

**REQUEST FOR PROPOSALS**  
**Ritz Theatre Plaza Renovation**

**INTRODUCTION**

The City of Toccoa (hereafter referred to as the City) is seeking proposals for all labor associated with the renovation of the entrance vestibule and exterior entry plaza of the Historic Ritz Theatre at the Schaefer Center (hereafter referred to as the Ritz Theatre). The plaza serves as the initial visual impression of the Ritz Theatre. The City will be implementing a simplified marble tile design, stained grout, and saw cut scoring on the concrete.

Funding for this project shall be in part through a Rural Business Development Grant (RBDG) received from the United States Department of Agriculture (hereafter referred to as USDA). Any institution administering USDA programs is prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. USDA is an equal opportunity provider, employer, and lender.

**I. INVITATION TO SUBMIT PROPOSALS:**

**1.01 DEFINITION OF PARTIES INVOLVED:**

- A. Owner: City of Toccoa
- B. Owner's Representative: Christian Hamilton
- C. Candidate: Qualified contractor with the technical expertise to complete the renovation work required.

**1.02 INVITATION TO SUBMIT PROPOSALS:**

- A. Qualified candidates are invited to submit a proposal to provide plaza renovations for the City of Toccoa's Ritz Theatre.
- B. Sealed proposals will be received by a Representative of the Owner by hand delivery and/or certified mail no later than: Thursday, September 20, 2018 at 2:00 p.m. No email proposals will be accepted.
- C. For those submitting bids, there will be a mandatory pre-walk at the theatre on Thursday, August 30, 2018 at 10am, exactly one week into the bidding cycle.

Candidates are exempt from this mandatory pre-walk through if they have already visited the Ritz Theatre on a previous occasion.

- D. Questions may be submitted up until Thursday, September 13, 2018, three weeks into the bidding cycle.
- E. Mail proposals to:

Attn: Christian Hamilton  
92 North Alexander Street  
Toccoa, GA 30577  
706.898.5777

### **1.03      QUALIFICATIONS:**

Skilled labor, the ability to install tile, and the ability to score concrete are required qualifications to be considered for the project. Demonstrated ability in a project and/or projects similar in nature is required by the project grantee.

Candidates must meet professional requirements according to the Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards found in Chapter 2 of Title 2 of the Code of Federal Regulations (found at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)). The Ritz Theatre is located within the boundaries of a National Register Historic District, and so must also meet the Secretary of the Interior's Standards for the Treatment of Historic Properties (found at <https://www.nps.gov/tps/standards.htm>), in addition to any state laws or local ordinances pertaining to the renovation work at the Ritz Theatre.

Candidates submitting proposals should be certain to provide the following information in their proposals:

- A. List of completed similar projects, including project name, location, nature of work, date completed, project cost, owner's name and owner's representative's name, address, phone number, and other relevant contact information.
- B. List of consultants used in similar projects and list of projects in which joint venture was maintained through project completion (if applicable).
- C. Evidence of required licenses, permits, and professional qualifications, as applicable.
- D. Indicate any liability coverage your firm has and the amount of coverage.
- E. Organizational history, including years in business and resumes of all partners, associates, or consultants employed in your firm who will be working on this project.
- F. Listing of trade or other references you feel are important or pertaining to your proposal, as applicable.

#### **1.04      PROPOSALS:**

Proposals will be received by certified mail or hand delivery until:

- A. Local time: 2:00 p.m.
- B. Date: Thursday, September 20, 2018
- C. Submit five (5) copies of the proposal for review by Selection Committee.
- D. Email delivery of proposals will not be accepted.
- E. There will be a formal meeting of staff, including the City Clerk, to open the proposals on Thursday, September 20, 2018 at 2 p.m. Proposers may be present, and minutes will be taken.

