

**SOUTHAMPTON CENTER OF THE ARTS
REQUEST FOR QUALIFICATIONS (RFQ)**

A. General

1. The Village of Southampton invites architectural firms to submit a statement of qualifications to be considered for a Request for Proposals (RFP) for the restoration, renovation and adaptive reuse of an existing historic facility at 25 Jobs Lane, Southampton, NY.

2. Submittal information

i) An electronic copy of the submission shall be submitted via email and one (1) ink signed hard copy shall be delivered to the Village of Southampton at the following address:

Stephen Funsch, Village Administrator
Village of Southampton
23 Main Street
Southampton, NY 11968

Email: treasurer@southamptonvillage.org
Phone: (631) 283-0247 x224

ii) The deadline for submittals is **January 13, 2012**. Proposals must be **received** by the Village of Southampton by this date.

3. Inquiries

In the event a Proposer desires any explanation regarding the meaning or interpretation of this RFQ, such explanation must be requested in writing or by email no later than one week prior to the due date prescribed in Section A. In the event the Village of Southampton determines that it is necessary to respond to the inquiry in writing, such response will be furnished as an addendum to the RFQ to all potential Proposers. All inquiries must be directed **ONLY** to the contact person listed above.

Firms interested in receiving any updates or clarifications to this RFQ must provide the Firm's name, telephone number and email address to the Village Administrator using the contact information provided in Section A.2.

B. Scope of Work

1. Project Objectives

A description of the project is presented in this RFQ as Attachment A. This description is intended to establish the major objectives to be achieved in the project and highlight any areas where specialized skills may be required.

Under this RFQ, the Village, in partnership with the Southampton Center of the Arts (SCA) (an organization described in Attachment B) intends to establish a select group of consultants who will be invited to participate in an RFP for the restoration, renovation and adaptive reuse of the historic facility at 25 Jobs Lane, Southampton.

C. Format and Contents of the Proposal

1. Proposal Format

One electronic copy of the requested material shall be emailed to the email address provided in Section A.2.i. on or before midnight of the due date. The document shall be formatted as a PDF. All elements of the response must be combined into one and the same PDF document.

In addition, the proposer must deliver one (1) signed hard copy by the due date.

2. Proposal Contents

Content of the proposal should be limited to the items listed below. Proposers are advised to not exceed page limits and to not provide additional documents that are not explicitly requested.

i) Cover Sheet:

The Proposer shall submit a cover sheet indicating the company name and address, and the name, address and telephone number of the person authorized to represent the firm.

ii) Technical Approach:

The Proposer shall describe the firm's technical approach and methodology in no more than two (2) pages.

iii) Firm's Experience:

The Proposer shall identify three (3) projects completed by the firm that are relevant to the Project described in this RFP. Each project shall consist of no more than eight (8) pages. Please provide an additional list (up to two (2) pages) of additional relevant projects.

iv) Project Team:

Key Personnel: The Proposer shall identify the proposed personnel from their office who will be assigned to the Project for the following titles:

Principal in Charge
Project Architect
Project Manager
Senior Architectural Designer

Resumes of the proposed Key Personnel, detailing experience and technical qualifications, shall be included. Each resume should be no more than three (3) pages.

D. Proposal Evaluation Procedures

1. Evaluation Criteria

Responding firms will be evaluated on the basis of criteria set forth below.

- i) The project team's demonstrated ability to successfully execute a project of comparable size and complexity. Projects designed and built, including those of a similar nature to this project, will be reviewed. (Weight 50%)

- ii) The educational background and experience of the individuals proposed for the project team. Emphasis will be placed on the clear definition of key roles and duties, as well as clear lines of communication especially in regard to client input and community concerns. (Weight 20%)
- iii) The firm's technical approach and methodology. In particular, emphasis will be placed on the clear expression of the overall goals of the project and method for achieving them. (Weight 30%)

E. Attachments and Enclosures

The following items are appended as attachments to the RFP:

- Attachment A – Project Objectives
- Attachment B – Background and Q & A

The following items are posted on the Southampton Village website (www.southamptonvillage.org under Southampton Center of the Arts). Proposers are encouraged to review these documents:

- Existing Conditions report of the Parrish Art Museum facility
- Southampton Center of the Arts visioning reports

ATTACHMENT A
PROJECT OBJECTIVES

Responses to this RFQ will enable the Village and the SCA to:

1. Identify architectural firms that will be invited to participate in an RFP for the restoration, renovation and adaptive reuse of the historic facility at 25 Jobs Lane.
2. Evaluate potential methodologies and approaches to inform development of a strong architectural program.
3. Encourage innovative and highly qualified architecture firms to engage with the SCA and the 25 Jobs Lane facility.

