



The Arts Center  
FOUNTAIN PARK

# Request for Proposal

Architectural Design Services

The Arts Center at Fountain Park – Rock Hill, SC

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## **INTRODUCTION:**

The Board of Directors of The Arts Center at Fountain Park (ACFP) is seeking an architectural design partner to help achieve its vision of a new performing arts center in downtown Rock Hill, South Carolina.

Serving the people of York, Lancaster, and Chester Counties, South Carolina, ACFP will be purposefully designed to both 1) house performing arts education activities and 2) act as a presenting facility for quality performing arts programming.

As a unique and vibrant gathering place for all, the Center will connect an active, engaged and inclusive community of performing artists and arts organizations. It will touch the lives, the passions, and the imaginations of those who share a love for the performing arts.

Our growing community is eager for authentic and varied performing arts programming that appeals to diverse audiences and compliments those offerings found in nearby Charlotte – such as family programs, touring shows, concerts, and run-out performances. From national tours to local productions and grassroots acts, ACFP will impact people of all ages and from every walk of life.

## **OUR MISSION:**

We connect, educate, and inspire through shared celebration of the arts.

## **OUR VISION:**

We will be the region's premier arts destination, a unique and vibrant gathering place for all.

## **SITE INFORMATION:**

The proposed building site is in the Fountain Park District of downtown Rock Hill. The site is bounded by E. Black Street to the north, Johnson Street to the south, S. Elizabeth Street to the east, and Saluda Street to the west. The site is situated immediately across E. Black Street from the bandstand of Fountain Park. Appendix A contains a map of the proposed site.

The successful firm will be expected to assist with facility and capacity planning for onsite services and prepare construction documents, specifications, and follow through the bidding and observation process to project completion. The proposed Arts Center at Fountain Park (\$30 - \$35 million facility) will be designed to accommodate and investigate the inclusion of the following:

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- 800-1,000 seat state-of-the-art, flexible performance space
- Entry plaza and exhibition gallery with a lobby as a destination in itself
- Multipurpose rooms for small performances, classes, and private events
- Dedicated rehearsal space and ample backstage areas
- Blackbox theater and education classrooms
- Café and outdoor performance space
- Multi-media center with high-tech studios, teaching labs, and rental space
- Scene shop, stage area with video display capability, fly loft, and set storage
- School bus and patron drop-off plans consistent with a downtown facility that will rely on shared parking lots

Situated in the heart of Old Town Rock Hill, Fountain Park features a large fountain surrounded by green space and a small performance stage. Future plans include a hotel opposite the proposed site for The Arts Center at Fountain Park and a new corporate office building along S. Elizabeth Street between E. Black Street and E. Main Street. Appendix B shows early visioning of these proposed projects. The site layout and design of the ACFP building should be compatible with the overall design of the planned Fountain Park district.

## **SCOPE OF SERVICES:**

The following scope of design services, including civil, structural, mechanical, and electrical engineering services, as well as lighting, sound, food service, and technology management, shall be provided by the architecture firm selected.

### **1. Analysis and Review**

- a. Analyze and review all design, studies, and other relevant documentation completed to date.
- b. Design work includes conceptual designs prepared to date.
- c. Studies include existing site data and geotechnical, surveys, and historical documentation.
- d. Identify additional studies or investigations that may be required to further document existing conditions.

### **2. Schematic Design**

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- a. Develop Schematic Design inclusive of preliminary engineering for civil, structural, mechanical, and electrical systems.
- b. Prepare an approved site plan, including:
  - i. Approximate footprint of the building and general design features.
  - ii. The location of required parking and other site features.
  - iii. Total project cost estimates, including site preparation.
- c. Provide a construction phasing plan for development.
- d. Develop preliminary cost estimates of ACFP based on the schematic design.
- e. Provide value engineering as required.

### **3. Design Development**

- a. Prepare design development, construction drawings, and contract documents based on the project, and approved schematic designs including site preparation.
- b. Prepare an interior design plan for the facility, including:
  - i. Location and specifications of all interior furnishings, whether free-standing or built in place.
  - ii. Estimates will include, but not be limited to, design and specifications of flooring, lighting, cabinetry, and trim work.

### **4. Contract Documents**

- a. Develop construction drawings inclusive of all primary architectural components and engineering systems as well as secondary/specialty engineering systems.
- b. Submit and receive approval for all necessary grading, building and other permits necessary for construction.
- c. Develop a final cost estimate of the ACFP based on the construction document phase.

### **5. Bidding, Permitting, and Construction Administration**

- a. Manage the construction bidding process in strict accordance with South Carolina laws and City of Rock Hill ordinances and policies.

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- b. Prepare and issue Requests for Information to prospective general contractors interested in bidding the project.
- c. Provide construction administration services from the onset of construction through construction completion and final acceptance.
- d. Review and approve pay applications from the general contractor throughout the construction phase.
- e. Prepare the necessary project close out documents.

**6. Warranty Period**

- a. Ensure compliance and enforcement of project warranty.
- b. The architect will be responsible for ensuring that all applicable national and local codes and regulations related to the facility design are met.

**7. Presentations**

- a. Throughout the project, the Architect will provide and participate in presentations to the ACFP representatives, as required.
- b. Examples of such activities could include the participation in charrettes with groups of local arts organizations, as well as presentations to private or public financial supporters.

