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# Request for Qualifications-Holly Theatre Technical, Safety and Comfort Improvements Project

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Holly Theatre Community Center, Inc.  
69 West Main Street  
Dahlonega, GA 30533  
706-5305162  
[www.hollytheater.com](http://www.hollytheater.com)



## REQUEST FOR QUALIFICATIONS

### Holly Theatre Technical, Safety and Comfort Improvements Project

#### **Project Description**

The Holly Theatre Community Center, Inc. (Holly Theatre) will receive sealed qualifications from qualified Licensed/Registered General Contractor Teams (herein referred to as Contractor Team) for the renovations and improvements of the theater, a historic building listed on the National Register of Historic Places, located at 69 West Main Street, Dahlonega, Georgia. The primary objective of this project is internal work to rebuild the stage, install new steel rigging above the stage, install new and replace existing equipment, including light, sound, and curtain systems. The project also includes modifications to the electrical and HVAC systems and minor alteration to seating. Construction drawings have been completed by BCA Studio Architects, Gainesville, Georgia, and the project is financed in part with federal funds.

Knowledge of and compliance with all applicable Federal, State, and Local Laws, as well as all Federal, State and Local Codes or Standards Compliance, is required of this project. All applicable Federal, State, and Local safety rules and regulations will be adhered to by the Contractor Team and their employees for the duration of this contract. Any and all subcontractors will be held to the same quality/safety standards as the Contractor Team. The Holly Theatre is an Equal Opportunity Employer and a Drug Free Work Place.

The Contractor Team will ensure that employees and applicants for employment are not discriminated against because of race, color, creed, sex or national origin.

No submittals may be withdrawn or revoked for a period of sixty days after date of openings. Sealed submittals should be marked on the exterior with "Request for Qualifications" and mailed to the Holly Theatre at 69 West Main Street, Dahlonega, Georgia 30533 to the attention of Ivana Pelnar-Zaiko, Chairman of the Board.

**Examination of Request for Qualifications (RFQ)**

Each submitter shall examine the RFQ documents carefully (Draft Statement of Work, Schedule, Evaluation and Selection, Insurance, etc.) Each submitter shall make written request to the Holly Theatre for interpretation or correction of any ambiguity, inconsistency or error therein, immediately after discovery but no later than 5:00 PM EST, Friday, August 14, 2020. Only a written response, in the form of interpretation or correction, will be binding. No bidder shall rely upon any interpretation or correction given by any other method.

Any questions regarding clarification of this Request for Qualifications will be addressed, in writing, to Ivana Pelnar-Zaiko, Holly Theatre, 69 West Main Street, Dahlonega, GA 30533 or per email message to [ivanapelnar@gmail.com](mailto:ivanapelnar@gmail.com) with a copy to [info@hollytheater.com](mailto:info@hollytheater.com). Written responses to questions about this Request for Qualifications will be provided promptly, in writing or email, to all respondents.

**Inquiries**

Other than questions submitted for the clarification of this RFQ, the interested Contractor Team shall not contact any member or volunteer employee of the Holly Theatre regarding this RFQ, evaluation, or selection process from the time this RFQ is issued until award of the contract, unless invited to do so by one of the designated Holly Project Committee members.

**Draft Statement of Work**

The Holly Theatre is providing this Draft Statement of Work that will be required to complete the renovations and improvements of the historic Holly Theatre in Dahlonega, Georgia. This statement of work is provided for reference only. It is the Contractor Team's responsibility to ensure that all work necessary to carry out the project is accurate and complete. Work to complete this project will include, but not be limited to the following:

1. Review the drawings and specifications and provide contracting, subcontracting and construction supervision of the renovation and improvement project of the Holly Theatre. All work will take place in the interior spaces. The contractor's assigned project manager will coordinate with the Holly Theatre's project manager.

2. The project is anticipated to include stage demolition, installation of a steel grid above the stage, and rebuilding of the stage as designed by BCA Studio Architects and specified in construction drawings (electronic link is available). The full re-furbishing of the stage will include new curtain system and one or more lift(s) and a controller (fly system), as well as re-hanging of lighting and sound equipment. Minor re-configuration of auditorium seating is also part of the project.

3. Electrical wiring and climate control system modifications are included in the project. The Holly Theatre Project Committee may identify, recommend and negotiate minor changes and/or additional sound and light design items not specified by the architectural drawings.

4. Due to the limited access to the interior of a historic building, all removal and delivery of materials has to pass through the front door and auditorium entrances.

5. Post-construction repair, restoration and/or replacements are anticipated for aisle and stair carpeting and under-floor sound/fire spray insulation, as well as any other area(s) damaged during construction.

