



# HILL COUNTRY ARTS FOUNDATION

The Point Theatre • Duncan-McAshan Visual Arts Center • Stonehenge II

REQUEST FOR Qualifications

HILL COUNTRY ARTS FOUNDATION

Architectural & Engineering Services for Master Planning, Flood Restoration, Renovations and New Construction

Project Introduction:

On July 4, 2025, the Hill Country Arts Foundation (HCAF) campus experienced severe flooding along the Guadalupe River and Johnson Creek, resulting in damage to multiple facilities, including the historic Outdoor Smith-Ritch Point Theatre, Indoor Elizabeth Huth-Coates Theatre (Black Box), Ceramics Studio, Administrative Offices, Box Office, Public Lobby and Restrooms, Gift Shop, Concessions, Prop/Scene Workshop and Costume Shop. Essential site infrastructure was also affected.

The Hill Country Arts Foundation is seeking an architectural and engineering team to evaluate existing facilities; reimagine the campus following the flood and mitigate future flood risks. HCAF seeks qualifications from teams with experience in performing and visual arts programming and design, campus master planning and flood recovery in accordance with FEMA, City of Ingram and Kerr County, Texas floodplain regulations.

The selected team will then prepare programming documents, campus master plan, project phasing plans, construction documents and bid documents for both renovations and new construction encompassing the following spaces:

- Outdoor theatre and associated support spaces (existing is approx.. 60' x 50' - 520 seats)
- Indoor theatre and associated support spaces (existing is approx.. 40' x 70' - 100 seats)
- Prop/Scene workshop and storage
- Costume shop and storage
- Ceramics studio
- Box Office
- Public Restrooms
- Concession Stand
- Gift Shop
- Administrative Offices
- Stonehenge II (scaled replica of Stonehenge)
- ADA Upgrades
- FEMA, City of Ingram and Kerr County Flood Mitigation Requirements

Documents necessary will be those customarily provided to implement final accepted design recommendations and include but not be limited to bid and contract documents, FEMA related technical documentation, bid process management, as well as cost estimations and a projected construction schedule.

**Firms interested in providing services must register by December 19<sup>th</sup>, 2025 via email with Sarah Tacey, HCAF Executive Director at [sarah@hcaf.com](mailto:sarah@hcaf.com) to receive future communications.**

**Deadline for Receipt of Qualifications:**

Firms must have their submittals for qualifications in by Friday, January 9<sup>th</sup>, 2026 at 2:00 pm to Sarah Tacey, Executive Director.



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mail: Hill Country Arts Foundation, PO Box 1169, Ingram, Texas 78025  
UPS/Fed Ex/ etc. 120 Point Theatre Road, Ingram, Texas 78025  
Email: to sarah@hcaf.com  
Include Contact name, address, phone and e-mail

Submitters are asked to limit any inquiries to Sarah Tacey.  
Questions should be sent in writing by December 19th. Answers will be provided to all applicants via email by December 30th.

### Selection Process

HCAF staff and the Board of Directors Rebuild Committee will review all submittals and narrow the field down to no more than 3. The final group will be interviewed on site at the Hill Country Arts Foundation in January of 2026 at a date to be determined.

On site visits are not mandatory but strongly encouraged to allow potential submitters to become familiar with the project facilities, flood damage and project team. Tours can be coordinated thru Sarah Tacey.

### Weight of qualifications expressed in percentages:

Firm Qualifications and Project Approach	25
Experience with Performing Arts Facilities (including lighting, rigging, video)	20
Team Organization and Resumes	20
Project Approach	20
Experience with Flood mitigation	10
References	5

The HCAF Board of Directors will review recommendations from the Rebuild Committee and make final approval of the firm by February 16, 2026.

### Project Background & Description:

Founded in 1958 on a scenic riverside campus in Ingram, Texas, the Hill Country Arts Foundation (HCAF) has stood for more than six decades as a cornerstone of education, arts and culture in the Texas Hill Country.

**The HCAF Mission is to provide a center for the arts that promotes education and community involvement in the arts.**

HCAF events and creative spaces have nurtured generations of artists, students, and audiences through visual arts, theatre, and community enriched programming that celebrates both heritage and innovation.

In addition, HCAF is home to Texas' Official State Arts and Crafts Fair, Youth Art, Theatre and Dance Summer Camps, Stonehenge II, and the only fully equipped Ceramics Studio open to the public within five surrounding counties.



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## Project Scope:

- Evaluation of all existing buildings to determine the feasibility of reuse or replacement of structures
- Existing Campus Plan
- Programming for new facilities and reuse of existing spaces to revitalize HCAF and meet long term mission in support of the community
- New Campus Master Plan indicating scope of demolition, renovation, ADA upgrades, code compliance and new construction and roads/driveways/sidewalks
- 3D renderings of proposed changes
- Project phasing concepts and related drawings
- Flood mitigation engineering drawings and documents as needed
- Design adherence to all applicable local codes and regulations
- Cost Estimation of Project
- Construction documents for bidding and implementation of all Designs

Size and capacity of spaces will be determined during initial facility programming.

### Minimum Information that must be provided:

- 1) The full name, principal business address, mailing address, phone and e-mail address of the firm. If a team, then all firms/principles that make up the team.
- 2) Identify all members of the team and define their role, including % of time per team member allocated to this job to be involved in this project. Please include resumes and project experience of all identified individuals.
- 3) Provide a description, and examples if applicable, of similar performing arts center renovations. Please provide contact names and numbers for (three to five) completed projects as references.
- 4) Provide a description and examples of flood mitigation experience.
- 5) Provide a statement of insurance demonstrating procurement and maintenance of insurance as required by law.
- 6) Any additional information that the firm feels is necessary to enable the



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client to make a decision on the expertise of the firm with regards to this project.

- 7) A proposed timeline for implementing the identified scope of work.
- 8) Define additional services that should also be considered for a project of this type