

CORNELIUS ARTS AND COMMUNITY CENTER ARCHITECTURAL AND ENGINEERING SERVICES

Request for Qualifications (RFQ)



The Town of Cornelius is embarking on a transformational re-development of the town center into a vibrant Arts District. This bold vision will be a game changer for the Lake Norman area. The proposed Cornelius Arts and Community Center will be the centerpiece and catalyst for this exciting transformation. A talented group appointed by the Mayor of Cornelius, Chuck Travis, has been studying the concept for two years and presented their findings, vision, mission and needs. The citizens of Cornelius have approved \$4M in bonds and the Town has purchased the land. A 501c3 has been formed to support this public/private partnership effort. This is an exciting time for Cornelius, and the support is strong.

Due Date:

June 8, 2017

Acceptance Location:

Cornelius Town Hall
21445 Catawba Avenue
P.O. Box 399
Cornelius, NC 28031

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL and ENGINEERING SERVICES

I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

1. Overview

The Town of Cornelius (hereinafter "Town") is seeking Statements of Qualifications (SOQ) from qualified Architectural firms to provide architectural consulting services for the Cornelius Arts and Community Center (hereinafter "CACC"). The SOQ shall consist of:

- Seven (7) bound copies in 8-1/2" x 11" format
- Max. length of SOQ - 28 pages, single-sided (excluding tabs, cover letter, and resumes)
- Digital file of proposal
- Hand delivered to:
Anthony Roberts, Town Manager
Town of Cornelius
21445 Catawba Avenue
Cornelius, NC 28031
- Or mailed to:
Anthony Roberts, Town Manager
Town of Cornelius
PO Box 399
Cornelius, NC 28031

ALL SOQs DUE NO LATER THAN 12:00 PM ON JUNE 8, 2017

LATE SUBMITTALS WILL NOT BE CONSIDERED

MAXIMUM POINTS POSSIBLE: 100

2. Description of the Arts and Community Center

The CACC site is a single parcel of property addressed as 21328 – 21348 Catawba Avenue in Cornelius, Mecklenburg County, North Carolina, PIN #00521212, (Exhibit A). The Subject Property consists of approximately 1.85-acres. The parcel is improved with three single-story buildings, including a 3,702-square-foot former cotton gin building addressed as 21336 Catawba Avenue (Building 1), an 8,566-square-foot warehouse building addressed as 21348 Catawba Avenue (Building 2), and a 10,750-square-foot warehouse building addressed as 21328 Catawba Avenue (Building 3).

The scope consists of demolition of all buildings located on the site and the construction of a state-of-the-art facility. It is envisioned that the CACC will contain the following elements:

- A Flexible Space Theater with approximately 250 movable seats. The theater will be a flexible programmable venue for theatrical performances, concerts and musical productions, dance, improv or stand-up comedy, and lectures as well as other uses. The associated back of house required for a theater as well as the lighting, sound, specialized

HVAC and acoustical considerations are to be incorporated into the design;

- A state of the art Ceramics Studio, with devoted classrooms, firing room for various kilns, associated storage required for staging the production and firing of ceramics, and the specialized HVAC, electrical, plumbing and environmental services to support ceramics operations;
- A gallery space, with flexible movable walls to accommodate various genres of art.
- Classrooms to support instruction of: art, music, photography, dance, and other arts associated programs;
- Digital Lab and associated connectivity and electrical requirements;
- The ability for food services, which at a minimum include a catering kitchen, and perhaps a café. The ability to provide concessions during performances and other gatherings is a requirement;
- A gift shop which can also provide box office services;
- A community/special events room; and
- Attractive plaza with gathering/performance opportunities

In 2016, the Cornelius Town Board developed a Strategic Working Group to determine arts center programming elements, space needs, and a preliminary conceptual plan along with other elements to efficiently manage the facility and develop a capital fund raising campaign. The Strategic Working Group's final report will inform the selected Architect of the current concept design for the CACC (Exhibit B). Additionally, a Phase II Environmental Assessment has been completed by Apex Companies, LLC (Exhibit C). This report contains pertinent information on some site contamination and soil issues that will need to be addressed in order to construct the building.

The selected Architect will be expected to develop a modified concept design (or new concept design) with a focus on the current programs and overall vision for the CACC with understanding of budget.

3. Project Requirements

The proposed CACC is a unique facility. It is located in the old section of downtown Cornelius and is envisioned as a hub for arts education and information exchange for both the Town and the larger regional community. A successful design process will require consensus building both within the Town and the community at large. In addition, while the project has identified some funding, a significant capital funding campaign will be required to reach the total funding required to complete the project. This campaign will require an Architect experienced in collaborating with clients and a professional fund raising consultant while designing to tightly established budgets and schedules.

The selected Architect must be able to combine budget flexibility with strong design experience in performing art venues, art education, urban environments, historical acknowledgement, and responsible design utilizing public funds. There is a strong probability that the CACC will need to be constructed in two or more phases in order to meet the ultimate vision. The Architect must demonstrate experience in managing the programming process with an ability to develop a phased construction approach, meet but not exceed project needs, and also show experience in supporting capital campaigns.

To the greatest extent possible, the Architect's submission should highlight, in the firm's philosophy, representative projects and project team resumes indicating experience with:

- Design of facilities supporting the arts and education which could include (but is not limited to) art gallery spaces, ceramics center, flexible performing arts theatre, digital lab, art classrooms, individual artist studios, music practice rooms, dance studio, graphic design, café, reception room, office space, storage, and public gathering places incorporating the arts.
- Experience in the special design engineering requirements of arts-support facilities including acoustics, vibration control, structural systems, lighting, enhanced mechanical systems, sound systems, computer networking, etc.
- Design of parking deck facilities
- Significant experience and participation in working with public agencies or non-profit organizations in assisting with large capital funding campaigns.
- Design of significant projects in environments which are a part of growing suburban town centers which both augment and blend with the existing town center environment.
- Design of projects with construction values of \$10 million or more.
- Design that maximizes flexibility of space as needs and requirements change.
- Design of facilities that incorporate sustainable/green architectural and engineering systems to maximize operating efficiencies and reduce operating costs.
- Experience in design of adaptable spaces to accommodate multiple users and associated space usage requirements.
- Experience in consensus building among multiple interested parties including multiple user groups within the facilities as well as the community at large.