**Schedule** (All due-by times are 5:00 PM EDST)

Request for Qualification Posted: August 10, 2020

Deadline for Questions: August 14, 2020

Request for Qualification Due: August 24, 2020

Opening of Qualifications Submittals: August 26, 2020

**Qualification Format**

Each submittal should contain an original and three (3) hard copies. The cover page shall include the RFQ Title and the name of the firm submitting the proposal. Proposal section requirements shall be as follows, in the order shown, and along with financial disclosure, and any text presentation, will be the basis for the “short list” selection:

1. Business Information: Include a letter of introduction including the firm's name, address, contact name, telephone number, and email address. Furnish the following:
  - a) \_\_\_ Number of years in business.
  - b) \_\_\_ Legal status and Federal Tax ID number.
  - c) \_\_\_ Full names of officers and/or principals.
  - d) \_\_\_ Biographical summaries of officers and/or principals.
  - e) \_\_\_ Literature – if in hard copy, restrict to five (5) pages or provide a web-site address that lists equivalent information.
  
2. Qualifications and Experience of Staff assigned to this project. Furnish a brief resume for key personnel proposed for this project, including designations of the team leader, the point of contact responsible for all communications with the Holly Theatre representative, and anticipated subcontractors and descriptions of their roles.
  
3. Historic theaters or similar building renovation experience. Include a listing (photos or web addresses will be beneficial) of projects of similar scope, past or currently in process, along with reference information.
  
4. Quality and Accuracy. The Contractor Team shall be solely responsible for professional quality and technical accuracy. The Contractor Team should identify its approach to its quality control of product, performance, and oversight of the quality of work performed by Contractors and Subcontractors.
  
5. Insurance. A statement regarding the Contractor Team's understanding and ability to comply with Holly Theatre's insurance requirements as outlined within this document.
  
6. Other Relevant Information. The Contractor Team's statement of availability: the Proposed Time Line and Final Cost Estimates are anticipated by September 14, 2020.
  
7. Construction "Order to Proceed" is anticipated to be issued by September 18, 2020. Project Completion is anticipated by January 15, 2021 but not later than February 1, 2021. The Holly Theatre realizes that lead-time by vendors and suppliers as well as the Holidays may influence

the schedule; every effort will be made to negotiate a realistic Time Line with the selected Contractor Team.

9. Financial Disclosure. The Contractor Team must also submit a financial disclosure statement for the General Contractor, in a separate sealed envelope addressed to Ivana Pelnar-Zaiko, Chairman, Holly Theatre Community Center. Include the latest audited financial statement. Disclose whether any members or proposed subcontractors have ever had a voluntary or involuntary bankruptcy petition. The Contractor Team should similarly disclose whether or not any member is in default on any loan agreement or financing agreement with any bank, financial institution or other entity. Identify any existing or pending litigation for any Contractor Team members.

### **Clarity**

It is the proposing Contractor Team's responsibility to ensure that all information in the submittal is easily readable by the Holly Theatre Project Committee. The Holly Theatre, at its sole discretion, may reject any submittal, which is ambiguous or unclear in any way.

### **Submission of Qualifications**

Qualifications must be submitted in a sealed package, plainly marked on the outside as "Request for Qualifications". The Holly Theatre Project Committee will not be responsible for late mail deliveries and no proposal will be accepted if received after the time as stipulated by the Schedule in this RFQ. No proposal may be withdrawn or modified after the deadline for the submission of this RFQ.

### **Events**

Sealed Qualifications will be accepted no later than Monday, August 24, 2020 by 5 PM EST. Any submittal received after said time and date will not be considered. Submittals will be opened in the offices of Holly Theatre, 69 West Main Street, Dahlonega, GA on Wednesday, August 26, 2020, after 5 PM.

Submittals shall be delivered to the following address:

The Holly Theatre  
Attention: Ivana Pelnar-Zaiko  
69 W. Main Street, Dahlonega, Georgia 30533  
and marked "Request for Qualifications"

### **Right to Submitted Materials**

All responses, inquiries, or correspondence relating or in reference to this schedule, exhibit, and other documentation by the submitting Contractor Team shall be properly identified with the Contractor Team's name and will become the property of the Holly Theatre when received.

### **Evaluation and Selection**

The Holly Theatre shall review submittals for this project in a manner and methodology determined by the Board of Directors and under their sole authority. Teams may be invited to make an oral presentation at the Board's sole discretion. From the submittal and possible oral presentations, the Holly Theatre will establish a "short list" of three Teams that will be provided a Request for Proposal (RFP) for the Technical, Safety and Comfort Improvements and invited to submit a formal sealed proposal, based on the final Statement of Work. The RFP will be issued after the short list selection. Proposals will be received and a Contractor Team selected, that in the sole discretion of the Holly Theatre Board of Directors is the Contractor Team best suited to meet its goals.

