

**Theatre UP  
Littleton, NH  
Request for Qualifications**

**Architectural Design Services for Addition and Renovations to the Littleton Masonic Temple, 137-141 Main Street**

Theatre UP will be accepting Proposals in response to this RFQ through **March 20, 2024** until 4:00pm from qualified architects and engineering firms to provide comprehensive design services for an addition to, and renovations of the Littleton Masonic Temple, located at 137-141 Main Street, Littleton, NH. This project is to address Life Safety and Accessibility needs for the building as well as public restrooms, and space needs of Theatre UP. These proposals should be addressed to Lynne Grigelevich, Executive Director, in a sealed envelope marked "Theatre UP, Masonic Temple Project, 2024" or via email. Theatre UP reserves the right to reject any or all proposals where the best interests of the organization would not be served. Interviews may be conducted as a part of the evaluation process at no cost to Theatre UP. **If you have any questions, please forward to Lynne Grigelevich at [lynne@theatreupnh.org](mailto:lynne@theatreupnh.org) no later than 4:00 PM on March 5, 2024. Answers to questions will be posted at [www.theatreupnh.org](http://www.theatreupnh.org) on March 10, 2024.**

**Background**

Theatre UP is a local community theatre organization serving the North Country with plays, musicals, and classes for over 40 years. Over the last 10 years, the organization has gone through significant development increasing its offerings, funding, support, and sustainability. Having performed for years at the Lisbon NH Town Hall and then, more recently, at the Littleton Opera House, the organization has outgrown these homes in its needs. Theatre UP is looking to establish a permanent home that will support its growing programs and mission driven goals for sustainability in being able to provide significant productions to the area. With support of a local investor, the Littleton Masonic Temple has been purchased and preliminary planning has commenced to bring the building up to current Life Safety and Accessibility standards. The Temple building will serve important functions for Theatre UP, including, but not necessarily limited to: rehearsal and small performance space, classrooms, administrative offices, costume shop, and some necessary support functions.

We need an Architect that is sensitive to the challenges and opportunities associated with bringing a historic building into the 21<sup>st</sup> century. The design must be tailored to a budget of \$2 Million. This work is partially funded by a federal NBRC grant. Due to the requirements of the grant and the constraints of a non profit arts organization, it is imperative that the project budget be adhered to. In addition to the Temple project, Theatre UP is planning to build a new building at 25 Ammonoosuc Street. This new building will be the main performance center and scene shop along with necessary support spaces.

**Scope of Services:**

The following tasks should be included as part of the scope of work:

- Meet with the Theatre UP Venue Committee and Project Consultant to discuss needs and gain understanding of the vision of the project.
- Perform Site Visits or potential spaces to offer creative solutions to spatial problems and technical needs
- Provide design and engineering solutions that adhere to the group's needs and budget.
- Assist in local permitting and regulatory approvals
- Work with the Venue Committee, Construction Manager and Owner's Project Manager to put together a project design that meets the Owner's Project Requirements.
- Participate in presentations to the committee and then full board to share results and address concerns.

**Deliverables:**

The Architectural Team's responsibilities shall include all professional services consistent with the industry accepted roles of the Architect in the site selection. They shall include, but not be limited to:

- Work with the Venue Committee to develop Concept Site, Floorplans, and Elevations that meet requirements as indicated in the Owner's needs. These documents will be used by the Owner to establish a project budget and Fundraising needs. The Architect will provide Drawings and concept sketches to be used in the Owner's fundraising promotional materials.
- Work with the Owner's Building Committee to develop Schematic drawings to help with the site selection as well as to confirm scope alignment with Owner's Project Requirements, as well as by the Construction Manager to confirm Project budget.
- Architect shall provide a design schedule which clearly identifies all major necessary tasks, design milestones and necessary Owner inputs within one week of award of contract.
- The Architect shall attend all necessary meetings and be responsible for all duties normally associated with contract administration in a timely and efficient manner so as not to hinder the progress of the project and the Architect shall identify those costs within its proposal.
- The Architect shall maintain and distribute minutes of all design meetings with the Owner and Owner's Project Manager in a timely manner.

**Qualifications:**

All firms or individuals submitting a proposal must be licensed Professional Architects or Engineers by the State of NH and/or Vermont and have demonstrated experience with similar projects.

**Required Proposal Components:**

*Organizational Background:* Proposals shall include a description of the applicant's ability to meet the requirements of this RFP, a description of prior experience in relevant areas, resume of all staff involved in the proposed work and any subcontractors that may be necessary.

*Project Approach:* The plan of action for accomplishing the tasks outlined in the scope of services including staff assigned and number of hours allocated to each task. Include any recommendation for amending proposed Scope of Work.

*Budget:* Proposals shall include a budget for performing the Scope of Services.

*Timeline:* A timeline for the project showing each task, event, and the decision points shall be included.

*References:* Please supply three references, for projects of similar type and scale, that can speak to your quality of work, including telephone numbers.

**Selection Criteria:**

A contract will be awarded to an individual/firm who best meets the following criteria:

- Experience with projects of similar size and complexity
- Responsive and responsible to proposal requirements
- Demonstration of successful experience
- Acceptable project costs
- Acceptable project Timeline

- Sound project approach demonstrating the understanding of Theatre UP's needs and a compatibility with the organization

In addition, the following criteria will be considered:

- Fees and reimbursable costs
- Please break out costs for Concept to Schematic drawings, Design Development, Construction Documentation, Construction Administration and Site plan(s).
- Such other criteria as may be in the Owner's interest

#### BABAA

For reference, this project requires compliance with Buy America or BABAA. All the details are available on the NBRC website: <https://www.nbrc.gov/content/BABAA>.

#### **Proposal Submission:**

Electronic submissions are encouraged and may be submitted to Lynne Grigevich, Theatre UP Executive Director, at [lynne@theatreupnh.org](mailto:lynne@theatreupnh.org). Applicants submitting proposals by mail should allow adequate time to ensure receipt of their proposal by the deadline. Mailed proposals may be sent to PO Box 786 Littleton NH 03561. Submission deadline is **March 20, 2024**.