4. Basis of Architectural Services and Fees

The selected Architect will be contracted for full service from conceptual design to the construction administration phase.

5. Description of Architectural Scope of Services for Architectural / Engineering Consultants:

Services required will occur in five phases as follows:

PHASE 1 - ANALYSIS AND REVIEW OF PROGRAMMING/CONCEPTUAL DESIGN

- Analysis and review of all design, studies, and other relevant documentation completed to date.
- Design work includes conceptual designs prepared to date
- Studies include site data including geotechnical, surveys, historical documentation, etc.
- Identify additional studies or investigations that may be required to further document existing conditions.
- Validate and update the current Town programming documents for the CACC and develop the final project program.

PHASE 2 - SCHEMATIC DESIGN

- Develop Schematic Design inclusive of preliminary engineering for civil, structural, mechanical and electrical systems of the CACC.
- Provide a construction phasing plan for development of the CACC.
- Develop preliminary cost estimate of the CACC based on the schematic design.
- Provide value engineering as required.

PHASE 3 - DESIGN DEVELOPMENT

- Develop design development drawings inclusive of all primary architectural components and engineering systems as well as secondary/specialty engineering systems.
- Develop a cost estimate of the CACC based on the design development phase.

PHASE 4 - PRESENTATIONS AND OUTREACH

- Throughout all phases of the project, the selected Architect and associated team members will be asked to prepare and/or present presentations for: public presentations/community outreach, approval agencies, and capital funding campaign entities and others as required to advance the project.

PHASE 5 - CONSTRUCTION DOCUMENTS

- Develop construction drawings inclusive of all primary architectural components and engineering systems as well as secondary/specialty engineering systems.
- Submit and receive approval for all necessary grading, building and other permits necessary for construction.
- Develop a final cost estimate of the CACC based on the construction document phase.

PHASE 6 - BIDDING AND CONSTRUCTION ADMINISTRATION

- Manage the construction bidding process in strict accordance with North Carolina statutes and Town policy.
- Issue Requests for Information submitted by prospective general contractors interested in bidding the project.
- Provide construction administration services from the onset of construction through construction completion and final acceptance.
- Review and approve pay applications from the general contractor throughout the construction phase.

6. Town Responsibilities

- a) Any hazardous material ("hazmat") related work or mitigation thereof will be the sole responsibility of the Town. The Architect will coordinate the documents provided by the Town's hazmat consultant into the end of schematics cost estimate.
- b) The Town will provide site topographic surveys and geotechnical reports as required. As noted above, the Architect will work with the Town to determine the scope of services required for each project.
- c) Upon the Architect's review of existing documents provided by the Town, the Architect will likely identify studies in need of updating or new studies to fill information gaps. Depending on the service required, the Town may provide the updates or studies to the Architect under a separate contract or ask the Architect to provide these studies. Updates or new studies identified to be done under the Architect's contract will be handled as an amendment to the Architect's contract.

7. General Provisions

- a) Submittal Ownership / Costs. Upon submission, all information becomes the property of the Town of Cornelius which has the right to use any or all ideas presented in any submission in response to this RFQ, whether or not the submittal results in a contract with the submitting Architect. All costs for development of the written submittal and the oral presentation are entirely

the obligation of the Architect and shall not be remunerated in any manner by the Town of Cornelius.

- b) Non-Warranty of Request for Qualifications – Due care and diligence has been used in preparing this RFQ. However, the Town shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Architects to ensure that they have all information necessary to affect their submittals.
- c) Request for Clarification – The Town of Cornelius reserves the right to request clarification of information submitted and to request additional information of one or more Architects, either orally or in writing.
- d) Acceptance/Rejection of Submittals – The Town of Cornelius reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the Town's judgment, best serve the interest of the Town. The Town of Cornelius reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFQ.
- e) Collusion – The Architect, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.
- f) Consideration of Submittals – Proposals will be considered from firms/ Architects normally engaged in providing and performing services as specified in this RFQ. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the Town. The Town reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.
- g) Americans with Disabilities Act (ADA) Compliance – The Town of Cornelius will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Cornelius will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Cornelius programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Town Staff.
- h) Minority/Women/Small Business Enterprise - It shall be the practice of the Town of Cornelius Government to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in Town of Cornelius's business opportunities including but not limited to employment, construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of the Town of Cornelius prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the Town of Cornelius to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

8. Insurance and Indemnity Requirements

To the extent permitted by law the Architect shall indemnify and save harmless the Town of Cornelius, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Architect in the performance of professional services provided to the Town.

The Architect further agrees to purchase and maintain during the life of any contracts entered into

with the Town the following insurance with an insurance company acceptable to the Town of Cornelius and authorized to do business in the State of North Carolina. Each Architectural Firm or each member of joint ventures awarded a contract will be required to maintain, in full force and effect and at their own expense, the following insurance policies with companies certified with the North Carolina Insurance Commission. Please include the name of your insurance providers in your SOQ. The following insurance policies are required in order for your firm/joint venture to qualify for participation in these projects:

- Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.
- Comprehensive General Liability: Bodily injury and property damage liability insurance as shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. The Town of Cornelius shall be listed as an "Additional Insured".
- Consultant's Professional Liability Dedicated to CACC Project: In a limit of not less than \$2 million per occurrence and \$2 million aggregate.
- Workers' Compensation and Occupational Disease Insurance:
 - Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of North Carolina.
 - Coverage B - Employer's Liability: \$100,000 each accident / \$100,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to the Town of Cornelius and shall contain the provision that the Town of Cornelius be given thirty (30) days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

II. TOWN PROCESS FOR CONSULTANT SELECTION

All SOQs will be scored through a preliminary screening process which will include Part III below and may include contact of references. Those firms who qualified through the preliminary screening process may be invited to participate in the final screening process, which may consist of an interview and presentation. Specific information regarding the interview will be provided upon notification of the firm completing the preliminary screening.

