fox marquee and has pledged an complete restoration	Fox Marquee will be located on the front of this new expansion.	
<b>Expanded Lobby</b> We envision space for 100 person banquets, corporate meetings, abbreviated programming, art displays,	Grand staircase and elevator to lofted lounge area. Lofted lounge has access to auditorium balcony. Capable of public access during the day to purchase tickets – therefore, security to other areas required.	
<b>Loft Lounge</b> Area for up-scale concessions, adult beverages. Entry into auditorium		
<b>Grand Stair Case</b>		

Eye catching detail to lofted lounge.		
<b>Elevator</b> Provides ADA access to lofted lounge and auditorium balcony.		
<b>Restrooms</b> 16 for women – 14 for men	Adequate to meet needs 625 patrons	
<b>Green Room</b> Might also be used as a catering station		
<b>Dressing Rooms</b>		
<b>Wardrobe Room</b>		
<b>Tech Manager Office</b>		
<b>A/V Room</b>		
<b>Lighting Room</b>		
<b>Loading/Assembly</b> Room off alley with large overhead door.		
<b>Storage</b>		
<b>Basement</b> If basement under expanded building load-in area is possible, it would have access to stage basement for cross-over purposes.		

#### **4. Design Team Qualifications and Expertise**

It is mandatory that interested parties responding to this proposal call have appropriate expertise in undertaking and completing a project of similar size and scope. Those design teams who consider their firm as having the necessary experience, qualifications, financial and human resources to complete this project, must submit all documents as outlined below. Only firms that meet the mandatory requirements and which have design experience on projects of similar scope to the project described herein will be considered for interview.

#### **5. Submission Requirements**

The Design Team must submit a detailed proposal for review and consideration to the Building Committee prior to Design Team interviews. Mandatory submittal requirements are:

##### Statement of Understanding

The Design Team must submit a Statement of Understanding, based on the information provided herein. This submission should include an indication of the nature of work involved and approach to meeting overall objectives. Further, the Design Team must identify any possible constraints or concerns regarding program needs, budget or schedule.

##### Design Plan and Schedule

The Design Team must submit a preliminary design plan outlining major milestones and shall include estimated calendar days needed to complete each design milestone. Design must be reviewed and approved by the Building Committee at 30%, 60% and 90% completion.

##### Experience

Include a brief description of the firm's experience in carrying out projects of similar size and nature. Include examples.

##### Project Team

Outline the Design Team's project team including all consultants and each member's involvement. The Design Team must identify the number of similar historic theatre projects, type and size, on which the project team has worked together.

##### Cost Proposal

The Design Team shall submit a fee proposal for preliminary design and a fee proposal for design development through final design, including consultant fees and construction support for the project as described here-in.

## **6. Submission Process**

Three copies of the Design Team's proposal contained in a sealed envelope shall be received at the Colonial Fox Theatre Foundation office no later than 2:00 PM May 23, 2018 to the attention of:

CFTF Building Committee  
Colonial Fox Theatre Foundation  
PO Box 33 or  
407 N. Broadway  
Pittsburg, KS 66762  
(620) 235-0622

A duplication of the submitted proposal shall be transmitted electronically in pdf format to Vonnie Corsini ([vonnie@colonialfox.org](mailto:vonnie@colonialfox.org)), to accommodate review / dispersal to entire committee no later than 2:00 PM May 16, 2018.

Whether the Design Team elects to hand deliver the proposal or to deliver the proposal by courier, it is the responsibility of the Design Team to ensure that the proposal is received by the time indicated above at the location indicated above. Late or incomplete proposals will not be reviewed and will be discarded.

## **7. Selection Criteria**

Upon receipt of proposals, the Building Committee will evaluate each firm's response. The committee intends to interview selected candidates during the week of May 28<sup>th</sup>.

Selection will be based on the following criteria:

- vision, enthusiasm
- previous experience
- fiscal management
- compatibility and "fit"
- presentation of the firm in the RFP and interview
- fees

References may be requested. The Colonial Fox Theatre Foundation and Building Committee reserve the right to reject any and all proposals.