#### **II. SCOPE OF WORK:**

The project will consist of all labor associated with the renovation of the entrance vestibule and exterior entry plaza at the Ritz Theatre in Toccoa, Georgia. The project must be completed in accordance with the design documents offered by the Georgia Department of Community Affairs Downtown Design Studio. Project deliverables are as follows:

- A. The Candidate shall install 1” x 1” unfinished marble tile with stained grout (charcoal grout stain) in the entrance vestibule of the Ritz Theatre.
- B. The Candidate shall saw-cut score (1/4” wide) the concrete located immediately in front of the entrance vestibule at the exterior entry plaza. This scoring shall be implemented up to the brick pavers installed at the edge of the sidewalk. No scoring shall be completed beyond the perimeter of the brick pavers.
- C. Additional design motifs may be introduced into the tile pattern as desired by the City. The Candidate shall be capable of implementing tile patterns in the event that the City elects to pursue this option.
- D. The Candidate shall understand that all regularly scheduled programming at the Ritz Theatre will continue during the project period. An appropriate restoration schedule shall be provided to the Owner’s Representative so as to allow the Ritz Theatre to maintain its schedule of events. The Ritz Theatre does not have daily shows, and the majority of the live performances that take place in the theatre tend to be in the evenings. From time-to-time, weekday morning movie shows take place in the theatre. The Candidate shall be expected to be sensitive to the Ritz Theatre schedule of events and will be provided advance notice of any additions or modifications to the Ritz Theatre schedule of events, as applicable. Installation should take place outside of the regular schedule of events at the Ritz Theatre. Any modification to the project timetable by the Candidate shall be provided in advance to the Owner’s Representative.
- E. The Candidate will provide a minimum 1-year warranty with optional pricing for second, third, fourth, and fifth year warranties.

- F. The Candidate shall not enter into any subcontracts for any of the work contemplated under this request for proposals without obtaining the prior written approval of the Project Coordinator at the City, and subject to conditions and provisions as the Project Coordinator may deem necessary. Provided, however, that notwithstanding the foregoing unless otherwise provided herein, such prior written approval shall not be required for the purchase by the Candidate of articles, supplies, equipment, and services, which are both necessary for and merely incidental to the performance of the work required under the Agreement. All purchase of supplies, equipment, and services must fall within the scope of the work as defined in the Agreement.
- G. The Candidate shall review and coordinate with the Owner through all phases of the project.
- H. Project work will be completed in accordance with the following due dates:
  - a. Monday, October 8, 2018—Selection of winning Candidate announced
  - b. Monday, October 15, 2018—Contract finalized between Candidate and Owner
  - c. Monday, November 12, 2018—Full Completion and Delivery of all Contract elements between the Owner and Candidate
- I. Any questions regarding the Request for Proposals shall be submitted to the Representative of the Owner via email at [chamilton@cityoftoccoa.com](mailto:chamilton@cityoftoccoa.com) during the period between 8 a.m. on August 23, 2018 and September 13, 2018, approximately three weeks into the bidding process.

### **III. CIVIL RIGHTS COMPLIANCE:**

The contractor will assure that the project is administered in conformance with the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1963, as amended. Title IV of the Civil Rights Act states that no person will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 prohibits, by reason of handicap, exclusion from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance. Every contractor is required to assure compliance with the Civil Rights Act of 1964 and the Rehabilitation Act of 1963.

### **IV. RIGHTS TO DATA AND COPYRIGHTS:**

- A. The term “subject data” used herein includes writings, technical reports, sound recordings, magnetic recordings, computer programs, computerized data basis, pictorial reproductions, plans, drawings, specification, graphical representations, and works of any similar nature (whether or not copyrighted), which are (1) submitted with a proposal or (2) specified to be delivered under a project contract or (3)

developed or produced and paid for in whole or in part by contract funds. The terms do not include financial reports, cost analysis, or other information incidental to contract administration.

- B. Except as may otherwise be provided in the grant agreement, publication, films, or similar materials as described above that are developed directly or indirectly from a program, project, or activity supported by the contract funds, becomes the property of the Owner.

#### **V. CONTRACT PERIOD:**

The contract will commence on the day it is signed by both the Owner and Candidate and follow the timetable outlined in Section II, Item J. The renovation of the plaza must be fully complete and turned over to the Owner by November 12, 2018.

