



## SCOPE OF SERVICES

Solicitation Number: CLMP170

Project Name: Architectural Services for Austin Studios Expansion

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### **PROJECT FOR:**

CITY OF AUSTIN, AUSTIN FILM SOCIETY, and ECONOMIC DEVELOPMENT DEPARTMENT  
THROUGH ITS CONTRACT MANAGEMENT DEPARTMENT

### **PROJECT TITLE:**

AUSTIN STUDIOS EXPANSION

### **OBJECTIVES OF THE PROJECT:**

The City of Austin (City) anticipates selecting a qualified Architectural Services Consultant (Consultant) to provide design and construction administration services for improvements associated with the Austin Studios Expansion project. The selected Consultant shall have experience with the planning, design, and construction of infrastructure and facilities for multi-user compounds that develop in phases (shell and core, tenant improvement, future expansion); adaptive reuse projects that require environmental remediation; and processes associated with implementation of City of Austin General Obligation Bond projects, including, but not limited to, alternate project delivery methods, stakeholder engagement, Art in Public Places, and LEED Certification.

The Austin Film Society (AFS) will utilize the Construction Manager-at-Risk (CMR) alternative delivery method for the construction and associated improvements. There will be two separate Request for Qualifications – this solicitation for the Architectural Services Consultant and a separate solicitation for the CMR by AFS. This solicitation is for a contract with AFS and with oversight and final approval by the City in accordance with the Agreement for Development and Construction of New Cultural Facilities (the Agreement) and this Scope of Work.

### **BACKGROUND:**

The Austin Studios Expansion project is for the Film Society of Austin d.b.a. Austin Film Society (AFS), a Texas non-profit corporation, through the City of Austin's Contract Management Department.

### **About the City of Austin**

The City of Austin, Texas, population 840,000, is the 11th largest city in the country. This vibrant and dynamic city tops numerous "Best" lists for business, entertainment, and quality of life. Austin was selected as the "Best City for the Next Decade" (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com), and is in the Top Seven List of Intelligent Communities for 2012 as ranked by the Intelligent Community Forum. Austin continues to lead the country with its vision of being the "Most Livable City in the Country." Austin is emerging as a player on

the international scene with such events as South by Southwest (SXSW), Formula 1 Grand Prix, and home to companies such as Apple, Samsung, Dell, and Whole Foods. From the seat of state government, to the “Live Music Capital of the World”, and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability. Since the mid-1800s, Austin's population has doubled every 20 years and is projected to have record-breaking growth for the next decade.

### **About AFS**

AFS is a non-profit organization that empowers our community to make, watch and love film and creative media by:

- Showing great films and premieres
- Managing Austin Studios
- Awarding grants and supporting filmmakers
- Teaching kids & adults about filmmaking
- Presenting the annual Texas Film Awards to raise funds and awareness for the above

AFS began in 1985 with a group of friends getting together to watch films that were not distributed to the general public. As word got out, that small group of cinephiles turned to hundreds and AFS was born, honoring classic and independent film with screenings in venues all over Austin. Over the years, AFS has grown from a primarily film-watching organization into an organization that offers exhibition, education, artist services and economic development programming, fully embodying its “make, watch, and love” mission.

### **About Austin Studios**

For more than a decade, AFS has operated Austin Studios, a 20-acre film and creative media production complex located at 1901 E. 51<sup>st</sup> Street. The goal of Austin Studios is to enhance/enrich/boost Austin’s creative media community and infrastructure. Austin Studios was founded by AFS in 2000 as a part of the City’s economic growth strategy; in 2006, AFS received \$5 million in City of Austin general obligation bond funds to outfit two soundstages and another \$1 million from Austin Energy and Austin Water Utility to extend utilities throughout Austin Studios campus

Since it opened, Austin Studios has been utilized for a number of film and creative media productions, including films such as TRUE GRIT, IDIOCRACY, MISS CONGENIALITY, PREDATORS, SPY KIDS, and PARKLAND; television series such as “The Lying Game” and “From Dusk Till Dawn”; commercials and photo shoots for ESPN Sports, Reebok, Entertainment Weekly; music videos, community events and many more. These productions have resulted in over \$1.4 billion in economic impact to the City.

