

CITY OF TUSCALOOSA, ALABAMA



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**ADDENDUM NO. 2 TO REQUESTS FOR QUALIFICATIONS FOR  
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES,  
THEATER PLANNER AND ACOUSTICIAN SERVICES, MUSEUM  
PLANNER SERVICES, AND EXHIBIT DESIGN SERVICES**

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Project Name: The Saban Center  
OCA File Number: A21-1603

Issued by:



Department of Urban Development  
2201 University Boulevard  
Tuscaloosa, Alabama

Date Issued: May 20, 2022

The City of Tuscaloosa issued RFQs for design phase services for the Saban Center Project on April 22, 2022. Since that time, the City has received several questions from firms interested in responding to one or more of the RFQs. Specifically, the City has received questions about the RFQs for Architectural and Engineering Design Phase Services, Theater Planner and Acoustician Services, and Exhibit Design Services. The City's project team has been working to respond to these questions as they have been received.

The City issued Addendum No. 1 to the design-phase RFQs on May 6, 2022, to document all of the questions it had received and answered at that time. The City continued to receive questions about the RFQs, and now issues this Addendum No. 2 to document the questions it has received and answered since the issuance of Addendum No. 1.

**Responses to General Questions;**

1. Do front and back cover plus section divider pages count towards the 20-page limit?

**ANSWER: No they do not.**

2. Since resumes are part of the appendix items (not counted toward the page limit), can we use a smaller than 12-point type?

**ANSWER: Yes.**

3. Please confirm that no hard copies need to be mailed in.

**ANSWER: We confirm that no hard copies need to be mailed in.**

4. To confirm, no fees are required as part of this RFQ.

**ANSWER: Correct.**

**Responses to Questions Regarding the RFQ for Architectural and Engineering Design Services:**

1. We are planning to submit a response to the RFQ and wanted to ask about the existing Tuscaloosa News building. We understand that it is being repurposed for the new Center – are existing drawings available or will they be made available to short-listed firms?

**ANSWER: We have envisioned a new Center, but pending budget restraints and we may need to revisit in collaboration with the selected design team.**

**Responses to Questions Regarding the RFQ for Museum Planner Services:**

1. Does the awarded firm need to be registered in the State of Alabama?

**ANSWER: The City will require all persons and firms providing services to the project to comply with all licensing requirements, to the extent the person or firm's work is subject to such licensing requirements. It is the consultant's responsibility to know their licensing requirements and comply with those licensing requirements.**

- a. If yes, can they register once the contract is awarded?

**ANSWER: Interested firms are not required to register to do business in Alabama just to respond to the RFQ.**

2. Is there a specified budget for this piece of work?

**ANSWER: The budget is still in progress.**

3. Will you be distributing answers to all questions?

**ANSWER: Yes, we will issue another addendum with all responses.**

**Responses to Questions Regarding the RFQ for Theater Planner and Acoustician Services:**

1. Concerning Project Scope #7 “Assist TCT with long-term financial sustainability”
  - a. Question: Normally the assessment of need is done prior to engaging an architect and theatre consultant, can you please explain the rationale behind including this scope as part of this RFP and, is it your intention that the team include 3 consultants, Theatre Consultant, Acoustical Consultant, and Cultural Facilities Development Consultant?

**ANSWER: Our rationale is to select a firm or team that can provide the necessary support that TCT needs to succeed in its mission.**

2. Concerning Project Cost.
  - a. Is there a target range for the cost of this building/project? Our response to an RFP is often closely calibrated with the cost of the building, i.e. larger buildings most often require substantially more equipment and systems. Including variable acoustic systems, orchestra shells, etc. It is difficult to develop fees for a project without a target range.

**ANSWER: The budget is still in progress.**

3. Please confirm whether or not a fee structure is being requested at this time as part of the RFQ response for Theatre, Acoustics and Audiovisual services.

**ANSWER: Not at this time.**

4. How many performance venues will be housed inside the Saban Center?

**ANSWER: Tuscaloosa Children's Theater only (TCT).**

5. Are there seat count targets for these venues?

**ANSWER: About 150 seats.**

6. Are there preference or forms for these venues? (for example: proscenium theatre, thrust theatre as shown in the linked renderings, flexible theatre, etc.)

**ANSWER: Rehearsal space that can accommodate performances.**

7. Does the city of Tuscaloosa have a draft contract that could be shared with us for review?

**ANSWER: Not at this time. Contract terms and final scope of work will be discussed and negotiated with the successful respondent.**

8. Does item 7d (economic impact to the City) apply solely to the Tuscaloosa Children's Theater, or is the economic impact analysis related to the overall Saban Center?

**ANSWER: 7d is specific to TCT and we are primarily interested in TCT’s long-term financial sustainability.**

9. Can you clarify what “size needs” refers to in item 7e? Is that physical size of spaces (e.g. number of seats in the theatre) or size of the organization?