#### **VI. GENERAL REQUIREMENTS:**

- A. Where applicable, the final product shall comply with all standard construction design standards, and local, state and federal codes, permits, rules and regulations.
- B. Preparation of design development information, submittals, bid and other documents shall comply with the Owner's requirements.
- C. All surveys and subsurface investigation shall be arranged by the Candidate with the approval of the Owners.
- D. The Candidate shall review and coordinate with the Owner through all phases of the project and otherwise as necessary.
- E. All Candidates are required to visit the site of the project, at their expense, prior to submitting proposals.

#### **VII. CONTRACT AWARD:**

The contract will be awarded by the Owner no later than October 8, 2018 to the best-qualified candidate. A selection committee will select the top three candidates (as applicable) based on experience with tilework and concrete-work, experience with projects adhering to the Secretary of the Interior's Standards, and projects which have been funded all or in part by federal government entities such as the USDA, as part of a ranking criteria. The Owner reserves the right to waive any informality in proposals when such waiver is in the interest of the Owner. Alternates shall be accepted by the Owner as the budget permits and as may be in the best interest of the Owner.

The financial agreement shall be a fixed price contract. The Candidate shall provide a price regarding the Scope of Work as described and outlined. The price will include the cost of material, labor, and any repair, patching, sealing, or extra work related to the performance of the Scope of Work. Final payment will be made after inspection of completed work.

The agreement will only be entered into with reasonable candidates found to be satisfactory by the Owner, qualified by experience and in a financial position to do the work specified. The Owner reserves the right to waive informalities in any proposal, make the award in whole or in part, re-advertise or reject any or all proposals when such action is in the best interest of the Owner.

The Candidate awarded the bid agrees that Stephens County is the exclusive venue to resolve any disputes or claims made by either the Owner or the Candidate receiving the award. The Owner and successful candidate further agree that the contract will be construed according to the law of Georgia. The Owner reserves the right in its sole discretion to require mediation as an effort to resolve any dispute.

**VIII. PROJECT GRANT REQUIREMENTS:**

All work must be in compliance with the Chapter 2 of Title II of the Code of Federal Regulations, and meet or exceed the Secretary of the Interior's Standards for the Treatment of Historic Properties. Funds for the contract are funded in part by the USDA and must meet all requirements and time frames.

**IX. TIME OF COMPLETION:**

The work to be performed under this contract shall commence within fourteen (14) calendar days after the contract is signed and shall be fully completed within twenty-eight (28) calendar days of the signing of the contract. The Owner requires that all the work under this contract be fully completed by no later than November 12, 2018.

**X. CONCLUSION:**

- A. The scope of work and project emphasis shall be reviewed prior to the start of the project work.
- B. The specific of the Request for Proposals of this program are open to discussion and adjustment as code requirements, regulating authorities, and additional investigation and information may permit or require.
- C. For more detailed information, design documentation completed by the Georgia Department of Community Affairs Downtown Design Studio is included as Exhibit 1.

**Please see Exhibit #1 below.**

## Schaefer Center

Prepared by The Office of Downtown Development,  
Georgia DCA Main Street Program



CLIENT: City of Toccoa, Georgia

WORK PERFORMED BY: Downtown Design Studio  
The Office of Downtown Development, Georgia DCA  
675 Pulaski Street | Suite 900  
Athens, Ga 30601  
(706) 425-3079

DATE: March 2018

DESCRIPTION: Historic Theatre Interior Rehabilitation (Schaefer Center)





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## BALCONY AREA

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### EXISTING CONDITIONS

The balcony area is currently unused. Relocating the projection booth is necessary in order to prevent projection obstructions by guests during screenings. This will also improve sound control for the operator. Additional changes to the floor layout and circulation will be required to accommodate these alterations.

### GENERAL RECOMMENDATIONS

Stabilize and re-clad knee-wall in standard gypsum wallboard and install wall cap. Remove existing decorative finials on top of wall and discard

Install metal handrail into existing balcony knee wall (see next page)

Relocate sound booth and projection system as shown

Reconfigure seating to accommodate new setup

Install rehabilitated or new theatre seats

Sand and finish existing flooring. Install non-slip material on sloped areas as needed

## Balcony

Prepared by The Office of Downtown Development,  
Georgia DCA Main Street Program



### EXISTING



### PROPOSED

Metal handrail will improve safety for guests. Eliminating the lower row of seats may be required, as the handrail may obstruct the view of the stage and projection screen.

