

URBAN MEDIA ARTS
REQUEST FOR PROPOSALS
501(c)3 Community Media Arts Center
145 Pleasant Street, Malden MA 02148
Facility Feasibility Study



Date Issued: May 15, 2024

**Due Date for Responses: Applications will be accepted through email only
submit@umaverse.org with attached PDF documents no later than 4:00 P.M. EST,
on Wednesday, June 12, 2024.**

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

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INTRODUCTION/PURPOSE

Urban Media Arts (UMA) seeks qualified firm(s) or individual(s) to conduct a facility feasibility study to upgrade, modernize and improve the existing structures to be ADA accessible and environmentally sustainable. UMA is looking to provide an open, engaging, and welcoming multi-cultural space for artists, community groups, students (both adults and children) and fully utilize the 7,000 square feet of the facility. The result of the study will include a conceptional site design of a multi-use facility that may house spaces for community gatherings, a full television studio with control room, administrative offices, classrooms, an art gallery, rehearsal spaces, video/audio production, storage and public meeting spaces.

BACKGROUND

Urban Media Arts (UMA), Malden's Media Center is a 501(c)(3) non-profit organization that offers TV/video production resources, digital media equipment, media education workshops, citizen journalism, podcasting, multimedia storytelling, a physical and virtual art gallery, a community reading program, and networking opportunities, both online and in-person supported by individual and organizational contributions. Proudly based in Malden, MA, UMA serves the City of Malden and extends its programs and offerings to the surrounding area and global community of which it is a part.

The building at 145 Pleasant Street is of concrete construction with a new rubber roof in 2023. The building structure dates to 1920 and comes with functional, maintenance, and accessibility issues. The current two-level configuration was implemented in 1989.

The first level is street level and has a tile egress that slopes up. This first level consists of a front lobby area, storage closet, three staff offices, digital podcasting studio, hallway / art gallery, three rooms used for film & TV production. A full television studio and it also houses all the studio control equipment and the organization's channel playback system which requires a climate-controlled environment. (See attachments A for floor plans and B for photos.)

Down a long narrow hallway there are rooms used for staff offices, film production and two bathrooms. There is also a kitchen with two metal doors that exit out of the back of the building with two concrete steps. Not all doorways are wide enough to allow wheelchair access. The hallway is also utilized as an art gallery. The kitchen space is utilized as meeting space and should be upgraded to be more multi-functional. In 2022, most of the lighting on the first floor was upgraded to LED.

The lower level is only accessible via stairs. This level includes staff offices, equipment storage, a small production studio with control room, three storage closets with incomplete plumbing. Half of the space on the lower level was just recently cleaned out to reveal almost 2,500 square feet that could be utilized as multipurpose use space (maker's space, meeting space, consolidated storage, etc.).

PROJECT DESCRIPTION

Evaluate the adequacy of the current facility layout and make recommendations that address the space needs and remodeling requirements identified if UMA where to remain in the current facility.

SCOPE OF SERVICES

- Evaluate existing conditions of the entire facility.
- Review staff space needs and assess workspaces based on existing standards.
- Examine equipment, material, and operational areas.

- Identify deficiencies that need to be addressed (space, operational and building systems)
- Provide Conceptual Facility Site Design that includes:
 - Enhances efficiency and code compliance with sprinkler systems, HVAC, electrical and plumbing.
 - Climate controlled dedicated IT/Master Control space.
 - Seamless integration of AV over IP signal Flow for networked resources through entire facility.
 - An accessible lift to lower level and ADA compliance with heavy emphasis on universal design.
 - HD compatible and energy efficient multi-use television studio with control room.
 - Administrative offices, lobby, podcast suite(s), editing bays, restrooms, storage and kitchen area.
 - Multi-Use rooms for community meetings, maker spaces, digital equity resources, classrooms, and rehearsal space.
 - Art gallery with community gathering space.
- Provide estimated costs for recommended improvements and renovations based on consultants (HVAC, MEP Eng, Architect, Cost Estimator, Code Consultant)
- Deliverables include - Executive Summary, Existing Plans, Space Programming, (2) Proposed Options, MEP Narrative, and Cost Estimate

TIME SCHEDULE AND COMPENSATION

The proposer shall be prepared to become fully engaged in the Project immediately upon being chosen as the successful bidder. The selected bidder is expected to be under contract until the project is complete, as deemed by UMA. Upon selection, the Executive Director will negotiate the amount of compensation and the method of payment, with the amount not to exceed \$25,000. The individuals or firm filling these positions will be considered as independent contractors in all contractual arrangements.

EXPERIENCE

The proposer shall be a person and/or firm who is registered by the Commonwealth as an Architect or Professional Engineer and who has at least five (5) years' experience providing the types of services described within the Scope of Services of this Request for Proposals. Proposer shall not have a record of substandard workmanship, as verified by UMA by communication with licensing authorities, former clients and references and other means as UMA deems appropriate.

The proposer must have excellent presentation and communication skills. The individual or firm must be able to demonstrate financial adequacy and managerial stability.

REQUEST FOR SERVICES

Qualified persons and/or firms interested in submitting proposals must do so through email submit@umaverse.org on or before 4:00PM EST on Wednesday, June 12, 2024.

A Pre-Bid Walk-Through will be held on Wednesday, May 29th 11:00 AM (EST) at 145 Pleasant Street, Malden, MA.