The Town will accept written questions and comments from prospective consultants for the period commencing on May 8 through May 22, 2017 close of business. Addenda will be posted after May 26, 2017.

The Town reserves the right to make a selection anytime during the selection process in the event that the Town can readily make a clear determination and selection from the proposals.

The Town reserves the right to contract with any firm responding to this RFQ for all or portions of the above-described phases, to reject any SOQ as non-responsive, and not to contract with any firm for the

services described herein. The Town makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The Town shall in no event be responsible for the cost of preparing any response to this RFQ. The Town reserves the right to seek SOQs from or to contract with any firm not participating in this process.

Responses to this RFQ will become the property of the Town and subject to the North Carolina Public Records Act. Those elements in each response that are trade secrets or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The Town shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the Town is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the firm agrees, by submission of its response for the Town's consideration, to defend and indemnify the Town from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

III. CONTENTS AND REQUIRED FORMAT OF PROPOSALS AND EVALUATION CRITERIA

Proposals shall be in 8 1/2" X 11" portrait format. Use Arial Narrow font text 11 pt. minimum size with standard margins. Please organize your proposal with 9 tabbed sections. Maximum page count is 28 single-sided pages excluding tabs, cover letter and resumes. Submit seven (7) bound copies of the SOQ, plus one digital copy. Proposals shall be bound on the left.

Please provide the following information, in the order of the nine sections given below, as well as the order of each component of each section. Each of the nine sections shall be tabbed. Proposals will be carefully reviewed and assigned evaluation points based on the information provided with a maximum score of 100 points. All information requested must be provided, including sections which do not carry points. Failure to provide all information requested will be deemed non responsive. The nine categories of the SOQ are:

Tab 1. Introductory/Cover Letter: (1 page; no points possible)

Please provide information regarding the size of your firm, and include any sub consultants that you propose to include as part of your Architectural project team.

Tab 2. Firm Data (2 page; no points possible)

- a) The full name and address of the firm or team.
- b) Additional regional offices within a 150-mile radius. List address and number of employees in the office(s) within the 150-mile radius.
- c) Firm's Current Work Commitments. Specify the current and projected workload of Firm and describe Firm's ability to complete the Services as required herein.
- d) Name and phone number of a designated contact person

Tab 3. Firm Philosophy (1 page; 5 points possible)

Provide a brief description of the firm history, philosophy, and vision.

Tab 4. Proposed Project Team Composition (Firms) (6 pages; 10 points possible)

Describe the Project Firm's and associated sub consultant Firm's professional qualifications and experience, including those of any sub consultants, in order to clearly demonstrate your ability to successfully furnish the architectural/design services described in this Request for Qualifications.

Minimum required:

Core Consultant Team

1. Architect of Record, Team Members
2. Project Architect, Proposed Team
3. Structural Engineer
4. Mechanical Engineer
5. Electrical Engineer
6. Civil Engineer
7. Waterproofing Consultant

Specialty Consultants

8. Fire Protection Engineer
9. Food Service
10. Cost Estimator
11. Information Technology Engineer
12. Elevator Consultant
13. Landscape Architect
14. Architectural and Theatrical Lighting Consultant
15. Audio-Visual Consultant
16. Acoustical Consultant
17. Other Specialty Consultants as identified by the Design Architect.

Tab 5. Relevant Experience Specific to the CACC Project (11 pages; 50 points possible)

Please discuss your Firm's experience and understanding of the architectural/design services required for these projects and provide an outline or description that clearly demonstrate:

1. Design of facilities supporting the arts and education which could include (but is not limited to) art gallery spaces, ceramics center, flexible theatre space, art class rooms, individual artist studios, digital lab, music practice rooms, dance studio, graphic design, café, reception room, office space, storage/back of house and loading docks, and public gathering places incorporating the arts. (2 pages, 8 points possible)
2. Experience in the special design engineering requirements of arts-support facilities including acoustics, vibration control, structural systems, lighting, enhanced mechanical systems, sound systems, etc. (1 page, 8 points possible)
3. Design embracing historic aspects of existing cotton gin working with local planning and historic preservation groups on issues relating to adaptive reuse of historic structures (1 page, 6 points possible)

4. Experience in working in environmental site conditions. (1 page, 6 points possible)
5. Significant experience and participation in working with public agencies or non-profit organizations in assisting with large capital funding campaigns (1 page, 5 points possible)
6. Design of projects with construction values of \$10 million or more. (1 page; 4 points possible)
7. Design that maximizes flexibility of space as needs and requirements change. (1 page, 4 points possible)
8. Design of facilities that incorporate sustainable/green architectural and engineering systems. (1 page, 3 points possible)
9. Experience in design of adaptable spaces to accommodate multiple users and associated space usage requirements. (1 page, 3 points possible)
10. Experience in consensus building amongst multiple interested parties including multiple user groups within the facilities as well as the community at large. (1 page, 3 points possible)

Tab 6. References (1 page; 5 points possible)

Provide a reference list of not less than four clients of the firm. This list should include projects which your firm has provided similar design services.

Tab 7. Representative Projects (6 pages, 1 project per page; 15 points possible)

Provide six representative projects your firm designed which have been completed (constructed) within the last 10 years. Each project page should contain the following information:

- Name of Project
- Name of Client including contact information
- Architect of Record (If a Joint Venture, identify your scope of work and percentage of project as well as the specific phase of work for which your Firm was responsible)
- Completion (construction) date
- Total project budget
- Description of services provided by the firm
- Images of the project

Tab 8. Project Team Staffing: (Resumes) (Not counted in page limitation. No resume should exceed 1 page per person; 15 points possible)

Please provide a one page organization chart of your team indicating primary architectural and engineering/sub-consultant team members and the managerial relationship of these individuals to each other.

Following the organization chart provide resumes of all team members shown on the organization chart. Resumes should not exceed one-page per team member and highlight project experience relevant to the requirements of the CACC.