**ANSWER: Both.**

- a. If the answer refers to physical spaces, has there been any previous market research that has been used to develop the master plan? If selected, would we have access to that research?

**ANSWER: We can share the reports when they are finalized.**

10. The images provided as part of [www.sabacenter.org](http://www.sabacenter.org) appear to indicate a 500 seat “black box” type space. Is this the likely intended configuration? If not what is the desired theatre configuration.

**ANSWER: We hope to finalize the theatre configuration soon.**

12. As part of section 3.8 the RFQ ask for “a proposed work plan which identifies project milestones”. Can you please provide the current intended overall schedule?

**ANSWER: The schedule will be finalized once the design team is selected. The City seeks to begin construction as early as the Winter of 2023.**

13. Given that theatre consulting and acoustic consulting are not licensed professions can you please elaborate on the scope of the Architect and his/her team.

**ANSWER: This information is detailed in the RFQ for the A&E team.**

14. The RFQ references previous master planning work. Is there a space program and, if so, do we have access to it?

**ANSWER: These documents are still in progress.**

15. What is the anticipated capacity of the performance venue and event space(s)?

**ANSWER: We envision a small versatile performance venue for the Tuscaloosa Children’s Theater.**

16. We understand the City is looking to begin construction as early as the Winter of 2023; please confirm that this means December 2023 rather than January 2023.

**ANSWER: December 2023**

17. Can you please clarify what part of winter this is referencing? Example: February 2023 or December 2023

**ANSWER: December 2023**

18. Also, we are teaming with two sub-consultants. Is their approach considered part of the 20 page count or is it separate from the Prime's approach and therefore not part of the page count?

**ANSWER: Part of the 20 page count.**

## **Responses to Questions Regarding the RFQ for Exhibit Design Services**

1. What is the approximate size and capital budget of the project?

**ANSWER: The budget and programming is still in progress.**

2. Do you have any planning, visioning, visitor evaluation reports or documents to share?

**ANSWER: These documents are still in progress.**

3. Do you have a database of the collection?

**ANSWER: CHOM is a children's museum with hands-on exhibits.**

4. Has the architectural/engineering team been appointed? Do you have any plans to share?

**ANSWER: A/E will be procured through a separate RFQ. The City will select the subconsultant, and the subconsultant will be contracted through the A/E that the City has not yet selected.**

5. What is the projected handover date to the exhibit fabricator and targeted opening date for the facility?

**ANSWER: The schedule will be refined once the design team is selected.**

6. Will preference be given to Alabama-based firms?

**ANSWER: It is our intent to select the best team for the project.**

7. Are you able to describe the consultants required and those disciplines provided in-house?

**ANSWER: The City currently has open RFQs for Architecture and Engineering Services, Museum Planner Services, Exhibit Design Services, and Theater Planner and Acoustician Services. Additional consultants or subconsultants may be engaged as necessary for the project.**

8. Re: Section 3.4 Licensing and Professional Standing indicated in the RFP: Can you please expand on what type of licencing/certification is required to perform work in Alabama and what would qualify a consultant as "legally authorized to do business in Alabama"?

**ANSWER: The City will require all persons and firms providing services to the project to comply with all licensing requirements to the extent the person or firm's work is subject to such licensing requirements. It is the consultant's responsibility to know their licensing requirements and comply with those licensing requirements.**

9. Can we register as a business in Alabama after award of the contract rather than with the submission?

**ANSWER: See response to #8 above. The City does not require firms to register to do business in Alabama to respond to the RFQ.**

10. Are you working with an owner’s representative who helped to outline this RFQ?

**ANSWER: Yes.**

11. How do you envision the Exhibit Design firm to best work with the city, Nick’s Kids Foundation, the Children’s Hands-on Museum, and the Tuscaloosa Children’s Theater—as well as the Project Architect and Museum Planner?

**ANSWER: Collaboratively.**

12. Page 2, 2.1: Can you define how you envision the community partnership amongst the city and outlined organizations work?

**ANSWER: The City is committed to the success of these organizations.**

13. What will the project hierarchy and approvals look like?

**ANSWER: The Exhibit Designer will be contracted through the to-be-selected A/E Firm.**

14. Page 2, 2.2 A1d: Can you define what type of stakeholders you’re hoping to engage with?

**ANSWER: Stakeholders will include the entities partnering in the project, funding partners, and Center users.**

15. Page 2, 2.2 A1e: What are you looking for in an Analysis Document? How will this differ from the work of the Museum Planner (outlined in the Museum Planner Services RFQ)?

**ANSWER: We anticipate this work will be done in collaboration with the selected Museum Planner.**

16. Page 2, 2.2 B: “curators, education, digital, marketing specialists” can you identify who is a part of the museum team vs. outside consultants?