Qualified persons and/or firms may schedule one meeting via telephone with the Executive Director (tina@umaverse.org) not to exceed one hour for questions regarding the project.

Proposals accepted by: Qualified persons or firms with demonstrated successful experience on similar projects.

The Fee for services will be negotiated, but not to exceed \$25,000.

Payment: The selected individual or firm will contract with UMA where progress payments will be made to complete the scope of work within established timeframes.

Work to Begin: On or by July 3, 2024.

Work To Be Completed By: On or by July 31, 2024

Deadlines may be extended at UMA's discretion.

Contact: Prospective applicants who have any questions regarding the Request for Proposal may contact the Executive Director, Tina LeGarde, at tina@umaverse.org.

PROPOSAL FORMAT AND REQUIREMENTS

The format of the proposals shall be in the format specified below:

A) Title

Proposals must include the complete name and address of the consultant and the name, mailing address, Federal identification number and all contact information of the person UMA should contact regarding the proposal.

B) Introductory Cover Letter

The proposer must provide concise narrative statements illustrating their understanding of the project's requirements, deliverables and schedule. Proposers shall also identify any pertinent issues and/or potential problems related to the project. The introductory cover letter must name the person(s) authorized to represent the proposer in any negotiations and the name and title of the person(s) legally authorized to sign any contract that may result. The cover letter shall be signed by the authorized agent of the consultant.

C) Consulting Firm Qualifications (20 points)

This section focuses on the qualifications of the firm. Provide a description of the firm including the number of years in continuous operation, type of work the consultant specializes in and firm resources to complete this project. The proposer shall display qualifications, specialized experience, and technical competence as it relates to this project. Please include the following:

- Office location where work for this project will be performed
- Certificate of non-collusion
- A Certification of Tax Compliance
- Proof of professional liability insurance. Urban Media Arts must also be able to be named an "additional insured". Other insurance requirements for comprehensive, etc. will be included in the contract for services.

D) Project Team Qualifications (25 points)

This section focuses on the qualifications and experience of the Project Team. This section shall include:

- Identify the day-to-day project manager, the principal-in-charge and all other key team members that will be utilized on the project. Identify Project roles and responsibilities of all key personnel.
- A Project Manager Qualification Statement
- Description of education, certificates or licenses, professional background, experience, skill, expertise, and training for the type of services required.
- Describe the extent of principal and project manager involvement.
- Current assignments and availability of all key team members.
- Identify any sub consultants for this project.

E) Project Methodology, Understanding & Project Plan (30 points)

This evaluation component will allow UMA to assess the Proposer's understanding of the services requested. Does the Proposer present a clear and concise understanding of the project and objectives? The proposal shall include comprehensive narrative statements that set out the methodology used on this project. This section should show how the methodology will accomplish the project (the project plan) and provide the deliverables described in the scope of project. A project timeline shall be included in this portion of the proposal.

The project plan shall include narratives on each significant segment of the project. Also identify how much UMA personnel would be expected to contribute to the project effort. If there are any concerns or constraints that the proposer sees regarding the project, it shall be identified in this section. Any environmental concerns or constraints should also be addressed in this section. Please summarize possible solutions to constraints.

F) Demonstration of Previous Relevant Project Work & References (25 points)

The proposer shall demonstrate successful completion of previous facility feasibility studies and conceptual site designs. List all facility feasibility studies and conceptual site design projects completed in the last ten years focusing on projects completed in the New England area and any focused-on community media or relevant operations of arts and cultural institutions will be welcomed (include completion dates).

Please provide a minimum of three references who can respond knowledgeably regarding the consultant's experience (recent project references preferred). Include a brief narrative of services rendered for each reference provided. Proposers are invited to provide letter(s) of reference from previous clients.

References shall include:

- Customer/Client Name
- Reference Name & Title
- Phone Number & email address, website

- Physical address
- Brief description of project & services rendered
- Project completion date
- Similarities to UMA's project

G) Any other information the applicant considers relevant for evaluating its project qualifications.

SUBMISSION PROCEDURES CRITERIA

The written proposal (which is considered an outline of project) should include all attachments and exhibits in PDF format submitted through email to submit@umaverse.org. Proposals must be received no later than 4:00 P.M. EST, on June 12, 2024.

AWARD SELECTION

This RFP states the scope of requirements and specifies the general rules for preparing the written proposal. Responses will be objectively evaluated based on the Proposer's responses to the RFP. UMA will determine the most responsive, responsible, and advantageous proposal using the point value listed in the Proposal Format and Requirements Section of the RFP.

Based on the review of the proposals up to three finalists will be short-listed and interviewed by UMA. All firms or individuals short-listed will be notified at least three business days prior to their scheduled interview. All firms or individuals submitting proposals will be notified by UMA.

