Allegany College of Maryland, Cumberland, Maryland, seeks proposals to provide services essential to the performance of a comprehensive **Facilities Assessment** of its existing main theatre and related auxiliary spaces, equipment, and furnishings. The object of the Assessment is to provide guidance, technical specifications, estimated costs/budget, and suggested vendor contacts and information to the College so that renovation work may be conducted as soon as possible using one or more contracts. The Assessment will also be used for planning renovation of auxiliary spaces if the present budget does not permit. At a minimum, the Assessment and related consultant services shall include:

1. No less than one on-site visit to ascertain existing conditions and consult with designated College personnel tasked with evolving and coordinating the renovation of the main theatre and its components.
2. Development of technical specifications for recommended prescriptive work to correct theatre deficiencies following the physical examination, which are of sufficient detail to be used by the College to secure informed, accurate, and competitive bids from contractors and vendors.
3. Coordination and collaboration with any A/E procured by the College to review technical specifications and drawings resulting from the Assessment and/or to produce technical drawings, if not produced by the consultant. In event of conflict, recommended prescriptive work must be revised to cure deficiencies noted by the College’s A/E. Interested firms or professionals may include A/E services as part of their submittal.
4. Development of a line-item budget for prescriptive work proposed.
5. Identification of all parties to be provide services including any subcontracted firms or individuals. Qualifications of these should be included as well as hours expected to work and hourly rate for services provided.
6. Estimate of time, fees, and expenses for the PRIMARY consultant or consulting firm.
7. **Cost of services is not a primary factor in selection**, but the proposal should include a total lump-sum for all services to be provided the College. We recognize that, for example, some respondents will include related A/E services and some responses will not. Thus, fully disclosing all partners who will work on the Assessment and the fees related to those services will permit the College to fairly compare all responses.
8. A schedule of work to be performed beginning with deadline for submission of proposal **on or before July 23, 2021** and submission of fully approved technical specifications/drawings **on or before October 25, 2021**.
9. Evidence of current professional liability insurance, as well as workers’ compensation and comprehensive general liability insurance.
10. Name and business phone number of the key person(s) to contact regarding the proposal.
11. A list of at least three references from current or former clients of similar work undertaken within the most recent five years.
The existing theatre includes is an approximate 365-seat space originally built and equipped in 1968-9. No significant refurbishment has occurred. In the 1990’s some audio equipment was replaced. Life safety issues exist. Consequently, electric wiring, lights and rigging are first priority along with curtains and catwalk. Second in priority are sound and AV, soft furnishings, and seats. Refinish of stage floor and provision of secondary support spaces is third in priority. Prescriptive actions must be within our allowable grant budgets, therefore frequent coordination with college-designated personnel is critical. It is intended that the renovation and refurbishment will produce a welcoming space suitable for community-wide use for choral and theatrical programs as well as large meetings and large classroom purposes.

Qualifications and experience as well as the ability to carry out the work requested in a relatively short time to meet the spending deadlines of applicable grant funds will be weighed heaviest in the selection process. It is not intended any proposals be elaborate or costly to prepare. Solid documentation that best describes the qualifications and performance of the professional and/or firm are deemed appropriate. The materials and information submitted should allow us to objectively select the firm/individual prepared to quickly provide the highest quality of service at a realistic fee. We anticipate issuing a contract for services on or before August 1, 2021.

Please submit proposals and all requested information to Korey Layman, Allegany College of Maryland, 12410 Willowbrook Road, SE, Cumberland, MD, 21502, no later than 4:00 p.m., EST, July 23, 2021 or electronically using address: klayman@allegany.edu.

Technical questions about the theatre and existing conditions may be directed to John Bone, jbone@allegany.edu. Questions about this advertisement, budget, timeline, or selection process may be directed to Korey Layman, klayman@allegany.edu.

Attention is directed to the fact that the funding from federal and state entities may be used, thus all work will be performed in accordance with regulations issued by such agencies in addition to compliance with Title VI of the Civil Rights Act of 1964. Allegany College of Maryland will afford full opportunity for minority business enterprises to submit a show of interest in response to this invitation and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap, or national origin in the contract award.

The College will receive written proposals from any licensed firms and professionals with experience in theatre or performance-related services. It is not necessary that the firm be a Maryland business entity so long as the professionals under contract for the purpose of this RFP are licensed in their appropriate field. However, preference may be given to Maryland enterprises. Allegany College of Maryland will select the best qualified vendor whose proposal is in the best interest of the College.

Allegany College of Maryland is an Equal Opportunity Employer.