Tab 9. Firm's Billing Rate Schedule and Name of Insurance Companies (1 page; no points possible)

- a. Please provide the billing rates for the staff presented in the organization chart(s) for the performance of the services indicated herein. Include; principal-in-charge.
- b. Provide the name of your insurance carrier

MAXIMUM LENGTH OF PROPOSAL/SUBMITTAL
28 pages, single-sided, excluding cover letter, tabs, and resumes

TOTAL POINTS POSSIBLE: 100 points

IV. RFQ SCHEDULE (Subject to change)

▪ Advertise RFQ Advertisement:	May 8, 2017
▪ Written Questions Accepted:	May 8 - 22, 2017
▪ Proposals Due no later than:	June 8, 2017 at 12:00PM
▪ Shortlist Notification:	July 10, 2017 (tentative)
▪ Interviews (if required):	July 24, 2017 (tentative)
▪ Results Announced:	August 7, 2017 (tentative)
▪ Town Board Approval:	August 21, 2017 (tentative)

The Town reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, or amend the schedule.

Proposers shall not be reimbursed for any costs associated with the preparation of proposals in response to this RFQ or travel expenses related to interviews, etc.

The Town will be confirming accuracy of all information submitted in response to this RFQ.

[illegible]

EXHIBIT B
STRATEGIC WORKING GROUP FINAL REPORT



The Cornelius Arts & Community Center

**Strategic Working Group Presentation
October 3, 2016**

Strategic Working Group Purpose

- **Goal**

- Build and create a destination Arts & Community Center for our town and region.

- **Expectations**

- Establish a road map for the planning, operation, and finances of the Arts & Community Center
- Develop a means to have the Arts & Community Center be self-sustaining

Strategic Working Group Members

The information in this presentation is the result of many hours of time invested by members of the Strategic Working Group, and other individuals & organizations. The members are listed below.

Citizens

Pat Bechdol
Marla Brown
Carroll Gray
Lisa Mayhew
Kaye McHan
Troy Stafford
David Stockwell
Janice Travis
Greg Wessling, Chairman

Commissioners

Denis Bilodeau – PARC
Pat Cotham – County
Jim Duke - Town
Scott Higgins – PARC
Chuck Travis – Mayor
Woody Washam - Town

Town Staff

Jen Crickenberger (former)
Troy Fitzsimmons
Lori Harrell
Anthony Roberts



Town Funding

- **2013 Town Center Bond Referendum**
- **\$4,000,000**
- **Funding projected July 2018 based on current financial projections**

Cornelius Arts Center

196 Programs, 5300 Participants

- **Facility:** 6700 sq. ft., 3 art studios, 1 ceramics studio, 1 flex theater and 1 gallery
- **Youth Art Education:** After school, pre-K and summer camps (Ages 3-17)
- **Adult Art Education:** Morning, afternoon and evening classes (ceramics, painting and photography)
- **Exhibitions:** National, regional and local art exhibits, receptions and artist talks
- **Art House Theater:** Indie films, drama performances and musical performances