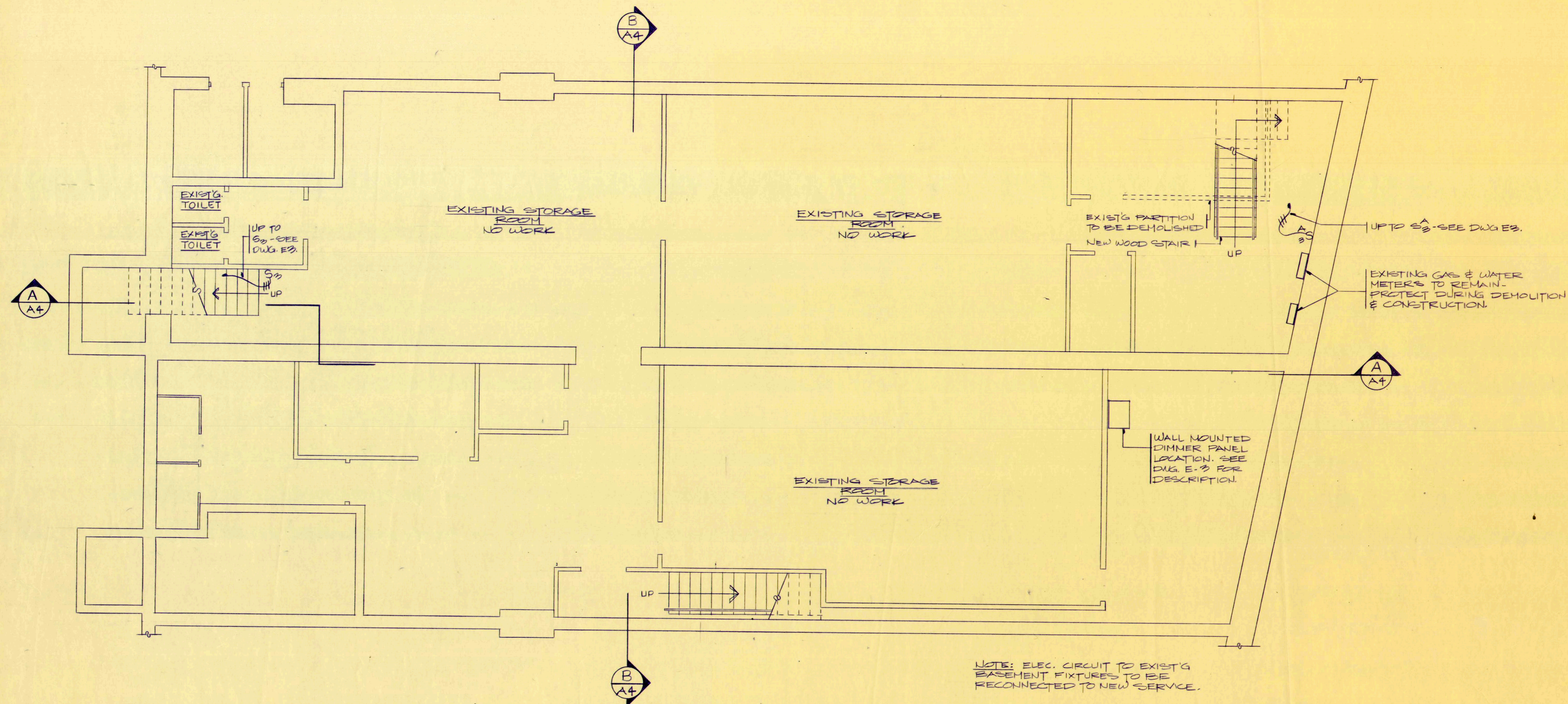
UMA will submit its recommendation to the Board of Directors, who will award a contract for the Designer services to the person or firm submitting the proposal or qualifications most beneficial to the UMA and the facility feasibility study.

GENERAL AND SPECIAL PROVISIONS

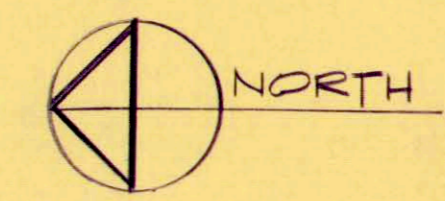
UMA reserves the right to reject all proposals, waive informalities, and award contracts as may be in the best interest of the Urban Media Arts. The applicant selected shall be expected to comply with all applicable federal and state laws in the performance of services. The consideration of all proposals and subsequent selection of the successful applicants shall be made without regard to race, color, sex, age, disability, religion, political affiliation, or national origin. Services provided by the successful applicant shall be rendered through a professional services contract.

APENDIX A – ORIGINAL PLANS

Original blueprints from the 1988-89 renovations to the facility. Note that most of these renovations were implemented, however; the space labeled Conference/Green Rm on page A2 is a kitchen area and there are no stairs in the area.



BASEMENT FLOOR PLAN
1/4"=1'-0"



PROGRESS PRINT

NO.	DESCRIPTION	DATE

DESIGNED
DRAWN
CHECKED

ARCHITECTURAL
BASEMENT FLOOR PLAN

CATV
COMMUNITY ACCESS TELEVISION
FOR MALDEN

KNIGHT BAGGE & ANDERSON INC.
ARCHITECTS
BOSTON MA.

