

# **Request for Proposals for Architectural Design Services for the Memorial City Hall Building in Marshall, Texas**

## **Project Introduction**

The City of Marshall, Texas desires to renovate the historic Memorial City Hall building that is located at 110 East Houston at the southeast corner of the Courthouse Square in downtown Marshall. The building was built in 1927 and has been mostly vacant since 1994. The footprint of the building measures approximately 60 feet by 120 feet and the building is four stories. Approximately two-thirds of the space in the building is devoted to an auditorium. The primary goal of this renovation project is to return the auditorium to use. There are significant budgetary constraints on this project that will likely cause the project to have to be undertaken in phases. Additionally, part of the building is occupied by the Harrison County Historical Museum. The project will need to take into consideration the fact that some exhibit space for the museum will be incorporated into the project in the form of wall-mounted displays and narrow display cases. The selected architect will be expected to coordinate with the museum's consultant during design of this project. The project will be partially funded through a Preserve America grant from the National Park Service.

## **Project Requirements**

The City of Marshall is looking for an architect that is experienced in renovating historic buildings that contain performance venues. Because the project is funded in part by federal funds, it will be subject to Section 106 review by the State Historic Preservation Office and the National Park Service. The selected firm must have experience meeting these requirements. The submittal should highlight the firm's experience meeting the Section 106 requirements in renovation projects, its experience renovating old performance venues, its experience with performance halls in general, and its experience renovating buildings eligible for listing in the National Register of Historic Places.

## **Submittal Requirements**

Provide three copies of the firm's response to this request for proposals that include:

- Brief summaries of projects that involved compliance with Section 106 requirements, involved renovation of a performance venue, involved construction of a performance venue, and/or involved renovation of a building eligible for listing in the National Register of Historic Places;
- Contact information for at least five references, two of which must be for projects that involved compliance with Section 106 requirements;

- Resumes of personnel who will be involved; and
- A statement that the firm can meet the schedule that has been established for design of this project.

### **Interviews**

Upon review of the proposals received in response to this request, the City of Marshall may choose to conduct interviews with selected firms. If the City of Marshall chooses to conduct interviews, the selected firms will be invited (at their own expense) to make a presentation about their qualifications and examples of past projects. The date and times for interviews will be determined after review of the proposals.

### **Schedule for Award of Contract**

The City of Marshall intends to pursue an aggressive schedule in the selection of an architect, completion of design, award of a contract for construction, and completion of construction. It is anticipated that a recommendation will be made to the Marshall City Commission on selection of an architect at the City Commission's regular meeting on Thursday, December 10, 2009. The contract will be negotiated after selection of the architect is confirmed by the Marshall City Commission. Design work should be complete by April 15, 2010, and construction should be complete by December 1, 2010.

Send the three copies of your proposal to:

Frank Johnson  
City Manager  
City of Marshall  
P.O. Box 698  
Marshall, TX 75671  
or 401 South Alamo  
Marshall, Texas 75670

The proposals must be received by **5:00 p.m. on November 30, 2009.**

Please direct any inquiries to Mr. Johnson at 903-935-4418 or at [fjohnson@marshalltexas.net](mailto:fjohnson@marshalltexas.net)