The Holly Theatre reserves the right to reject any and all proposals submitted, or where it may serve the best interest of the Holly Theatre, to request additional information or clarification from those submitting proposals. The Holly Theatre, at its sole discretion, also reserves the right to waive any informalities or technicalities relative to any or all proposals. Where two or more firms are deemed equal, the Holly Theatre Board of Directors reserves the right to make the award to one of the firms. At the Holly Theatre Board of Directors' sole discretion, presentations may be requested as part of the evaluation process. The Holly Theatre reserves the right to retain all proposals submitted, and to use any idea in any proposal, regardless of whether that proposal is selected.

There is no expressed or implied obligation for the Holly Theatre to reimburse any company for any expense incurred in preparing or presenting a proposal in response to this RFQ.

### **Holly Theatre Insurance Requirements**

The Contractor Team and all companies or subcontractors involved, shall provide certificates of insurance to the Holly Theatre for the following minimum amounts of insurance.

Workers Compensation Statutory

Employers Liability \$1,000,000.00

Bodily Injury Liability \$1,000,000.00 per occurrence

(Except Automotive) \$2,000,000.00 aggregate

Property Damage Liability \$1,000,000.00 per occurrence

(Except Automotive) \$2,000,000.00 aggregate

Automobile Bodily Injury \$1,000,000.00 per occurrence

Liability \$1,000,000.00 per occurrence

Automobile Property Damage \$1,000,000.00 per occurrence

Valuable Papers Insurance \$1,000,000.00 per occurrence

Professional Liability Insurance \$1,000,000.00 per occurrence

Errors and Omissions Insurance \$1,000,000.00 per occurrence

Holly Theatre Community Center, Inc. shall be named as additional insured under the Contractor Team's insurance policies.

The Contractor Team's parent or other affiliate may provide the above coverage. All such insurance policies shall provide that they shall not be canceled without thirty (30) days prior written notice to the Holly Theatre Board of Directors, Attention: Ivana Pelnar-Zaiko, 69 W. Main Street, Dahlonega, Georgia 30533.

The Notice to Proceed will not be issued until the appropriate certificates of insurance are in the possession of the Holly Theatre.

### **Indemnification**



The Contractor Team shall, at its sole cost and expense, fully indemnify, defend and hold harmless, the Holly Theatre Community Center, Inc. (hereafter Holly Theatre), its officers, boards, volunteers, employees and agents, against any and all claims, suits, actions, liability and judgments from third parties for damage which maybe the result of willful, negligent or tortuous conduct arising from performance of contracted services or operations. The Contractor Team shall indemnify and hold harmless, Holly Theatre, its officers, boards, volunteers, employees or agents, from and against all claims, damages, losses and expensed, including but not limited to attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss, expense or attorney's fee is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting from, and is caused in whole or in part by any negligent act or omission of the Contractor Team, or subcontractor or anyone for whose acts the Contractor Team or subcontractor may be liable, regardless of whether or not the negligent act is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this article. In any and all claims against Holly Theatre or any of its agents or employees, by any employee of the Contractor Team, any subcontractor, anyone directly or indirectly employed by the Contractor Team or subcontractor or anyone of whose acts the Contractor Team of subcontractor may be liable, the indemnification obligation set forth in this article shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor Team or any subcontractor under workers or workmen's compensations acts, disability benefit acts or other employee benefit acts.

### **Assignment of Contractual Rights**

It is agreed that the proposing Contractor Team selected will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or their right, title, or interest in or to the same, any part thereof, without written consent by the Holly Theatre Community Center, Inc.

Cost quotations are not required at this time.

**Selection Criteria**

The following Selection Criteria will be used in selecting the Contractor Team Finalists:

1. General experience in Engineering and Construction.
2. Specific experience in the restoration of historic theaters or similar building of similar design and architectural significance.
3. General experience in Design-Build, with Engineer and Construction Team.
4. Specific experience in Design-Build, with Engineer and Construction Team proposed for this project.
5. Qualifications and experience of key project personnel in all aspects of the project.
6. Customer satisfaction with other similar projects.
7. Completeness and level of services to be provided.
8. Financial stability of all team members.
9. Intangibles that best demonstrate the Contractor Team's ability to provide services to the Holly Theatre.

Submittals will be accepted and will be opened as stated in the schedule. Holly Theatre is an Equal Opportunity employer and Drug Free Workplace.