JOB NO.
88TV10

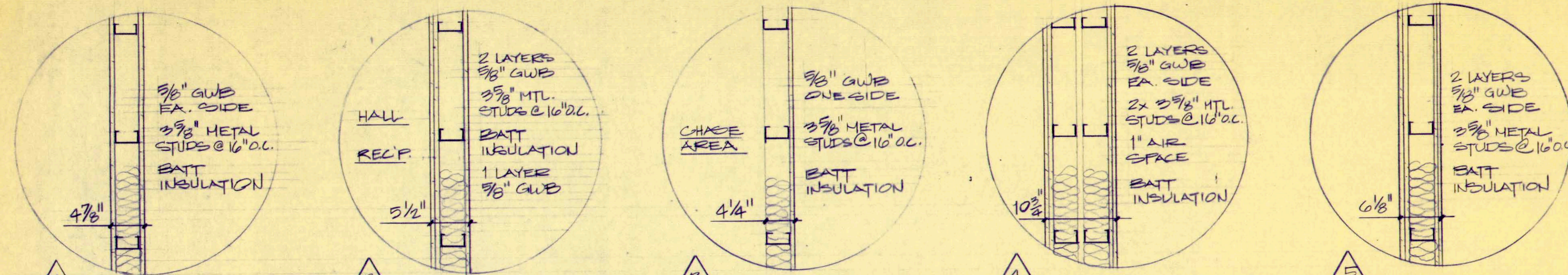
DATE
6-13-88

PLAN NO.
A1

E1

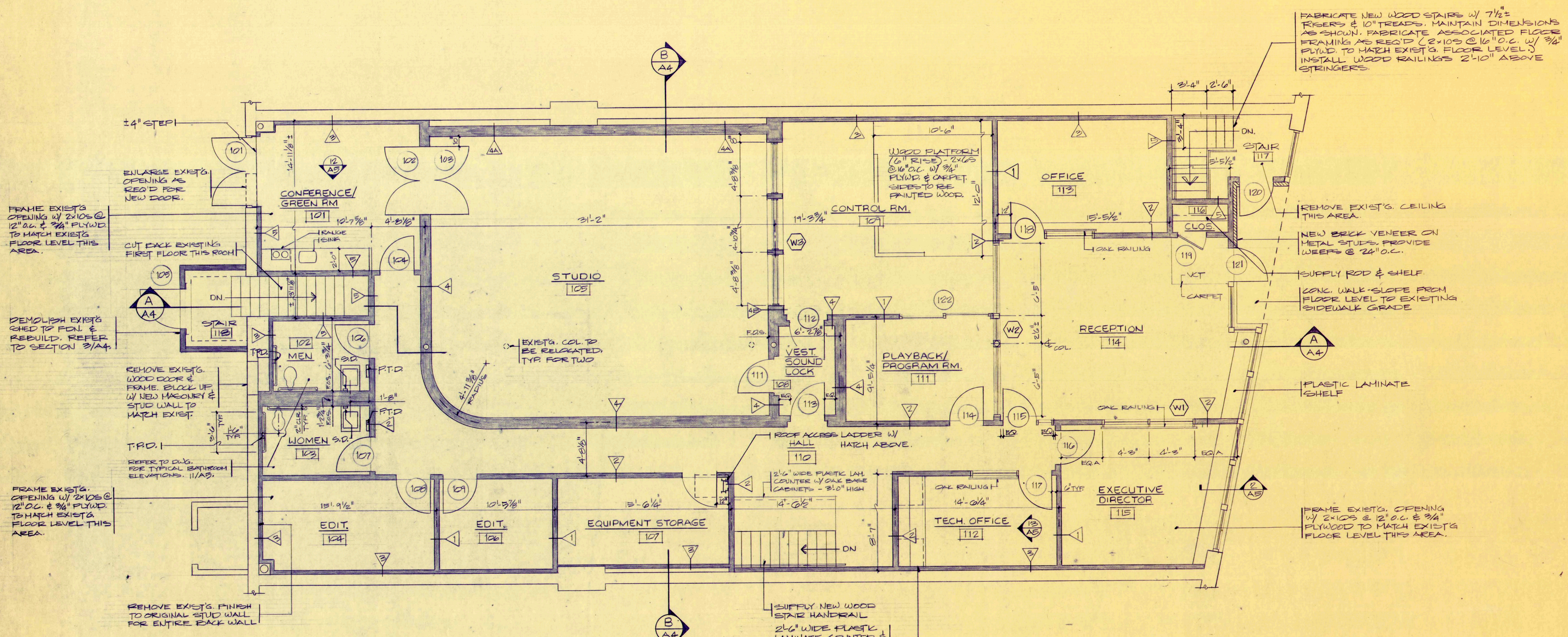
SHEET OF

JUL 11 1988



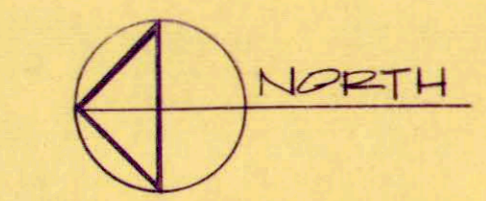
PARTITION TYPES
1/4" = 1'-0"

4A 2 LAYERS 5/8" GWB STUDIO SIDE ONLY.
4B 2x6" METAL STUDS @ 16" O.C. REPLACE 3/8" STUDS.



FIRST FLOOR PLAN
1/4" = 1'-0"

- KEY**
- EXISTING WALL TO REMAIN
 - ▬ NEW PARTITION
 - △ PARTITION TYPE
 - ◊ INTERIOR ELEVATION
 - WINDOW TYPE - SEE SHEET AS.
 - DOOR NUMBER
 - T.P.D. TOILET PAPER DISPENSER
 - S.D. SOAP DISPENSER
 - P.T.D. PAPER TOWEL DISPENSER



FABRICATE NEW WOOD STAIRS W/ 7/8" RISERS & 10" TREADS. MAINTAIN DIMENSIONS AS SHOWN. FABRICATE ASSOCIATED FLOOR FRAMING AS REQ'D (2x10S @ 16" O.C. W/ 3/4" PLYWOOD TO MATCH EXIST'G FLOOR LEVEL.) INSTALL WOOD RAILINGS 2'-10" ABOVE STRINGERS.