The historic facility at 25 Jobs Lane requires numerous repairs and upgrades as well as restoration and renovation to support the planned uses. Determinations as to the functions of the indoor and outdoor spaces are currently under development, however the facility and grounds are expected to include performance, workshops, exhibits, community gathering and café space supported by outdoor seating.

In anticipation that space needs will be further defined in the coming months the Village and the SCA seek to develop a list of qualified architectural firms that will be invited to participate in a RFP process which will provide the selecting consultant funding support for a preliminary study on the restoration, renovation and adaptive reuse of the historic facility at 25 Jobs Lane. The RFP is anticipated to be released in February 2012.

Priorities for initial renovation and restoration work will include, but not be limited to, addressing the repair and/or replacement of the roof and skylights; waterproofing of the basement areas; leveling of the interior floors systems, subdivision and reconfiguration of existing interior spaces to accommodate new and hybrid uses, addition of a café bar with supporting infrastructure, and overhaul of the HVAC systems. Proposers should include in their responses the engineering resources that would be used for these aspects of the project. Restoration and renovation work will meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. Future expansions of the facility may also occur, dependant on community demand and funding.

Responding firms are invited to very briefly present the methodology and approach that would be employed in the re-imagining and re-use of the facility at 25 Jobs Lane. The SCA is seeking firms with demonstrated qualifications and experience, including comparable successful projects. Creativity and the ability to deliver are critical, as is the firm's commitment to a collaborative process with the SCA and the Village.

Responses should be clear and concise, and must conform to the requirements set forth in this RFQ.

ATTACHMENT B

Background and Questions and Answers Regarding the Southampton Center of the Arts (SCA)

BACKGROUND

About Southampton Village. The Village of Southampton is an incorporated village located on the eastern end of Long Island, approximately 95 miles from New York City. It lies within the Town of Southampton and is bordered on the South by the Atlantic Ocean. Settled in 1640 and incorporated in 1894, The Village is a much loved home for its 4,000-plus year-round residents. It is also a popular resort destination for summertime visitors – so popular that the Village’s population exceeds 35,000 during the summer high season.

The Village is a picturesque, lushly landscaped oceanfront community with an extensive concentration of distinguished historic resources that reflect over four centuries of development. There are four historic districts boasting over 400 contributing historic buildings, and robust retail and cultural tourism industries are anchored in the Village Center, which is a primary economic development engine for the area.

The Village center is home to prominent cultural and arts organizations, including the Parrish Art Museum, the Southampton Cultural Center, the Rogers Memorial Library, the Southampton Historical Museums and the African American Museum of the East End. The Village also boasts a host of privately owned art galleries and a multiplex movie theater.

The Southampton Village Trustees recognize that a vital and diverse cultural climate supports the growth of business and industry, jobs, income and tax revenues, and helps build a positive image for the area. As such the Village provides various forms of support to the local cultural organizations.

Despite the Village’s many strengths – among them its historic core, cultural resources, and the affluent local and weekend population – the Village downtown business district faces significant development pressures and has shortcomings with its infrastructure, including lack of a sewer system. To address these and other issues the Village Trustees conducted an intensive community visioning process and in 2009 adopted a Vision Plan for its Village Center. The Vision Plan is available for review online at www.southamptonvillage.org.

Following adoption of the Vision Plan the Village formed an Arts District to support shared marketing efforts, stronger branding of Southampton Village as an arts destination, and facilitation of multimedia arts events with broad representation and cultural diversity.

The scope of work described in this RFP will contribute to implementation of the Vision Plan.

About the Parrish Art Museum facility. Founded by Samuel Longstreth Parrish in 1897, The Parrish Art Museum was the first art museum in Southampton. From 1897 to 1913 three original phases of construction designed by Grosvenor Atterbury served to expand the museum into its present day cruciform building form. An addition of vault and office spaces to the north west corner of the cruciform in the 1950’s completed the present day structure’s built form which now encompasses 17,000 square feet on a property just shy of three (3) acres at 25 Jobs Lane with additional access to the northern municipal parking lot. Decades of growth created a need for additional space at the Museum, and in 2012 the Parrish will re-locate to a new 34,500 square

foot facility in nearby Water Mill, leaving the facility in the heart of downtown Southampton, at 25 Jobs Lane, vacant.

For information on the historic features and condition of the facility, responding firms are advised to review the Existing Conditions report referenced in Section E of the RFQ.