**INSTRUCTIONS TO PROPONENTS:**

1. This Request for Proposal is being released on Monday, September 12, 2022.
2. Three bound copies, plus one digital copy, of the qualifications/proposals must be received by 4:00 PM EST on Wednesday, October 12, 2022, at the ACFP office located at PO Box 12589, Rock Hill, SC 29731 and [todd.leahy@theartscenterfp.org](mailto:todd.leahy@theartscenterfp.org).
3. The outside of the envelope shall be clearly marked:  
"PROPOSAL FOR ARCHITECTURAL DESIGN SERVICES FOR THE ARTS CENTER AT FOUNTAIN PARK"

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4. Written questions will be accepted from Monday, September 12, 2022, through Friday, September 16, 2022. We will provide written responses on Friday, September 23, 2022.
5. Those firms selected as finalists will be informed by Monday, October 31, 2022. Interviews will take place between Monday, November 14, 2022, and Friday, November 18, 2022, with a Selection Committee whose members will be chosen by ACFP.
6. Final selection will be announced, and the winning firm will be notified, on Tuesday, November 29, 2022.

## CONTENT OF PROPOSALS:

The following content will be evaluated and be used as the basis for selecting firms to be interviewed and the final selection of the Architect. Proposals shall be arranged in the following order and be organized for ease of understanding:

1. **Cover sheet** with organization name and contact information.
2. **Introductory letter**, including an **Executive Summary** stating your understanding of the project and why your firm should be chosen and any general information the proposer wishes the Selection Committee to consider about the proposal.
3. **Project Team**
  - a. The proposal should clearly outline the background and experience of the firm and the team members and consultants who will be involved with the project. No change in personnel assigned to the project will be permitted without prior approval of ACFP.
  - b. Provide the following information of each proposed team member/consultant:
    - i. Name
    - ii. Firm for which they work (if subcontracted)
    - iii. Job title for this project
    - iv. Specific responsibilities for this project
    - v. Recent experience with the proposed building use

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- vi. Identifications of who will perform the architectural, mechanical, electrical, and structural design components and how these will be integrated
- vii. Firm's current work commitments, specifying Firm's ability to complete the Services as required herein.

**4. Assurance of Quality**

- a. Describe methods you will use to ensure that the design and construction of the project will be completed on time and within budget.
- b. Identify how the team will incorporate state-of-the-art operational design into the facility.
- c. Describe in detail the proposed on-site commitment during design and construction.
- d. Discuss how the design of the building will relate to and maintain the architectural character of the surrounding area, including the proposed hotel and corporate office building.
- e. Describe how you will ensure compliance with all applicable federal, state, and local laws and ordinances, including but not limited to those related to building codes and standards, and employment practices.

**5. References and Samples of Work**

- a. Provide client references (name, address, email and phone number) for a minimum of three projects of similar size and nature.
- b. One set of photographs or drawings that illustrate previous design projects.

**6. Anticipated Timetable**

- a. Provide an expected schedule with a timetable for all elements (items 1-7 listed in the Scope of Services).
- b. Provide benchmarks that will assist the ACFP Board in gauging our adherence to the expected schedule.

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**7. Project Cost Estimates**

- a. Final Architectural Service fees will be negotiated upon selection. However, in an effort to assure the full anticipated costs are understood by ACFP, and to assure an accurate comparison with all submissions, all proposing firms must provide estimated service fees.
- b. The total fee shall be all-inclusive and include all personnel and site visits as requested. It is assumed the fee will also include all other related reimbursements including but not limited to: travel, meals, consultants, phone, fax and printing up to bid documents, which will be competitively bid out.
- c. All firms shall provide a statement summarizing the basis for any subsequent fees not estimated or variations from the estimated project cost.

**STANDARD CONDITIONS:**

**1. Right to refuse any submission**

- a. ACFP reserves the right to reject any or all proposals or accept any proposal received in response to this Request should they deem it in their interests to do so.
- b. ACFP reserves the right to cancel this Request in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.
- c. No fee shall be payable by ACFP to the proponents of or presentation in response to this Request.
- d. ACFP may, in its own discretion, waive any irregularity or insufficiency in any proposal selected.

**2. Validity of Proposals**

- a. Proposal must be valid for 90 days.

**3. Responsibility for Accuracy of Information**

- a. The information contained within this document, and any plans or drawings or supporting documentation that may be provided by ACFP are for the assistance of the proponent.



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- b. In the event of any discrepancies or missions appearing, differences of opinion, misunderstanding, or dispute arising between the proponents and ACFP relative to the intent or meaning of the terms set out in this Request for Proposal or in any accompanying documents, the decision and interpretation of ACFP shall be final and binding upon all parties, and from which there shall be no appeal.

**4. Waiver of Rights in Proposals**

- a. All proposals and any accompanying information submitted by proponents will become the property of ACFP and may not be returned to the proponents.
- b. Each proponent acknowledges and agrees that ACFP is likely to receive and be required to deal with a number of competing proposals, each of which may contain or disclose information by the proponent to be of special, unique, or proprietary nature.
- c. Details of all proposals will be kept confidential until the final selection of the Architect. In addition, as part of the selection of the successful proponent, summaries of all proposals received, and details of the agreements to be entered into with the successful firm, may constitute part of a public report to ACFP.

**5. Indemnity of Corporation by Proponents**

- a. Each proponent shall indemnify and save harmless ACFP and their respective staff and consultants from and against all claims, actions, suits, and proceedings, including all costs and expenses of every nature whatsoever incurred directly and indirectly by ACFP in connection with such claims and actions with respect to the infringement or alleged infringement of patent, copyright, trademark, or industrial design or the use or misuse in connection with the proposal.

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APPENDIX A



York County Parcel Numbers 6271702001, 6271702002, 6271702003, 6271702004, 6271702005, 6271702006, 6251402007, and 6251402008.

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APPENDIX B

The Hotel at Fountain Park

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The Hotel at Fountain Park

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**APPENDIX B (continued)**

Comporium Office Block

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Comporium Office Block

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