REMOVE EXIST'G. CEILING THIS AREA.
NEW BRICK VENEER ON METAL STUDS. PROVIDE WEERS @ 24" O.C.
SUPPLY ROD & SHELF
LONG. WALK-SLOPE FROM FLOOR LEVEL TO EXISTING SIDEWALK GRADE

FRAME EXIST'G. OPENING W/ 2x10S @ 12" O.C. & 3/4" PLYWOOD TO MATCH EXIST'G FLOOR LEVEL THIS AREA.

REVISIONS		DATE	
NO.	DESCRIPTION	DATE	NO.
DESIGNED			
DRAWN			
CHECKED			
ARCHITECTURAL FIRST FLOOR PLAN			
CATV COMMUNITY ACCESS TELEVISION FOR MALDEN			
KNIGHT BAGGE & ANDERSON INC. ARCHITECTS BOSTON MA.			
JOB NO. 88TV10			
DATE 6-13-88			
PLAN NO.			
PROGRESS PRINT			
A2			
SHEET OF			

PROGRESS PRINT

JUL 11 1988

APENDIX B – PHOTOS



Front of building



Front entrance



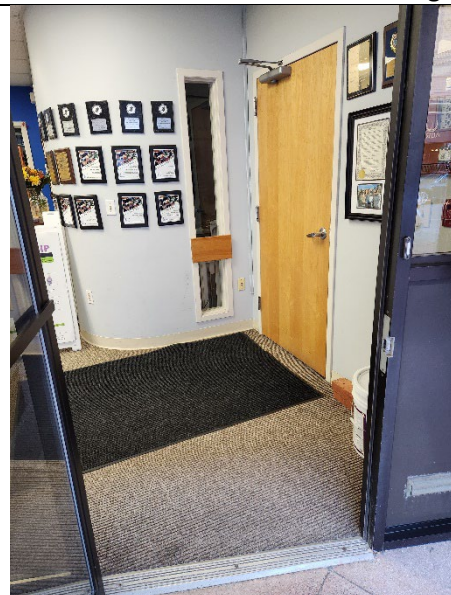
Right entrance is to basement



Basement stairs at front of building



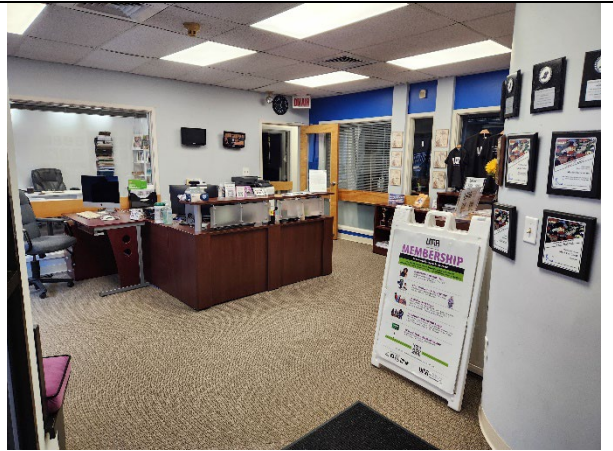
Basement entrance at front of building