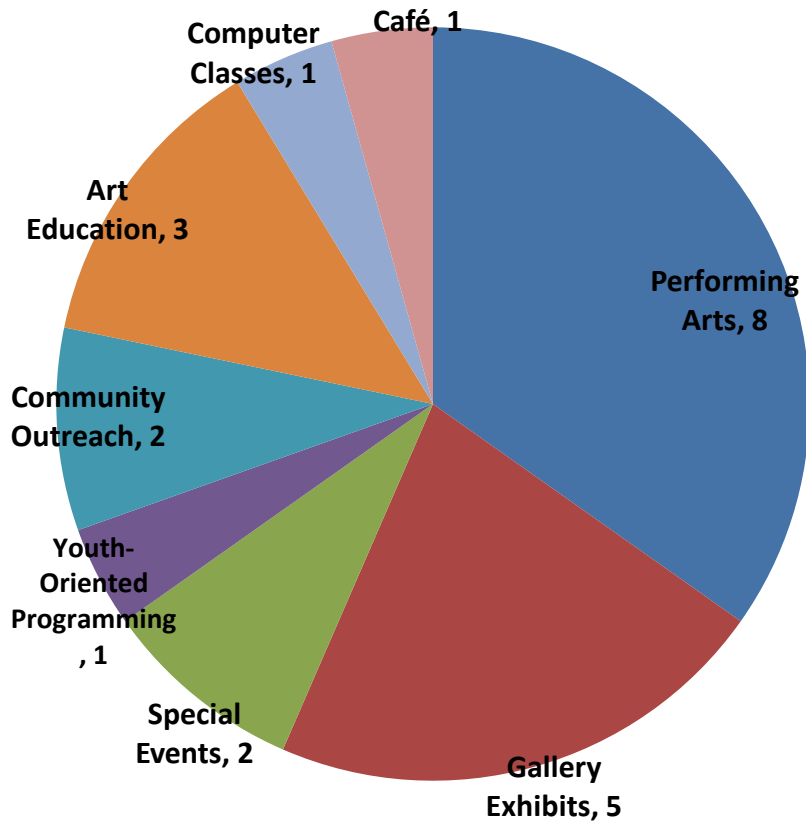


cornelius arts center

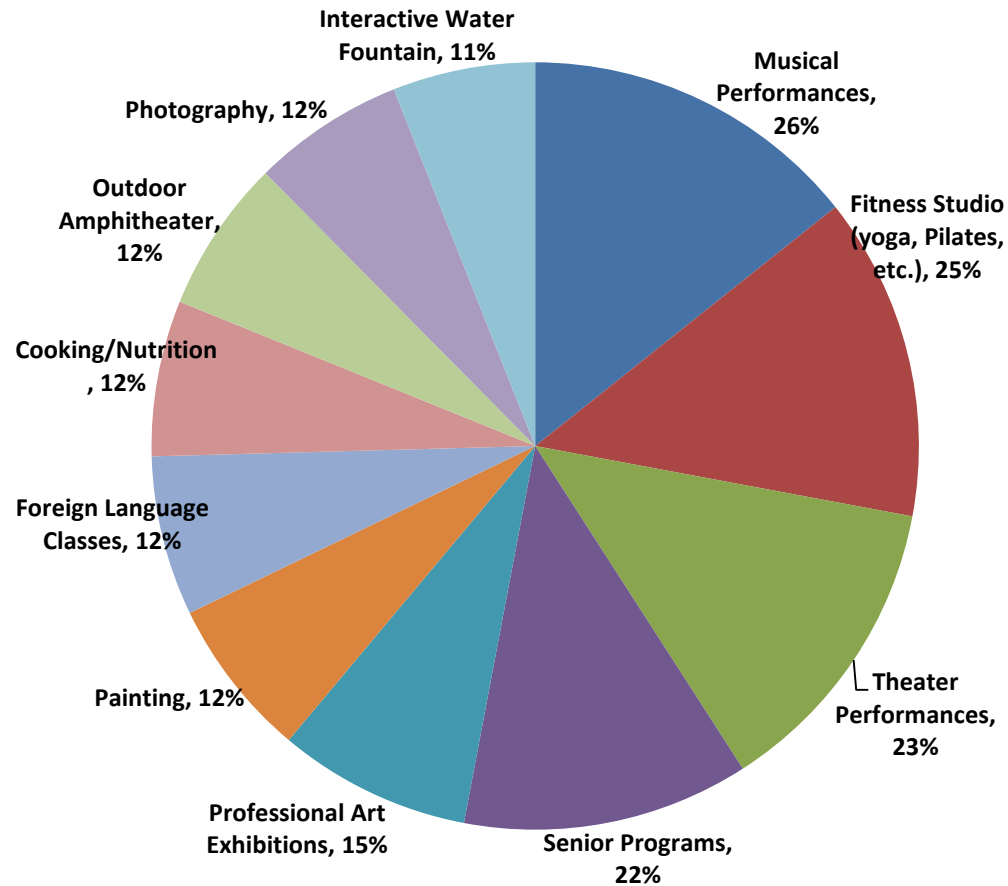


Public Survey & Results

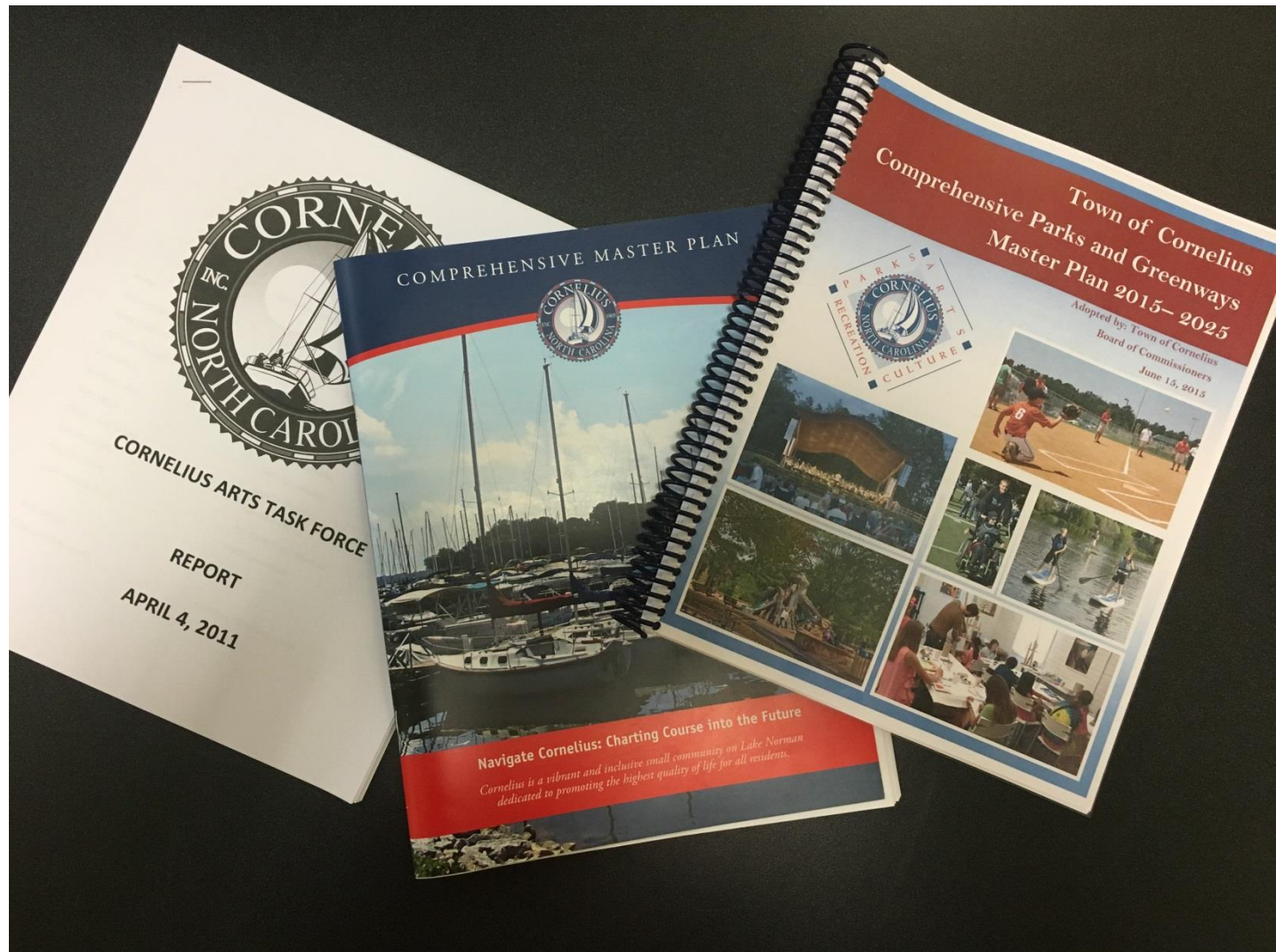
Strategic Working Group: Most Successful in Attracting Loyal Customers