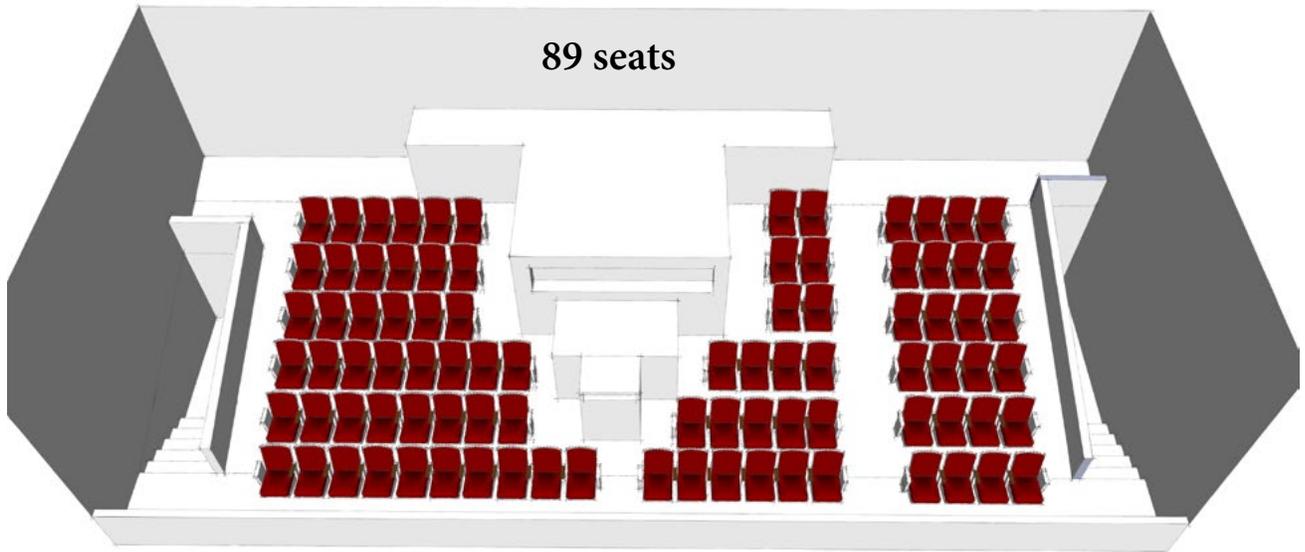


Balcony

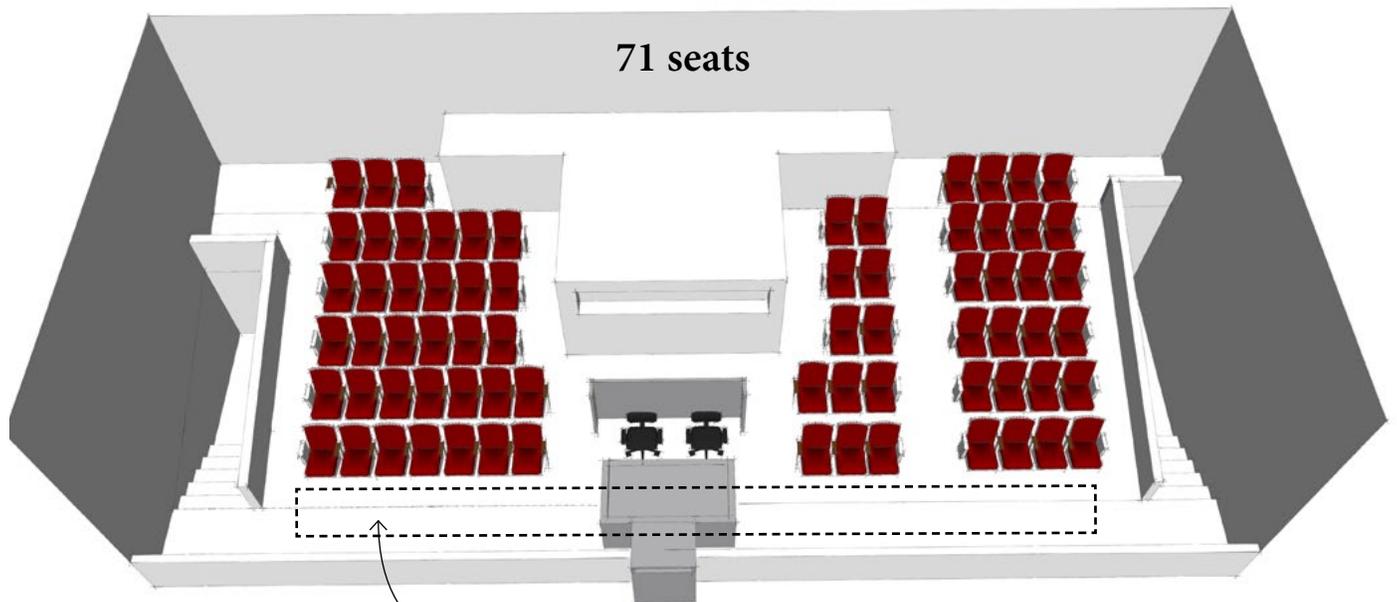
Prepared by The Office of Downtown Development,  
Georgia DCA Main Street Program