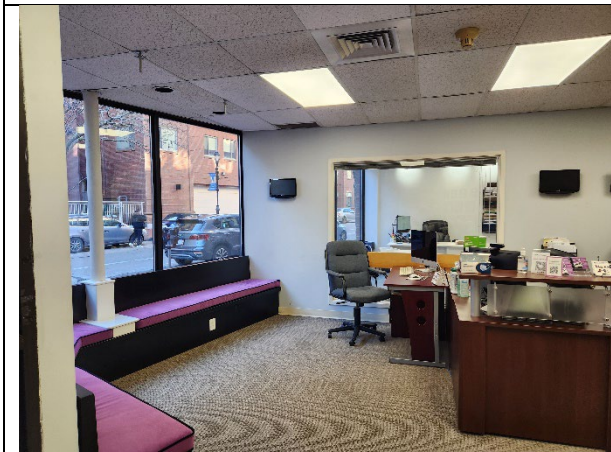
First floor entrance



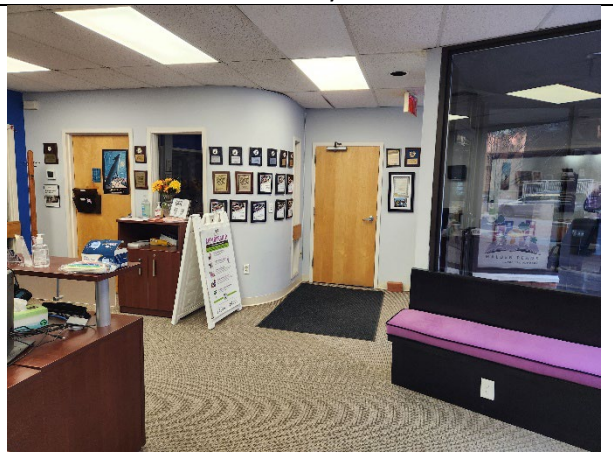
First floor entrance from interior



Lobby



Lobby



Lobby



Lobby



Lobby Reception area



Associate Director office



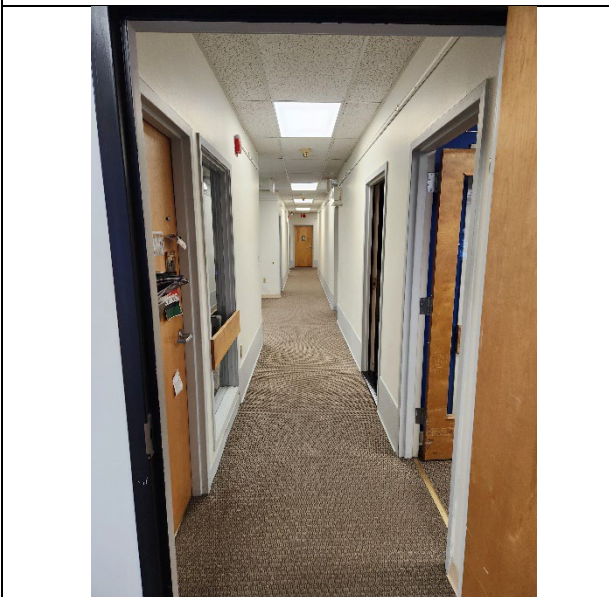
Associate Director office



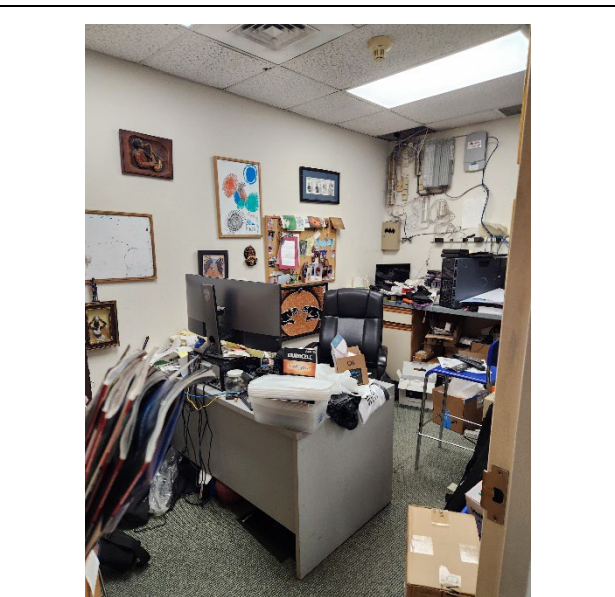
Executive Director Office



Executive Director Office



The hallway to the back of the building also serves as an Art Gallery.



Operations Director office



Podcast Suite



Lobby area for art gallery and stairs to basement level.



Entrance to Studio A and Control Room



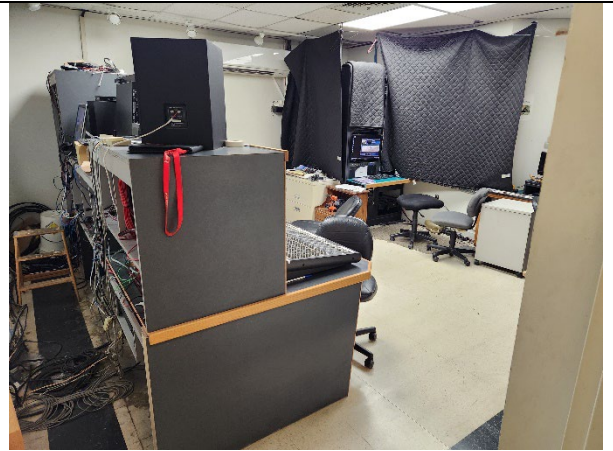
Studio A



Studio A Control Room



Studio A Control Room



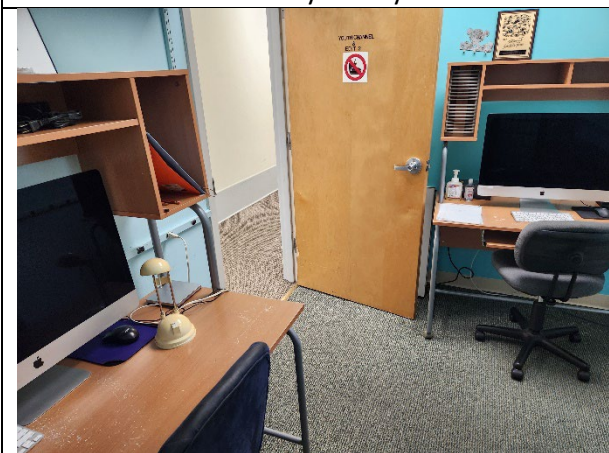
Studio A Control Room and playback server.