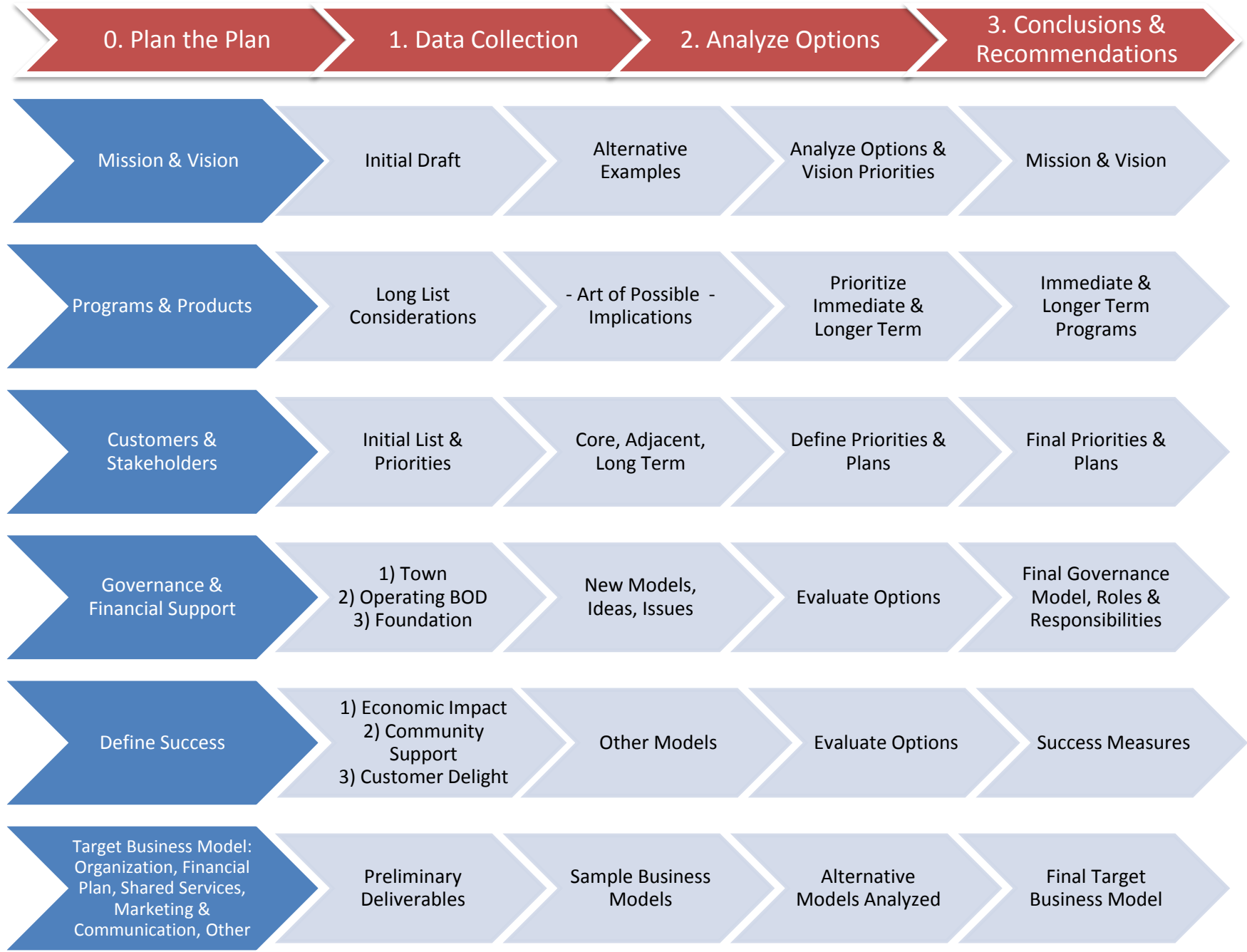
Public: Most Likely Participation



Previous Studies for a New Community/Arts Center



Formulation of Subcommittees



Visitation of Existing Arts Centers in North Carolina



226 E. Main Street Yadkinville, NC 27055
P: 336.679.2941 F: 336.677.3962
www.yadkinarts.org



Report Overview

- **Board and Governance**
- **Facility**
- **Programming**
- **Fundraising**

Board Structure and Governance

Mission/Vision/Structure

The Cornelius Arts & Community Center

Vision: To empower children and adults alike to create, experience, and enjoy visual and performing arts by providing a flexible facility in our town to attract and serve a broad audience.

Mission: To provide exceptional visual arts, performing arts, and social experiences in the Lake Norman region.

Governance:

- 501c3 not-for-profit organization
- Up to 25-member Board of Directors
- Directors serve 3-year rolling terms
- Board policies and procedures established in by-laws
- Ex-officio members from PARC, Town Board, and Arts & Science Council
- 12-member Advisory Board

Facility Programming: “The Big Picture”

Summary

- Catalyst for downtown arts district
 - Flexible space to serve multiple purposes
 - Art exhibits
 - Host regional and national exhibits in large gallery space
 - Host local and statewide exhibits in small gallery space
 - Art education
 - Continue to build upon successful art education programs at Cornelius Arts Center
 - Contract with well qualified art instructors
 - Live performances of theatre and music
 - Partner with other organizations for programs
 - Food services
 - Public gathering space
 - Administration
 - Incorporate elements of historic cotton gin
- 

Facility: Gallery and Art Spaces



Large Gallery Space

- Flexible use large space with ability to be darkened
- Movable walls/pillars that allow for multiple exhibit styles
- Projection capability
- Grid capability

Small Gallery Space

- Similar to above



Facility: Ceramics Studio



Cornelius's "Nutcracker"

- Largest and most impressive piece of the center
- Signature attraction for the center
- Similar to how "The Nutcracker" is for Charlotte Ballet
- Build upon an already successful and overflowing PARC ceramics program.
- Opportunities for adults, children, and professional ceramics artists



Ceramics Center

- Large Ceramics Center to be 'wow' factor of visual arts aspect of the Center
- Large number of wheels and kilns
- Youth room with kids' wheels
- Private ceramics studios within to allow for artists in residence



Facility: Classroom and Studio Spaces

Classroom Space

- Rooms equipped to teach adult and youth visual art classes – painting, drawing, photography, and more
- Equipped with networking, sound, and video capabilities to teach technology classes such as sound design, game design, etc.

