

**REQUEST FOR PROPOSALS  
FOR PRELIMINARY PHYSICAL PLANNING  
FOR THE CENTER FOR CREATIVITY AT THE RIALTO**

DATE OF ISSUE:

June 30, 2022

PROPOSALS DUE:

July 15, 2022, 5:00 pm

Award will be made by July 31, 2022

Any questions during the proposal period may be addressed to:

Beth Cassie, Board President

[westfieldartscollective@gmail.com](mailto:westfieldartscollective@gmail.com)

DELIVER COMPLETED SUBMISSIONS TO:

[westfieldartscollective@gmail.com](mailto:westfieldartscollective@gmail.com)

Late or incomplete proposals will not be considered.

The Center for Creativity at the Rialto reserves the right to reject any proposals.

## REQUEST FOR PROPOSALS

The Center for Creativity at the Rialto (“The Center”) is seeking proposals for professional services to develop preliminary physical plans related to the potential redevelopment of the Rialto Theater in downtown Westfield NJ.

In August of 2019, the Town of Westfield’s local movie theater, the 100-year-old historic Rialto Theater, unexpectedly closed its doors. In the spring and summer of 2021, a group of Westfield residents, who had been in the process of creating a “makerspace” in the central business district of Westfield, turned their attention to the Rialto Theater. This group, organized as a New Jersey not-for-profit corporation, and recognized by the IRS as a 501(c)(3) charitable entity, entered into a contract with the current owners of the Rialto Theater to purchase the building.

The Westfield Arts Collective (WAC), operating as the “Center for Creativity at the Rialto,” seeks to create an inclusive and collaborative community space to inspire and showcase the visual and performing arts, through creation, exhibition, and education. The WAC’s goal is “to raise the level of creative energy in Westfield New Jersey and enhance people’s lives through the arts.”

In March of 2022, the Center hired Webb Management Services, Inc. to develop a feasibility study addressing the market opportunity for the Rialto Theater. The first phase of their work, a needs assessment, has affirmed the idea that the Rialto could be renovated as a community-serving art center and has suggested that the building be renovated to include the following components:

- A main hall with a seating capacity between 200-300 seats and a working stage good for music, theater, dance and film.
- There is potentially a second smaller space that can be used for less formal performances, plus rehearsals, classes and meetings.
- There is one or more galleries for exhibitions, meetings and events.
- There are additional classroom and support spaces that allow the Center to offer a wide range of active arts programs for the community, with the Center theoretically busy from early morning until late at night.

Now, before proceeding with the business plan for recommended facilities, WAC leadership wish to confirm if and how these recommended components might fit within the redeveloped Rialto Theater building, and what those renovations might cost.

#### SCOPE OF SERVICES SOUGHT

Given the above, WAC leadership are seeking proposals from professional firms with regional and relevant experience to deliver the following services:

1. Develop a preliminary space list with input from WAC leadership and Webb Mgmt. for the adaptive use of the Rialto Theater facility, identifying existing and proposed square footages.
2. Develop a conceptual program narrative consisting of the following sections:
  - Theatrical functionality and quality statement
  - Performance equipment recommendations
  - Space list
  - Adjacency diagrams
  - Room data sheets
3. Develop conceptual layouts based on the above, using facility plans and sections provided by WAC.
4. Develop an order-of magnitude capital budget for the renovation based on the space program, equipment recommendations and renovation costs from recent regional projects.
5. Present the final building program and conceptual layouts to WAC.

Note the following:

- Firms may join together to form teams in order to propose the services required by WAC.
- There is a full set of drawings for the building in its current form available to the selected team or firm.

- The selected firm or team will have access to the building to conduct their initial study and review.
- The work should be delivered in a form that WAC leadership can use for planning and fundraising purposes.

## SUBMISSION REQUIREMENTS

The proposal should include the following information:

1. Qualifications statement, including professional work experience attesting to the applicant's capacity to perform the required work and current resumes of all team members who will be assigned to this project
2. Examples of relevant projects completed by the project team, including work on buildings of this historical period
3. A client reference list, with names, addresses and telephone numbers of specific clients for whom the consultant performed similar services within the past five years
4. A description of the proposer's approach to this project, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from WAC.
5. A work plan and timetable for accomplishing the tasks described in the scope of services, including estimated hours and fees for each of the tasks described above.
6. Please submit certificates of professional liability insurance which will be maintained throughout this project

## PROPOSAL EVALUATION

Responsive submissions will be reviewed to determine if each respondent has met the minimum professional, administrative, and financial requirements

described above. The successful respondent shall be determined by an evaluation of the total content of the responsive submission submitted.

#### DEADLINE FOR SUBMISSIONS AND CONTACT INFORMATION

Proposals will be received via email to [westfieldartscollective@gmail.com](mailto:westfieldartscollective@gmail.com) until 5:00 p.m. EDT on Friday July 15, 2022. Proposals received after this time will not be considered.

Questions regarding any aspect of this Request for Proposal can be delivered via e-mail and should be sent to:

Beth Cassie, Board President  
[westfieldartscollective@gmail.com](mailto:westfieldartscollective@gmail.com)