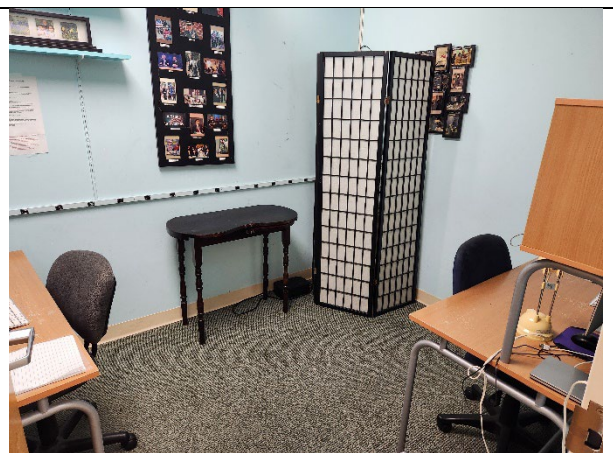
Channel Playback system



Portable Equipment room



Edit 2



Edit 2



Edit 1



Edit 1



Bathroom 1



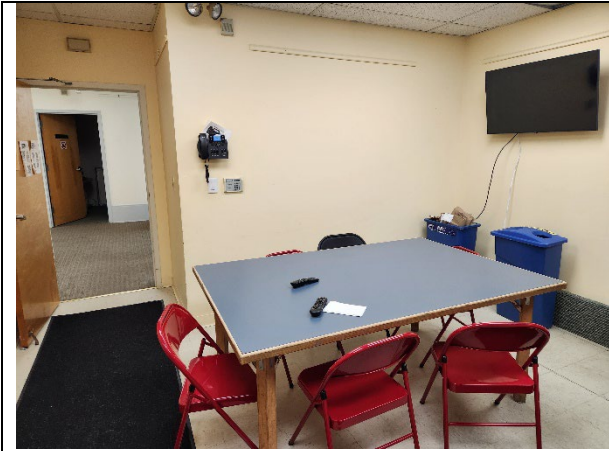
Bathroom 2



Entrance to Kitchen area



Kitchen/Break Room



Kitchen/Break Room



Back entrance



Rear entrance to Studio A



Basement stairs



Entrance to basement area



Entrance to basement area



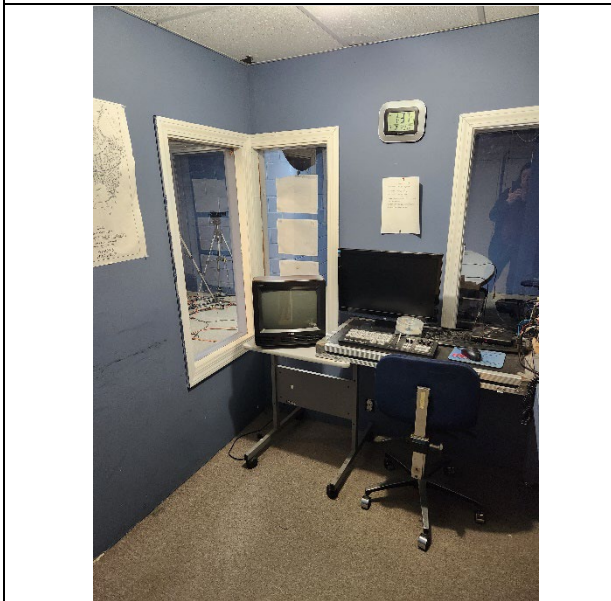
Entrance to Studio B



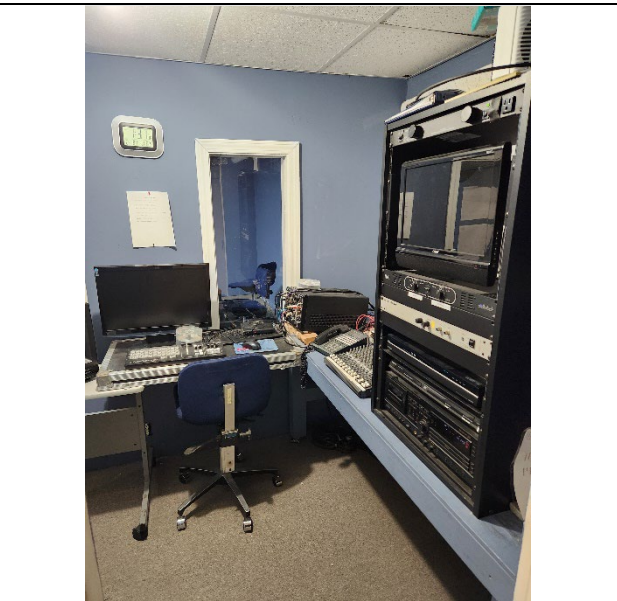
Studio B



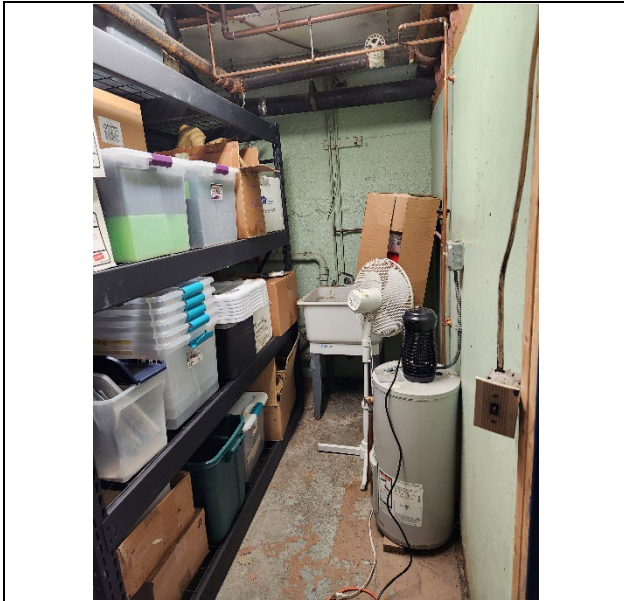
Studio B



Studio B Control Room



Studio B Control Room



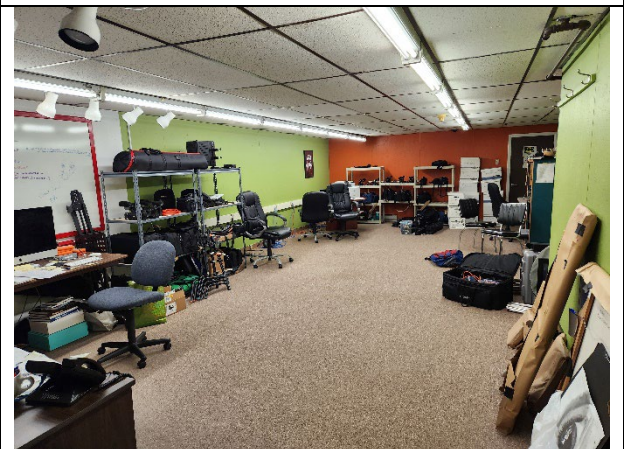
Storage behind Studio B. Includes working sink and small water heater.



Storage behind Studio B



Main entry to basement area, office to right.



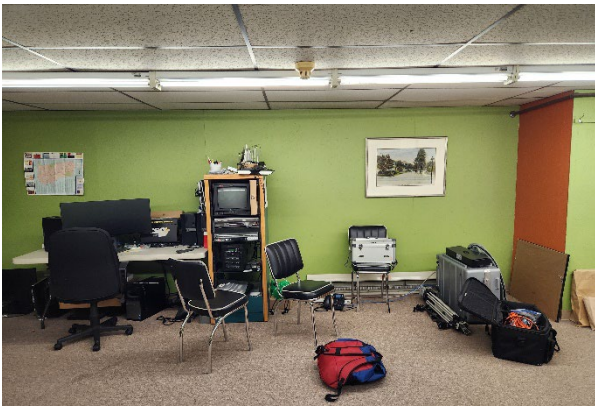
Multi-use office space and equipment storage



Multi-use office space and equipment storage



Multi-use office space and equipment storage