Individual Artist Studio Spaces

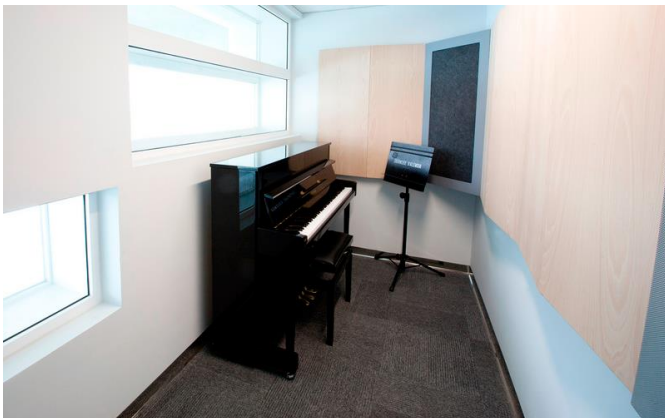
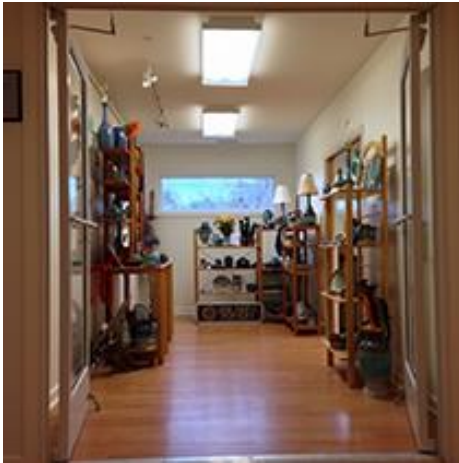
- Four visual artists-in-residence studio spaces

Music Practice Rooms

- Two rooms equipped for music practice and private instruction

Dance Studio

- Classes up to 30 people
- Used for dance, yoga, fitness, etc.



Facility: Theatre

- Flexible-use space
- Accommodate performance art of many types including theatrical, dance, live music, and more
- Acoustical engineer will be consulted to ensure the highest sound quality
- Catwalk and grid system will hang above the space to allow for various lighting and spacing options
- Seating and riser system will be flexible, allowing for different configurations and capacity options
- Final capacity to be determined later in the process
- Available for event rentals such as receptions, presentations, and more



Facility: Food Services & Special Events Room

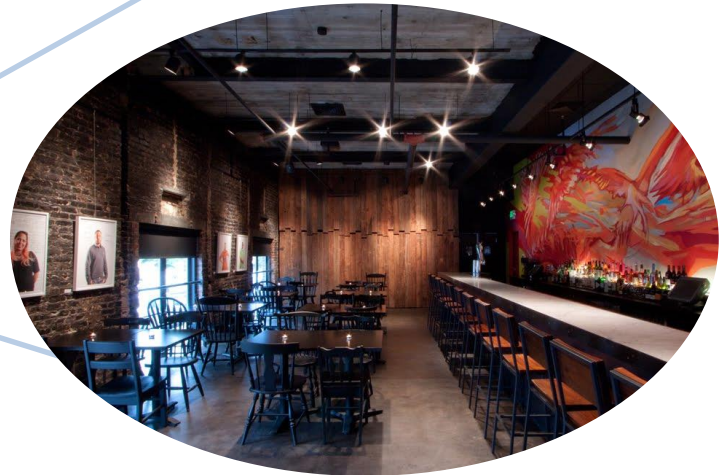
Food Services:

- Fill a gap in the downtown for food and gathering opportunities
- Increase out-of-town visits to the downtown
- To bring new patrons to the center
- As a rental opportunity for events
- As an educational opportunity – offering culinary learning opportunities
- Specific theme and concept
- Tie in with the center but also stand on its own



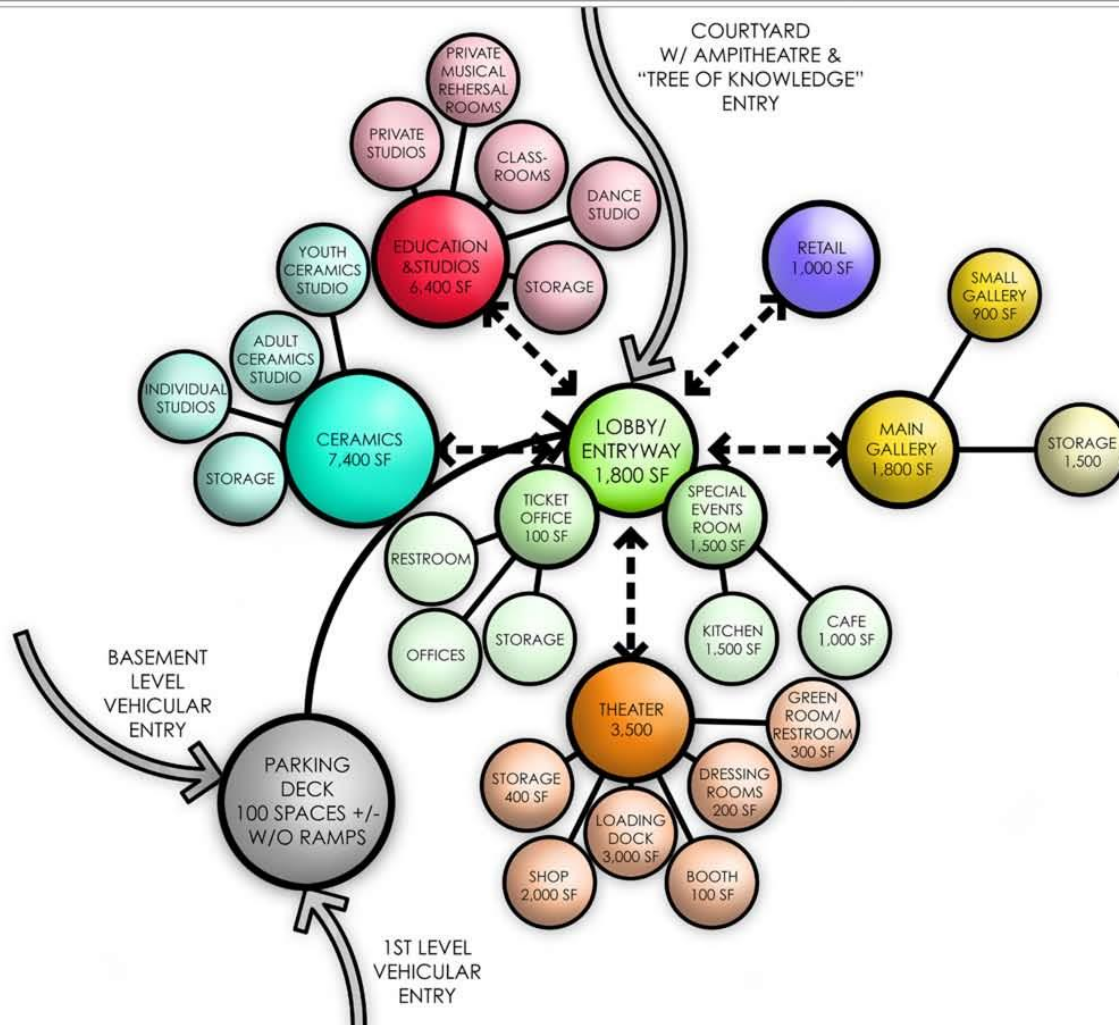
Special Events Room:

