

ALLEY THEATRE

REQUEST FOR PROPOSALS

SOLICITATION FOR CONTRACTOR - HAZARD MITIGATION PLAN

**ALLEY THEATRE
615 TEXAS STREET
HOUSTON, TX 77002**

December 2, 2019

SECTION A

INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS

- A.1. Solicitation ID** Alley Theatre RFP-Mitigation Construction
A.2. Solicitation Type Request for Proposal (RFP)
A.3. Issuing Office Don Poole | Director of Finance
615 Texas Street, Houston, TX 77002
donp@alleytheatre.org

A.4. Restrictions on Communication with Alley Theatre Staff

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following Alley Theater posting the notice of intended award any employee or officer of the Alley Theatre concerning any aspect of this solicitation, except in writing to the point of contact named above. Violation of this provision may be grounds for rejecting a proposal.

A.5 Calendar of Events

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If Alley Theatre finds it necessary to change any of these dates/times, it will be accomplished by addendum. Time is stated in Central Standard Time (CST), local time in Houston, Texas.

Estimated Calendar of Events		Date and Time
1	RFP Issuance and publication	December 2, 2019
2	Mandatory bidders' meeting	December 9, 2019 at 1 pm CT
3	Technical questions due from prospective respondents (only email inquiries will be accepted)	December 12, 2019 at 3pm CT
4	Anticipated posting of questions and answers to: https://www.alleytheatre.org/about-us/opportunities	December 16, 2019
5	Proposals Due to donp@alleytheatre.org	December 20, 2019 at noon CT
6	Anticipated posting of Notice of Intent to Award	December 27, 2019

Addenda or clarifications to this RFP along with an Addendum Acknowledgement Form will be posted on the Alley Theatre website: <https://www.alleytheatre.org/about-us/opportunities>. The Addendum Acknowledgement Form that is issued with each posting shall be signed by an individual authorized to bind the Respondent, dated, and submitted with the proposal. If a Respondent fails to submit an Addendum Acknowledgement Form, Alley Theatre reserves the right, but has no duty, to contact the Respondent by telephone for submission of this document via email. **It is the Respondent's responsibility to monitor the aforementioned website for any solicitation updates.**

A.6 Notice of Potential Federal Funding

All or some portion of this procurement may be funded with federal funds. The exact amount of federal funding used will be based on Alley Theatre's federally approved project worksheet (PW) obligation.

A.7 Onsite Pre-Bid Meeting

All potential bidders must attend the pre-bid meeting at the Alley Theatre to be held at 1:00 pm on December 9, 2019. Please plan to arrive prior to the start of the meeting at the Alley Theatre Center for Theatre Production which is located on the 18th floor of the Alley Theatre Parking Garage at 600 Prairie, which is adjacent to the theatre. You may park in the garage and take the elevators to the 18th floor. Follow the posted instructions. Please feel free to (713) 228-9341 option 0 if you need additional help.

A.8 Questions

Any questions from Respondents concerning this RFP shall be submitted via email to Don Poole [donp@alleytheatre.org] by the date and time specified in Section A.5, Calendar of Events. Only e-mail inquiries will be accepted. All emails should contain the solicitation ID in the subject line of the email. All questions and/or changes to the solicitation will be posted on <https://www.alleytheatre.org/about-us/opportunities> as an addendum. It is the prospective Respondent's responsibility to periodically check the aforementioned website for any solicitation updates. Alley Theatre bears no responsibility for any delays, or resulting impacts, associated with a prospective Respondent's failure to obtain the information made available through the <https://www.alleytheatre.org/about-us/opportunities>.

INFORMATION WILL NOT BE PROVIDED BY THE TELEPHONE. Any information received through oral communication shall not be binding on Alley Theatre and shall not be relied upon by any Respondent.

A.9 Submission of Proposal

Proposals must be submitted by the date outlined within the Estimated Calendar of Events via email to [donp@alleytheatre.org] with the solicitation ID identified on the subject line. Please submit proposals in PDF format.

Each proposal shall be prepared simply and economically, following the instructions contained herein.

PROPOSALS RECEIVED AFTER THE EXACT TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE RESPONDENT UNOPENED.

A.10 Withdrawal of Proposal

A submitted proposal may be withdrawn, if within seventy-two (72) hours after the proposal due date and time indicated in the Calendar of Events, the Respondent submits a signed, written request for its withdrawal to Alley Theatre.

A.11 Solicitation Requirements

The following requirements must be met by the Respondent in order for its Proposal to be considered responsive to this solicitation; however, this is **not** an exhaustive list of mandatory requirements. The Alley Theatre reserves the right, at its sole discretion, to waive administrative formalities contained in any proposal. Timely proposals that do not meet all mandatory requirements of this solicitation, including providing all required information, documents or materials, may be rejected as non-responsive. Alley Theatre reserves the Mandatory requirements of the proposal are those set forth as mandatory, or without which an adequate analysis and comparison of proposals is impossible, or those which affect the competitiveness of proposals or the cost to Alley Theatre.