**ANSWER: The museums team includes curators, education, digital and marketing specialists.**

17. Page 2, 2.2 B1: Can you give an overview of your collection?

**ANSWER: Exhibits will be focused on STEAM programs to educate people of all ages in an interactive and fun learning environment.**

18. Page 7, 3.4: What licenses or certifications are you requiring for the selected Exhibit Design firm? We typically only see this requirement for the project architect and fabrication partners, so we want to make sure that we speak to what is required for this project.



**ANSWER: The City will require all persons and firms providing services to the project to comply with all licensing requirements to the extent the person or firm's work is subject to such licensing requirements. It is the consultant's responsibility to know their licensing requirements and comply with those licensing requirements.**

19. How do you envision the strategic planning, architectural design, and exhibit design processes unfolding and overlapping? Do you anticipate that these occur simultaneously or do you see the exhibit design process starting later to be responsive to the feasibility/planning outcomes?

**ANSWER: In collaboration with the A/E firm who will contract the selected Exhibit Designer.**

20. In November 2021 an RFP was issued for Master Planning for the Children's Hands-On Discovery Center. Can you confirm if this master plan was complete? If so, who completed it and can you share the completed plan?

**ANSWER: The Master Plan documents have not yet been made public, and are not available at this time.**

21. For the exhibit design scope, who is the client, the City, Saban Center, CHOM?

**ANSWER: CHOM and the City will be working together on exhibits.**

22. Please confirm that the Exhibit Design firm will hold the contract with the selected A/E firm.

**ANSWER: The Exhibit Design firm will be selected by the City and CHOM and contracted through the A/E firm.**

23. The Visitor Experience scope includes CHOM/TCT & Event Center. Can we assume that "visitor engagement" may be included in other areas outside of the footprint of CHOM? Or, is the "visitor engagement" only within the footprint of CHOM?

**ANSWER: Yes, you can assume that "visitor engagement" may be included in other areas outside the footprint of CHOM.**

24. Can you share (at a high level) the quantity and types of artifacts in the CHOM collection? Are there any specific curatorial needs - needs to be in a case, can be handled, etc.

**ANSWER: Specific curatorial needs can be discussed during the interview phase of the selection process, if necessary.**

25. Is there an anticipated high-level program size (in SF) of the new CHOM - building and space dedicated to exhibits both indoors and outdoors?

**ANSWER: These documents are still in progress.**

26. Is there an allocated budget range for exhibit fabrication?

**ANSWER: The budget is still in progress.**

27. Under "C Signage and Wayfinding" there is concept design, design development, and construction administration scope. In "B Content & Exhibit Design" under 3. Design development and production, can you confirm that "production" can also be interpreted as construction administration.

**ANSWER: Yes**

28. Can you give an idea as to how many (assuming in-person) milestone meetings are required for the exhibit design scope?

**ANSWER: This will be discussed when we solicit proposals.**

29. Have you all completed a Museum Master Plan? If so, can you share this document?

**ANSWER: These documents are still in progress.**

30. What company developed the renderings on [sabancenter.org](http://sabancenter.org)?

**ANSWER: Ellis Architects.**

31. Is the 2020 Masterplan mentioned in the RFP available to bidders?

**ANSWER: Not at this time. With CHOM's permission, the 2020 master plan documents may be available to firms selected for interviews, if necessary.**

32. What is the center's total square footage?

**ANSWER: These documents are still in progress.**

33. Would this project include development of all of the spaces described in the RFP (Children's Hands-On Museum, the Tuscaloosa Children's Theatre, event space, meeting space, and performance venue)?

**ANSWER: We hope so, subject to budget restraints.**

34. Is there an approximate amount of square footage dedicated to any of the spaces mentioned in question #2?

**ANSWER: These documents are still in progress.**

35. Is there a budget for this project?

**ANSWER: The budget is still in progress.**

36. Is there a projected timeline for this scope project, Summer 2022 until?

**ANSWER: The City plans to begin construction in the Winter of 2023, and would anticipate design work being completed by that time.**

37. How long does CHOM need for review periods? 1 week, 2 weeks?

**ANSWER: This will depend on design milestones and the level of detail.**

38. Do the 5-7 stakeholder meetings all need to be held on site or are you open to virtual meetings?

**ANSWER: Preferred on site, but pending agenda, we are open to virtual meetings.**

39. I see on page 6 that the awarded firm can not bid on or compete for any construction contract and wanted to confirm that the awarded Exhibit firm will not be able to bid on the fabrication RFP or the media within that RFP?

**ANSWER: Yes.**

40. Will proximity to the project site play into the evaluation?

**ANSWER: Please see Selection Procedure on Page 14.**

41. Does the awarded firm need to have a business license in Alabama?

**ANSWER: The City will require all persons and firms providing services to the project to comply with all licensing requirements, to the extent the person or firm's work is subject to such licensing requirements. It is the consultant's responsibility to know their licensing requirements and comply with those licensing requirements.**

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