Austin Studios’ production facilities currently feature two soundstages, one mill/wardrobe facility, production offices, and acres of back-lot for base camp, set construction, and parking. In addition to the 100,000sf of production space, Austin Studios is home to over 40 small businesses, filmmakers, and production vendors, including Richard Linklater’s Detour

Filmproduction, Chapman Leonard Studio Equipment, SoundCheck Austin, MPS Camera, and Rooster Teeth. AFS' offices, screening room, and meeting room are located at Austin Studios, bringing over 4,500 visitors to the studios lot annually through exhibition, education, and artist services programming. These tenants make Austin Studios unique, diverse, and vibrant.

### **AFS' Vision for Austin Studios**

Today, AFS is positioned to expand Austin Studios even further through its partnership with the City of Austin. First, Austin voters approved a \$5.4 million bond package in November 2012 that will help renovate Austin Studios' facilities into more productive space for the film and creative media industry. Secondly, Austin Studios recently expanded its space portfolio through the acceptance of the 75,000sf former National Guard Armory building (Armory). Additionally, AFS will receive Google Fiber through the Community Connect program, making Austin Studios a hotspot for digital and convergent media.

Together, these initiatives will enable AFS to increase the amount of space and infrastructure made available for film and creative media production, small business space offerings, and community amenities. AFS's vision is to transform the Armory into a Creative Media Hub that consolidates many of the small business tenant and AFS office spaces under one roof. The Creative Media Hub is envisioned as a collaborative and dynamic home for film and creative media makers, crew members, and film lovers. The goal is for the Creative Media Hub to feature space for film and creative media businesses, including those of anchor tenants, small business suites and AFS offices. The Hub will also host a shared lobby, a 70-80 seat screening room, multi-purpose conference and meeting rooms, a co-working center and artist incubator, and a café and break room/crew lounge.

The \$5.4 million Austin Studios Expansion project is the foundation of AFS' Creative Media Hub vision. The project will enable the renovation of the Armory to make it suitable for tenant investment and AFS use; it will enhance functionality of Austin Studios by reorganizing uses and improving security, access, and wayfinding; it will also expand critical site infrastructure (electrical, water, sanitary sewer, and communications) to allow for increased capacity and future expansion opportunities.

### **Site Description**

Austin Studios is situated on 20 acres in central-east Austin at the edge of the Robert Mueller Municipal Airport (Mueller) redevelopment; its address is 1901 E. 51<sup>st</sup> Street. The facilities at Austin Studios were originally a part of the municipal airport; its soundstages are former airplane hangars and its production offices were originally used for the private terminal. Currently, Austin Studios features approximately 190,000sf of permanent facilities, divided amongst eight structures: Stages 1 through 7, the "Red Building", and the ARMORY. Bungalows A through E are temporary facilities but provide additional production office and AFS office space. A site diagram providing additional information about its layout has been included with this Request for Qualifications.

**ANTICIPATED SERVICES:**

The selected Consultant shall provide professional design and construction administration services for all basic aspects of the Austin Studios Expansion project, including site work, infrastructure, information technology and security systems, and facilities renovation and possible new construction.

The selected Consultant shall provide efficient and coordinated management of its team. The selected Consultant shall incorporate feedback from AFS, the City, the AFS and City Project Managers, Contractor, and Subject Matter Experts; shall participate in Mueller New Construction Committee/Planned Improvements Advisory Committee; shall ensure Record Documents (Site Development Plan, Construction Plans) are complete; shall meet MBE/WBE program requirements; and shall have direct responsibility for ensuring work products are completed on schedule, on budget, and to the level of quality required by the Agreement between the City and AFS.

The selected Consultant shall provide professional services for the design and construction administration of this project. The activities of the selected consultant shall incorporate AFS' past and current pre-project planning activities and will remain through post construction. The design and construction administration services will include, but is not limited to, the following:

- Existing conditions analysis; Review of space programming and scope of work
- Participation in design phase, bid phase, construction phase, and post-construction
- Prepare schematic designs, design development, bid, site development plan and permitting, construction, and post-construction documents
- Review of shop drawings, response to requests for information, and field observation during the construction phase
- Professional services coordination; efficient management of Consultant work-schedules; delivery of complete work products on-schedule; employment of project communication protocols
- Preparation of exhibits and reports and participation in stakeholder meetings, milestone work sessions, and updates to executives, boards, the City, the New Construction Council and/or Planned Implementation Advisory Commission
- Coordination of documentation for LEED Silver Certification, as needed
- Oversight of the quality of all aspects of the project in adherence to project goals, schedule, and budget
- Assurance of Consultant's compliance with the Agreement, including MBE/WBE program requirements
- Work responsively and collaboratively with AFS and City representatives, including but not limited to Project Managers from AFS and the City, Art in Public Places coordinator, SMBR representative as well as planning review and inspections staff.