EXISTING



PROPOSED



14 seats removed due to heightened handrail

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Prepared by The Office of Downtown Development,  
Georgia DCA Main Street Program



## GROUND FLOOR

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### GENERAL RECOMMENDATIONS

Design recommendations are shown on the following two (2) pages.

## Ground Floor Storage

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Georgia DCA Main Street Program



### EXISTING

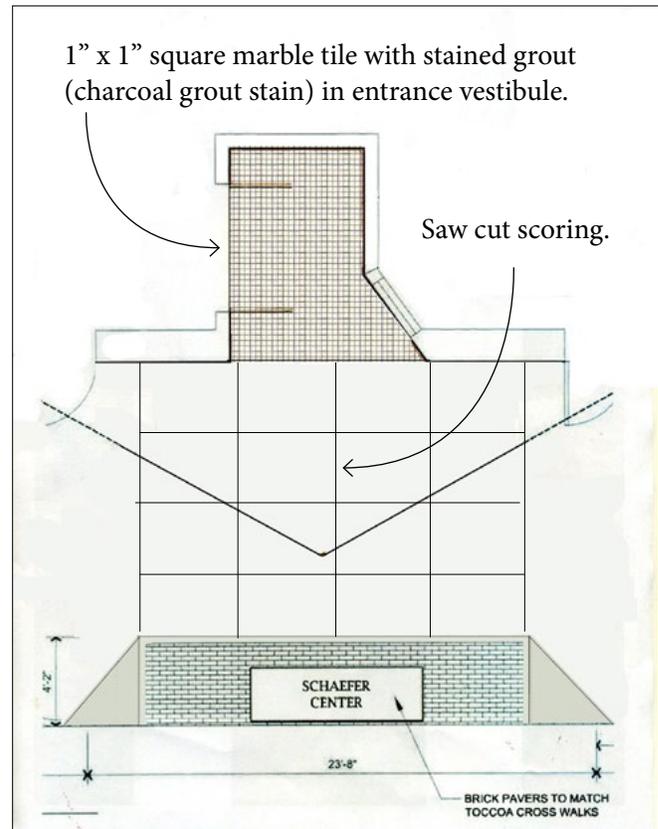
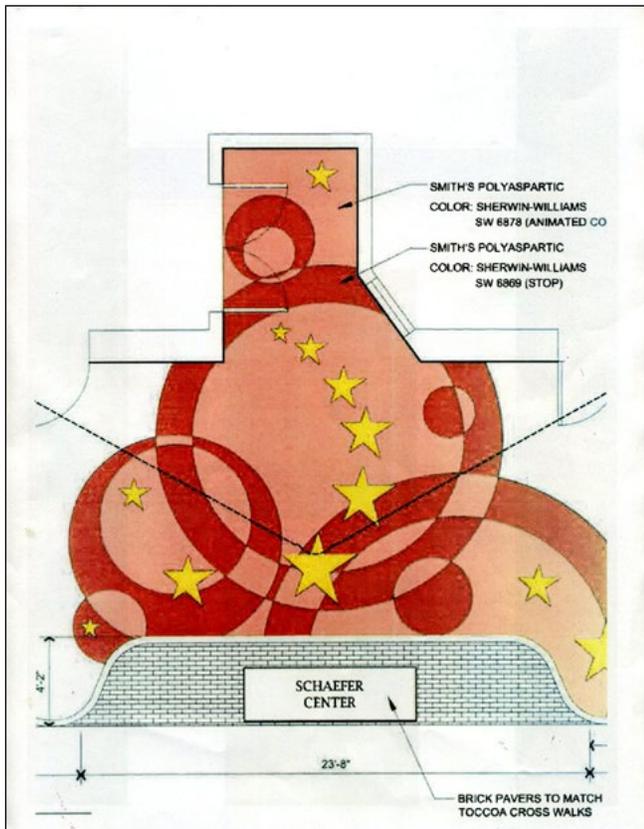
A lack of storage space on the ground floor may be mitigated by capturing (enclosing) this area to provide for secured storage space while still allowing access to the stairwell.