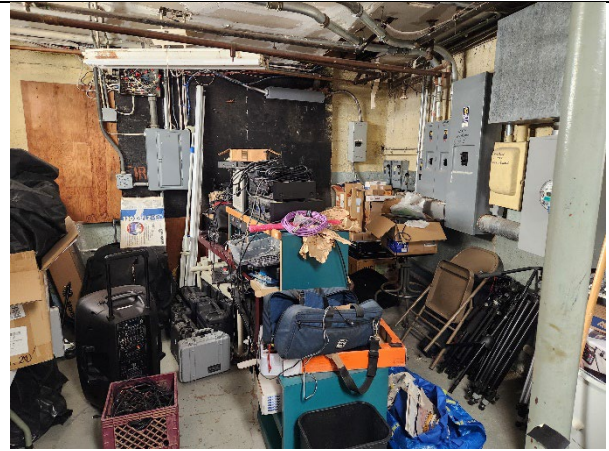
Multi-use office space and equipment storage



Entry to IT storage, front of building



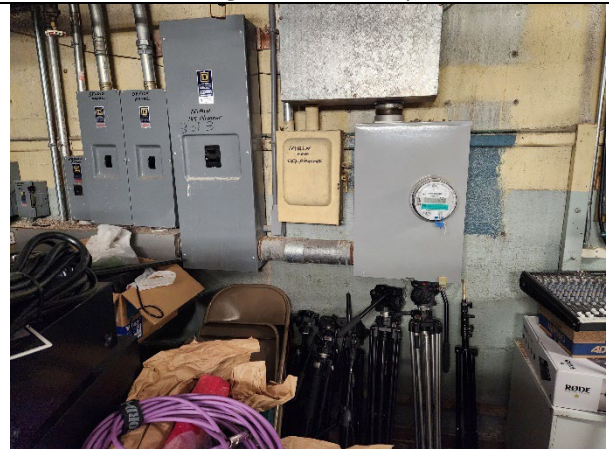
IT Storage



IT Storage and electric panels



Front of building basement level



Front of building basement level



Neighboring units electric panels



Exit to IT storage to the right



Storage space, back right of unit



Stairs to nowhere.



Storage. Was once a bathroom, still has plumbing for it.



Verizon Channels headend



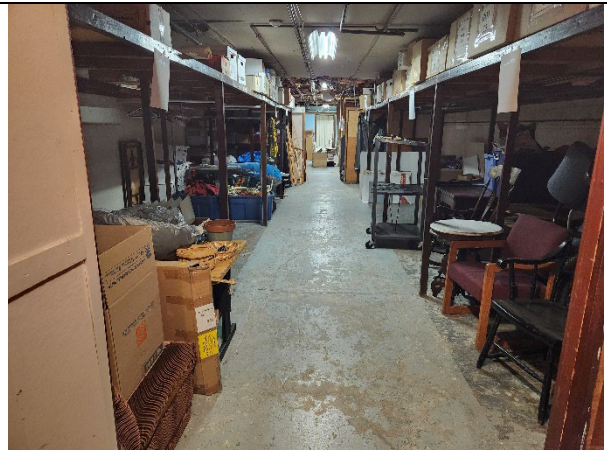
Basement sump pump area



Example of ceiling in basement area



Additional basement storage, facing front of building.



Additional basement storage, facing back of building.



Basement storage



Basement storage



Basement stairs exiting to front of building.



Water meters shared by whole building.



Individual gas meters for building units.



Small storage room



Storage



Additional Storage