About The Southampton Center of the Arts (SCA) (working name). The Parrish has served as a hub of cultural, social and economic activity in downtown Southampton for over 100 years. Its departure presents the Village with the opportunity to identify the most beneficial and appropriate new use for the facility. The Village Trustees have determined that the facility's re-use should support development of the Arts District and advance its economic, cultural and civic goals.

Cultural consulting firm Webb Management, retained by the Village in 2011, conducted a community-wide visioning process to provide a road map for development of a new, non-profit multi-arts organization that will occupy the building. The working name of this new organization is the Southampton Center of the Arts.

A Launch Consultant has been retained by the SCA to lead the new organization and address programming, partnerships, development and related issues. The following Questions and Answers, prepared by the SCA, provide further detail.

QUESTIONS AND ANSWERS

Q1: What will The Southampton Center of the Arts be?

A1: The SCA will be a dynamic multidisciplinary arts facility, a cultural and social destination that will serve both year-round and summer residents. SCA will present diverse programming and plans to partner with the best of local, New York City and international visual and performing arts organizations and to bring unique educational programming to the center of Southampton Village.

Q2: How will this benefit Southampton Village?

A2: SCA will be the centerpiece of the emerging Southampton Arts District, a key objective of the Village Center Vision Plan. It will stimulate business and tourism interest in the Village and serve as an economic driver for local retail and dining businesses. Existing businesses will benefit from increased year round foot traffic and collaborations with the SCA. The growth of programming, presentation and education across broader cultural and arts options will also enrich the lives of local citizens on a daily basis.

Q3: Who has created the vision for the SCA?

A3: Throughout the process of creating a vision for SCA we have encouraged participation from village residents through an on line survey, mailings, focus groups, interviews and public presentations. We will continue to do so to ensure that the center delivers the cultural content and education that its citizens desire. The world of art and culture is changing and so is its content and delivery. Our plan is designed to enable SCA to be flexible and able to take advantage of new opportunities.

Q4: What is the "Founders Committee"?

A4: The Founders Committee was assembled in 2010 by Southampton Village Mayor Mark Epley to spearhead efforts to establish a new non-profit organization to occupy, program and

maintain the property at 25 Jobs Lane when the Parrish Art Museum vacates the village-owned facility in 2012. The committee is comprised of a diverse group of volunteers and includes both year-round and seasonal residents of Southampton Village. It will be superceded by the Board of Directors of the SCA.

Q5: Who will own the SCA building and grounds at 25 Jobs Lane?

A5: The Village will retain ownership of the buildings and grounds, with the SCA and an arboretum conservancy serving as independent nonprofit organizations responsible for all fundraising, programming and facility maintenance.

Q6: What will happen to the existing site?

A6: SCA anticipates a strategic, phased restoration and renovation of its facility to serve the community to its fullest potential. The current facility requires extensive work to preserve its historic integrity and provide for another hundred years of service to the community in the capacity of a modern arts facility. We are seeking a flexible design plan with multiple entrances to the building to accommodate growth for the future and the presentation of a variety of arts disciplines and cultural formats. In doing so, SCA plans to preserve the integrity of the historic Atterbury building and surrounding arboretum, and will ensure that any renovations will respect the original architectural and landscape design. Restoration of the grounds has already begun.

Q7: What will happen to the former Rogers Memorial Library building?

A7: The Parrish Art Museum owns this property and is responsible for any future plans for the space. However the Village and SCA are open to opportunities for collaboration and partnership that might arise with the Museum.

Q8: Does SCA have plans to work with NYC and local programming partners?

A8: The SCA is actively engaging with various theater, dance, film, music, historical, cultural and visual arts institutions in NYC and on the East End to see where partnership opportunities might exist. A number of primary cultural organizations have shown positive response to this endeavor.

Q9: Who is going to pay for this?

A9: Funding for operating and capital projects for SCA, including restoration and expansion, will be paid for through private donations to the SCA 501c3 non-profit organization. A combination of rental income, ticket sales and private donations will fund this new entity. A business model focused on sustainability is under development.

Q10: What programs will you offer?

A10: Our visioning process broadly identified programming options that are desired by the community on the East End as a region or locally in Southampton Village. Analysis of the local demographics and existing cultural inventory has led us to plan a thoughtful, phased approach to introduce programming to the new SCA. We plan to pilot programs as early as summer 2012 -- with partner organizations locally and regionally -- to develop audiences and achieve our mission to serve year round and seasonal residents at multiple price points.

Q11: What are your immediate plans for the space?

A11. We plan to launch pilot programming in the summer of 2012, with an emphasis on outdoor activities. Audience participation will drive the use of the indoor and outdoor spaces. Use and renovation of the interior spaces will begin when the Parrish vacates the facility (anticipated Fall 2012).