The Austin Studios Expansion project consists of the following program elements;

## **1. RENOVATION OF THE FORMER NATIONAL GUARD ARMORY BUILDING**

AFS' vision is to adapt the approximately 75,000sf former National Guard Armory building into a Creative Media Hub that will serve as a home base for the film and creative media community in Austin. The Austin Studios Expansion project will ready this building for tenant investment and AFS use by developing a functional core and shell. Core building systems such as utilities infrastructure, restrooms, roof, and life safety require upgrades; shared amenities such as a central lobby, conference and meeting rooms, screening room, break room, and media lounge are desired. An implementation plan that addresses future expansion opportunities is needed.

## **2. CAMPUS ORGANIZATION, CONNECTIVITY, ACCESS, SECURITY, AND WAYFINDING**

The Austin Studios Expansion project will reconfigure the campus to locate "public" functions to a more accessible part of the compound, which means that circulation and access paths will need to be added and clarified. Security gates, screening fences, and key-card access points will need to be strategically placed to enable a separation of "public" and "private" functions. Landscaping, signage, and wayfinding will be required to unify the Austin Studios compound and facilitate efficient movement of vehicles, pedestrians, and cyclists. Opportunities for enhanced integration with the surrounding neighborhoods will be considered.

## **3. INFRASTRUCTURE**

In order to facilitate increasing levels of film and creative media activities, the Austin Studios Expansion project requires upgrades to critical site and building infrastructure including electrical, water, sanitary sewer, and communications services. Infrastructure capacities need to be sized to accommodate current and future expansion needs. Site drainage and detention needs to be addressed.

The selected Consultant's Project Manager shall be the single point of contact for AFS and report to AFS' Project Manager and coordinate with the City's Project Manager and other AFS and City representatives, as needed. All required deliverables will be approved by AFS and the City prior to distribution for construction; monthly reports will be submitted in accordance with the Agreement. Neither the selected Consultant nor any members of the Consultant's team shall be able to serve as AFS' Project Manager or Contractor.

**PROPOSED SCHEDULE:**

For planning purposes, AFS’s anticipated timeline for the Austin Studios Expansion is as follows:

Project Manager Procurement	August – October 2014
Architectural Services Procurement	September – November 2014
Architectural Services Interview (if required)	November 4 or 5, 2014
Design Phase	November 2014 – June 2015
Contractor Procurement	December 2014 – February 2015
Construction Phase	July 2015 – March 2016
Grand Opening	April 2016

**COST ESTIMATE:**

The total project budget for Austin Studios Expansion project is \$5.4 million, which is provided through City bond funds. Of this total project budget, approximately \$579,000 is available for design services. It is anticipated that the selected consultant will craft a scope of work and pricing schedule that is commensurate with the construction budget of approximately \$4 million. Improvements that might be funded by other sources (e.g., tenants or donors) would be performed under separate or alternate contracts and are yet to be determined.

**MAJOR AND OTHER SCOPES OF WORK:**

Below is a list of the major scopes of work that AFS and the City has identified for this project. ***There must be representation for all major scopes of work listed in the prime’s statement of qualifications. The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.*** In addition, the City and AFS have identified Other Scopes of work that MAY materialize during the course of the project. The City and AFS do not guarantee that the scopes listed under Other Scopes of work will materialize on this contract. If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

**Major Scopes of Work**

- Architectural Services
- Civil Engineering Services
- Structural Engineering Services
- Mechanical, Electrical, and Plumbing Engineering Services
- Landscape Architect Design Services
- LEED Certification Consulting Services
- Wayfinding

**Other Scopes of Work**

Network Information Technology Planning  
Permitting Services  
Graphic Design Architect  
Environmental Remediation Consulting Services  
Building Commissioning Services  
Theater / Acoustical Consultant

**Notes:**

- **Deadlines for questions** - Any questions relating to this RFQ should be emailed to the authorized contact person no later than Monday, September 29, 2014.
- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from any contracts resulting from the work performed in the design phase.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by SMBR in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.