### PROPOSED

- Enclose the area shown above to create secured storage space. This area serves as the only possible location for expanded storage as it stands in this report.
- A low cost approach would involve using theatre curtain and post and chain barriers to screen additional storage areas as they are created out of necessity.

## Exterior Entry Alternate Design

Prepared by The Office of Downtown Development,  
Georgia DCA Main Street Program

## DESIGN REVIEW and RECOMMENDATIONS

1920s era Art Deco sidewalk design features were typically executed using true terazzo rather than surface paint. Additionally, despite the advertised UV resistance of the paint product, it will fade as years pass. The traditional brick apron (with integrated sign) is an appropriate design feature, but is not compatible and conflicts with the proposed 1920s era design motif.

## RECOMMENDATIONS:

- A simplified, more restrained approach is recommended in this scenario. Installing tile into the entrance vestibule is appropriate, as evidence indicates that tile was present in this location. Enameled tile is *not recommended*. Unfinished marble tile is recommended (1" x 1") with colored grout.
- Additional design motifs may be introduced into the tile pattern as desired, which may add visual interest.
- Saw cut scoring (1/4" wide) is a cost-effective treatment for mitigating large expanses of poured concrete.



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## BASEMENT AREA

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### EXISTING CONDITIONS

The basement area, while functional, stands to become a more welcoming and comfortable resource for visitors and performers.

### GENERAL RECOMMENDATIONS

Introduce a low contrast paint scheme with moderately saturated color selections. It is not necessary to paint trim (door casings, baseboards, etc) a bright white color. A simplified, monochrome approach is recommended.

The color selections in this document are only suggestions and are meant to stimulate the imagination rather than identify specific colors. The installation of theater and performance related artwork would activate the green rooms and vastly improve the look and feel of the entire space.

An additional lighting system using wall mounted sconces would create a more intimate and comfortable atmosphere in the basement area. All sconce fixtures should be of the “shielded” variety, preventing contact between the human eye and the fixture lamps.

Specific recommendations for furnishings are beyond the scope of this document.



Example of shielded wall sconce

Basement Area Green Rooms

Prepared by The Office of Downtown Development,  
Georgia DCA Main Street Program