MANDATORY REQUIREMENTS FOR EVALUATION

- A. It is **MANDATORY** that the Respondent submits its proposal in the format prescribed and within the time frame specified in Section A.5, Calendar of Events.
- B. It is **MANDATORY** that the Respondent submit, in accordance with the requirements of Sections B and C, electronic copies of the Technical and Cost Proposal.
- C. It is **MANDATORY** that the Respondent complies with the following statutory requirements, including those mentioned in Attachment A – Federal Funds Compliance Requirements.
- D. If a Respondent fails to submit all completed documentation with its proposal, the Alley Theatre reserves the right, but has no duty, to contact the Respondent by telephone for submission of this document via email. This right may be exercised when the reply has met all other requirements of the solicitation.

The use of the terms "shall", "must", or "will" within these solicitation documents indicate a **MANDATORY** requirement or condition.

SECTION B
INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS

B.1 Description of Work Being Procured

The Alley Theatre is seeking the services of a qualified construction firm to enter into a contract to collaborate with the Alley and their engineering design advisor, Walter P Moore, to implement hazard mitigation plans.

All work shall be performed in accordance with the Scope of Work contained in Section C.

B.2 Number of Awards

The Alley Theatre anticipates the issuance of one (1) contract for services under this solicitation. Alley Theatre reserves the right to issue multiple contracts if doing so is believed to be advantageous. The Alley Theatre, at its sole discretion, shall determine whether multiple contracts will be issued.

B.3 Contract Period

The contract period is expected to begin upon execution and remain in effect until completion of the scope of work as defined in the plans and specifications (Section C) and acceptance of the completed work by Alley Theatre. The selected Contractor will be expected to be able to assume the responsibilities outlined herein within 15 days of contract execution.

B.4 Laws and Permits

Contractor(s) must comply with all local, state and federal laws, rules, regulations and codes whenever work is being performed under this contract. All permits and licenses required for this contract must be obtained by the contractor and maintained for the duration of the Contract.

B.5 Instructions for Preparation of the Proposal

The instructions for this solicitation have been designed to establish that all proposals are reviewed and evaluated in a consistent manner, as well as to minimize cost and response time.

B.6 Technical Proposal Format

The Technical Proposal package shall be prepared by each Respondent using the description of work outlined in Section C below. Attachments C (Technical Specifications) and D (Drawings Package) should also be leveraged to prepare a response. Respondents shall prepare their Technical Proposal Package in the order outlined below, with the sections labeled for ease of identification and review.

The Technical Proposal will consist of the following and follow the format listed:

a. Firm Qualifications, Experience and Certifications

Respondent shall submit information about the company including experience (especially with projects similar in scope to the project described here), years in business, any certifications or licenses, and what attributes make the company the most advantageous to the Alley Theatre. The proposal should be written in non-technical language to summarize the Respondent's overall capabilities and approaches for accomplishing the services specified herein. Respondent should also outline the nature of any previous projects and present knowledge of the Alley Theatre, experience of proposed project manager and provide documentation of its financial stability (e.g., audited financial statements for the past 2 years or alternatives to demonstrate the same).

b. Response to Proposed Contract (*Attachment F - Proposed Contract: AIA Document A105 - 2017*)

Contractor must review the proposed contract between the Owner (the Alley) and appointed General Contractor and include in their response any terms of the contract they would like to negotiate if awarded.

c. Schedule of Work

Contractor must submit a schedule of work that complies with the Alley's loading dock availability outlined in *Attachment D – Load Dock Availability Schedule* and the periods of quiet time mandated by the Alley's performance schedule outlined in *Attachment E – Mitigation Calendar*. These schedules are subject to change as the Alley deems necessary with notice to the appointed firm.

d. Logistics Plan

Contractor to submit a Site Logistics Plan indicating locations and durations of areas to be utilized by Contractor during execution of the work. Please note all areas that will be secured for Contractor's exclusive work, as well as planned fencing etc. to separate areas of work from public access. Note that Contractor shall be responsibility for the security of Contractor's materials and equipment throughout the work.

e. Submittal Index

Contractor to list as a part of bid submittal the Bid Documents and any Addenda issued during the bid process with the stipulation that the bid fully represents the work as described in the listed documents.

f. Proof of Builders' Risk Insurance

Contractor shall provide Alley with proof of a builders' risk insurance policy upon award prior to the Alley's notice to proceed. Limits on the policy should be no less than the total cost proposal submitted for the project.

B.7 Cost Proposal

The Respondent's "Cost Proposal" shall be emailed as a separate attachment from its Technical Proposal. This is a lump sum contract with alternate scope requiring an additional approval. The Contractor shall submit to the Architect and the Owner, for their approval, a lump sum value to complete the scope of work to plans and specifications with a schedule of values allocating the entire Contract Sum to the various portions of the Work and prepared in such form and supported by such data to substantiate its accuracy as the Architect or the Owner may require.

