



**Festival & Entertainment Stage Areas  
Downtown Elkin  
Design – Build Project  
Request for Proposals  
April 2023**

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## *Project Overview*

<b>Project</b>	Design-Build two complimentary outdoor stages and repurpose an existing area building for event concessions
<b>Site</b>	3.2 acre site located at 257 Standard, Street, Elkin, NC 28621
<b>Indicative budget</b>	\$700,000 for all three elements
<b>Due Date</b>	<b>May 22, 2023</b> Notice of Intent to submit: received <b>by April 26, 2023</b> Site Visit : <b>May 1, 2023, 10am, 257 Standard Street, Elkin, 28621</b>
<b>Submissions:</b>	By email or usb drive in PDF format, hard copies not required
<b>Questions</b>	<b>Posted on ElkinNC.org webpage with a downloadable PDF of the RFP.</b> No questions answered the week RFPs due

## ***Invitation***

The Town of Elkin is requesting proposals from general contractors to design and build two outdoor music/entertainment stages, as well as the renovation of an existing shed structure to a concessions, dining seating and restrooms area.

Funding for this project is through a North Carolina Rural Transformation Grant; awarded to the town for this concept project in December 2022. All State of North Carolina procurement procedures will be followed. Contractors will need to be responsive to town staff for reporting and invoicing needs as and when needed by our grant reporting requirements.

Proposals need to be valid for 90 days from the due date of **May 22, 2023**. The Town reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors, or to phase or cancel in part, or in its entirety, this proposal, if it is in the town's best interest to do so.

## ***Project Details***

This project entails the construction of two stages, and the renovation of an existing shed structure (if possible) for a concessions, dining seating and restrooms. For consistency we will refer to these individual construction elements as:

- West lawn small stage
- East lawn large elevated stage
- Concession area

The vision for this space is to host large music and entertainment events. Crowd flow, emergency access and attractive lighting for all structures, as well as necessary public utilities, stormwater management and grading should be considered. The Town has determined the preferred placement and orientation for the stages in the lawns. See the attached site plan.

The West lawn small stage is envisioned to be a simple concrete pad structure with a covering. It will require basic lighting, and electrical capabilities for larger production equipment (sound, lighting). The structure will be oriented so that sound and visibility is projected to the entire lawn.

The East lawn larger elevated stage should be capable of hosting larger performances (minimum 5 piece band), with an enclosed and temperature controlled 'backstage room' with restroom. The structure should be elevated for performance projection across the entire lawn, and shall conform to NC and local flood plain ordinances. The structure should be such that large weight loads for lighting and sound rigs are possible. Due to the need to be elevated, an accessible ramp (permanent or mobile) will need to be included in the design.

The Concession Area shall be located where at existing wood-racking shed on the north boundary of the site. The town would prefer to repurpose this shed, creating 'outlets' for a food concessionaires to occupy. This would be a service area, not a full food prep area. Flooring, sink, shelving and counter spaces associated with food service is a required part of the design. A concept incorporating multiple food truck hooks in addition to this prep area is also preferred. Restrooms to accommodate large public events with all accessibility requirements need to be incorporated into the design. An area for full or partially covered table seating should be integrated into the Concession Area design.

### ***Desired design and site details***

On the site is a 6,000 SF existing building that was renovated in 2018. It houses a Yadkin Valley regional visitor and trails center and has the elements of a metal roof, rock façade enhancements, and a large inviting front porch. The design and feel of the stages and concession area should mirror this existing building.

Consistent elements to include with the design are steel, wood and stone.

The Yadkin Valley is home to over forty-five vineyards, and the design aesthetic should follow that vineyard-ambiance of modern rustic or lodge rustic design elements.

In consideration of the flood plain and the need to conform to all state and local ordinances, firms may consider a Certified Letter of Map Revision as an option should estimated construction costs exceed budget constraints.

### ***Proposal Inclusions***

Proposals will be submitted on a Design-Build process based on the three major construction elements stated above. Costs will be provided for each major construction element (west lawn small stage, east lawn elevated stage, concessions area). The Town would like to evaluate the costs for each individual element and that the awarded firm will be contracted with and perform construction as one project.

Proposed concept designs are required to be included in the proposal; showing the use of the material elements desired, and their consistent use through all three elements and blending with the existing building on the site. A separate design concept for stage (non production) and additional exterior lighting, that may be adjusted during night events shall be incorporated into the design. The town will implement this design in other areas of the site for consistency.

Provide examples of work and assurances of the project's design aesthetic requirements.

Include a construction timeline from commencement, staging and completion.

## ***Selection Process***

All proposals submitted will be evaluated by a Town of Elkin staff committee. The committee will consider, but not be limited to, the major factors that will be incorporated in a weighted-scale matrix to help objectively highlight the proposal that best meets our needs. A site visit is highly recommended. The committee reserves the right to narrow the field to two final proposals and require further information of both for a final award.

The major factors that will be considered are:

- Entity's experience in this field of work; number of examples provided highlighting this work,
- Entity's experience with construction projects of this scale in Surry County/Northwest NC region,
- Sample illustration of design proposed and its incorporation of the desired design elements and entire site area,
- Costs and contingency ranges,
- Calendar and staff availability to provide first priority attention to this project to completion,
- References, and quality of references provided by referrals

Once a proposal is selected, the committee will meet with the selected firm and representatives to set a design and construction calendar. The Town would prefer to review a final contract for the project and have it presented at a regularly scheduled town board meeting no more than 60 days following the notice of award.

## ***Questions***

If you have questions about this RFP, please contact either Leslie Schlender, Economic Development, at 336-258-8907, [lschlender@elkinnc.org](mailto:lschlender@elkinnc.org), or Brent Cornelison, Town Manager, 336-258-8901, [bcornelison@elkinnc.org](mailto:bcornelison@elkinnc.org).

**We will host an onsite Q & A session May 1<sup>st</sup> at 10am.**

**All questions received will be posted on ElkinNC.org where the RFP is also posted.** No questions will be accepted the week proposals are due.

## ***Due Date***

**\*\*Providing notice that your firm intends to submit a proposal is strongly recommended by April 26, 2023.** Email notice to [lschlender@elkinnc.org](mailto:lschlender@elkinnc.org); receipt of acknowledgement will be provided; phone 336-258-8907 if that acknowledgement is not received within 24 hrs.

All proposals to be considered must be received by the **end of the business day, 5pm, May 22, 2023**. Late proposals will not be considered. It is the sole responsibility of the offerer to see that the proposal is received before the submission deadline.

Thank you for your consideration of this impactful Town of Elkin project.

***Sample designs***

The following are photos of structures that highlight either the basic materials, or general layout needs of the two stages. In their simplest forms, they are covered areas, one of which will need to be elevated, and have a backstage room attached. The design materials to capture are steel, rock and wood.

The first photo below is of the existing building renovated in 2018



Aerial of site and the orientation of construction elements; *not to scale*