**EXISTING**



**PROPOSED**



## Basement Area Green Rooms

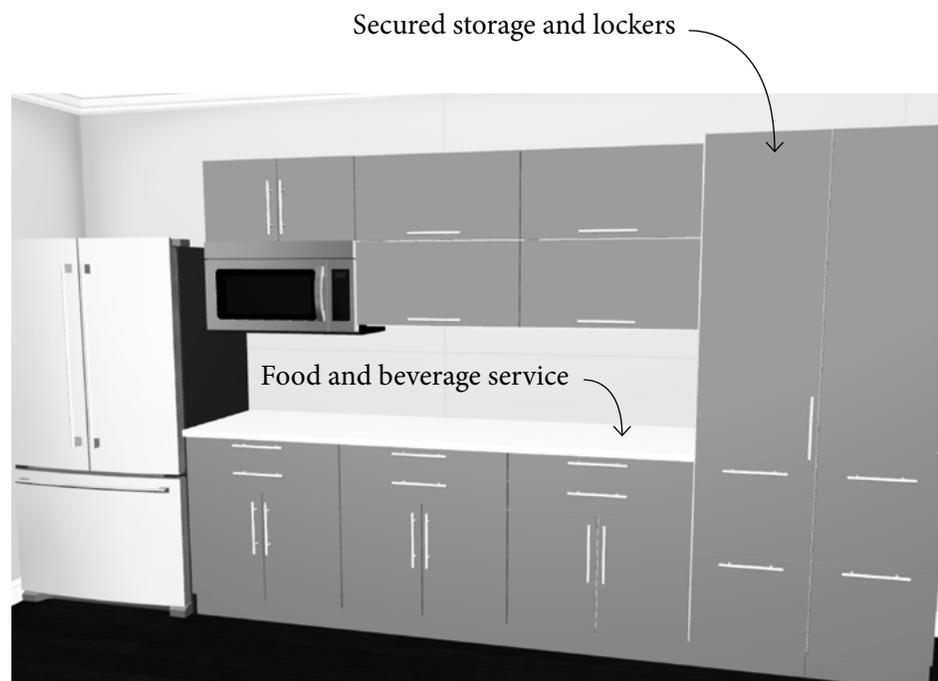
Prepared by The Office of Downtown Development,  
Georgia DCA Main Street Program



### EXISTING



### PROPOSED KITCHENETTE



## Hallway Area

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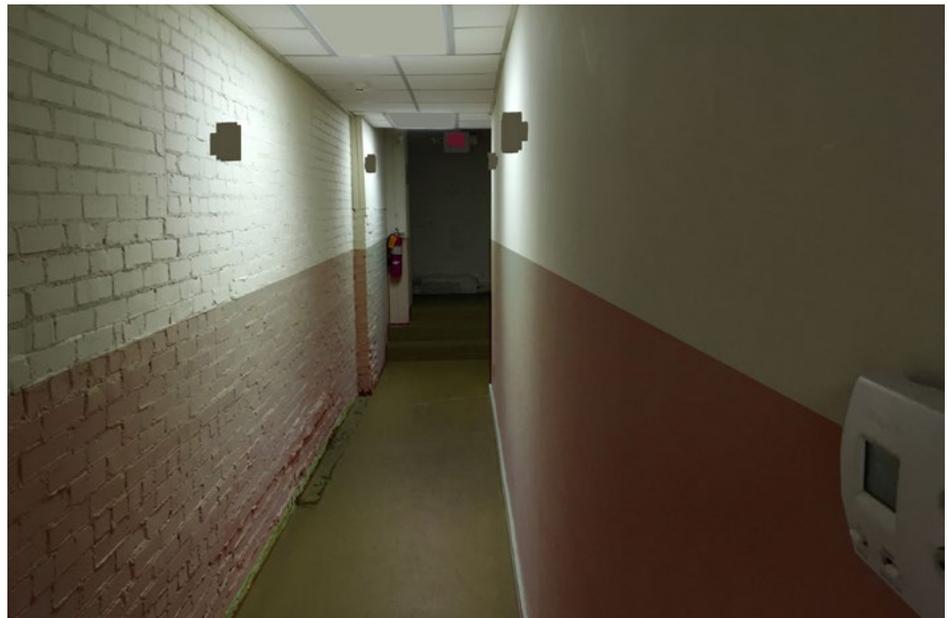


### EXISTING

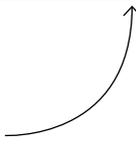


### PROPOSED

Install wall sconces to allow for lighting adjustment and introduce new painted areas to add visual interest.



Desaturated paint color



**END OF DOCUMENT**