B.8 Evaluation Criteria

1. General

- a. Alley Theatre reserves the right to accept or reject any or all proposals received and reserves the right to make an award without further discussion of the proposals submitted.
- b. Non-responsive proposals shall include, but not be limited to, those that:
 - o Fail to meet any statutory requirements;
 - o Are irregular or are not in conformance with the requirements and instructions contained herein;
 - o Fail to utilize or complete prescribed forms; or
 - o Have improper or undated signatures
- c. In determining whether a Respondent is responsible, Alley Theatre may consider any information or evidence which comes to its attention and which reflects upon a Respondent's capability to fully perform the contract requirements and/or the Respondent's demonstration of the level of integrity and reliability which Alley Theatre determines to be required to assure performance of the Contract. Alley Theatre may deem the Respondent as non-responsible.

2. Evaluation Scoring

Each proposal will be reviewed and scored based on the criteria below:

Proposal Section	Maximum Possible Score
Firm Qualifications, Experience, and Certifications	40
Price	60
Total Maximum Points Possible	100

SECTION C SCOPE OF WORK

C1. Purpose

Alley Theatre seeks the services of a qualified construction firm to perform hazard mitigation measures on the Alley Theatre. The appointed construction firm will work with the designated Architect/Engineering firm (Walter P Moore).

C.2 Background/Overview

During August 25 - 28, 2017, the Houston area was struck by Hurricane Harvey. The downtown Theatre District, a 17-block area with five performance venues was hit particularly hard. This Theatre District is home to many of Houston's major professional performing arts organizations including the Houston Symphony, Houston Ballet, Houston Grand Opera and the Alley Theatre ("Alley") among others.

Unfortunately, the 310-seat Neuhaus Theatre, adjacent Mitchell Lobby, theatrical properties ("props") storage, dressing rooms, electrical equipment room, and other spaces were completely flooded forcing the closure of the entire theatre complex. The props stored in the Alley Theatre Production Center basement (adjacent to the theatre at 600 Prairie St, Houston, TX 77002) were also destroyed.

The Alley implemented remediation measures as soon as possible to adequately control damage and restore power. The Alley completed phase one of disaster recovery by completing the remediation work and opened the Hubbard Theatre by November 24, 2017 in time for the Alley's annual production of A Christmas Carol by Charles Dickens. As part of phase two of the recovery, the Alley also rebuilt the Neuhaus Theatre, Mitchell Lobby, dressing rooms and other spaces. The Neuhaus Theatre was opened by early January 2018.

As part of phase three of the recovery, the Alley will attempt to mitigate its facilities from any future flood risk by implementing hazard mitigation measures per section 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act ("Stafford Act"). The facility to be mitigated is the Alley theatre building. The hazard mitigation project will allow the Alley to comply with the new Floodplain Ordinance, which requires an elevation of the 500-year flood plus 2 feet to protect the theatre against future damages caused by reoccurrence of a similar storm.

C.3 General Description of Services

Alley Theater is seeking a construction firm to perform the services listed within the *Attachment B – Technical Specifications*. Responders should also carefully review *Attachment C - Drawings Package* for greater detail as to the scope of work, role of the appointed contractor, and technical product specifications. *Attachment B – Technical Specifications* also outlines vendor criteria required by the Alley's appointed A/E firm serving as the representative of the owner (the Alley). The scope of work may be altered and/or expanded by the Alley as deemed necessary, with notice to the firm during the course of the proposed contract's validity. Alternations in the scope will be based on negotiated change orders. The construction firm does not have an exclusive right to perform any particular service.

Please note that *Attachment B – Technical Specifications* references the scope of work required to manufacture flood barriers beginning on page 151 of 386. This section titled "*Section 08 39 60 – Flood Barriers*" includes the fabrication of flood barriers. Please note that the appointed Contractor will **not** be responsible for the fabrication of these flood barriers as the Owner has already procured vendors to manufacture these doors in coordination with the appointed A/E firm. The Contractor will be responsible for the installation and testing of the barriers and is to coordinate with the specifications and the flood barrier Manufacturer regarding testing procedures. The Contractor is to review "*Section 08 39 60.01 – Flood Barrier Testing Procedure*" for a detailed description of required testing procedures.

**ATTACHMENT A
Federal Funds Compliance Requirements**

[View Here](#)

**ATTACHMENT B
Alley Theatre Flood Mitigation – Technical Specifications**

[View Here](#)

**ATTACHMENT C
Alley Theatre Flood Mitigation – Drawings Package**

[View Here](#)

**ATTACHMENT D
Alley Theatre Flood Mitigation – Load Dock Availability Schedule**

[View Here](#)

**ATTACHMENT E
Alley Theatre Flood Mitigation – Mitigation Calendar**

[View Here](#)

**ATTACHMENT F
Alley Theatre Flood Mitigation – Proposed Contract: AIA Document A105 -2017**

[View Here](#)