- Available for rental
- Available for use for sponsors and donors to use on a case by case basis
- Private party/receptions.



Facility Plan

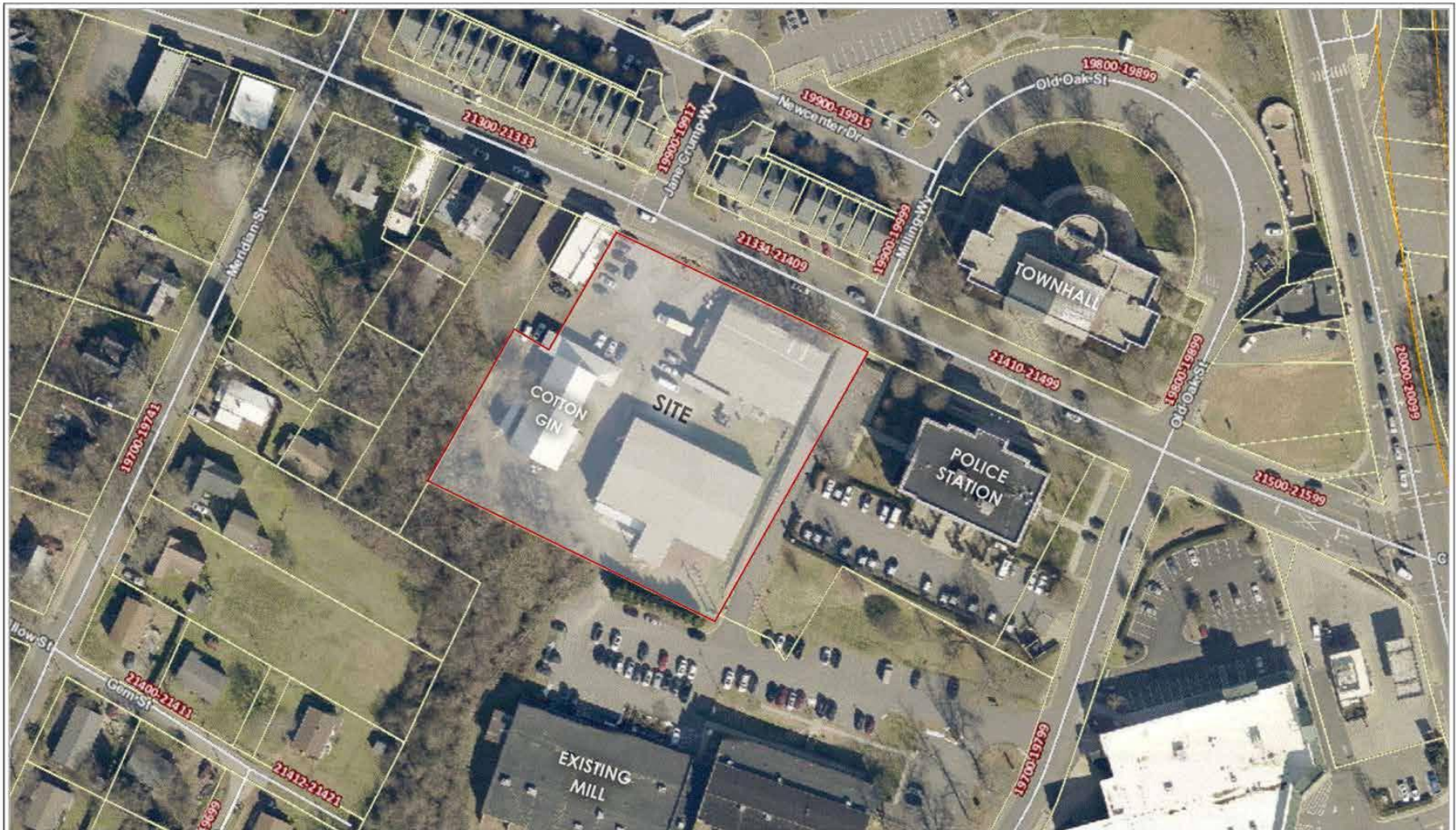
Elements of Design



ART & COMMUNITY CENTER
SCHEMATIC BUBBLE DIAGRAM
CORNELIUS, NORTH CAROLINA
OCTOBER 2016

Facility Plan

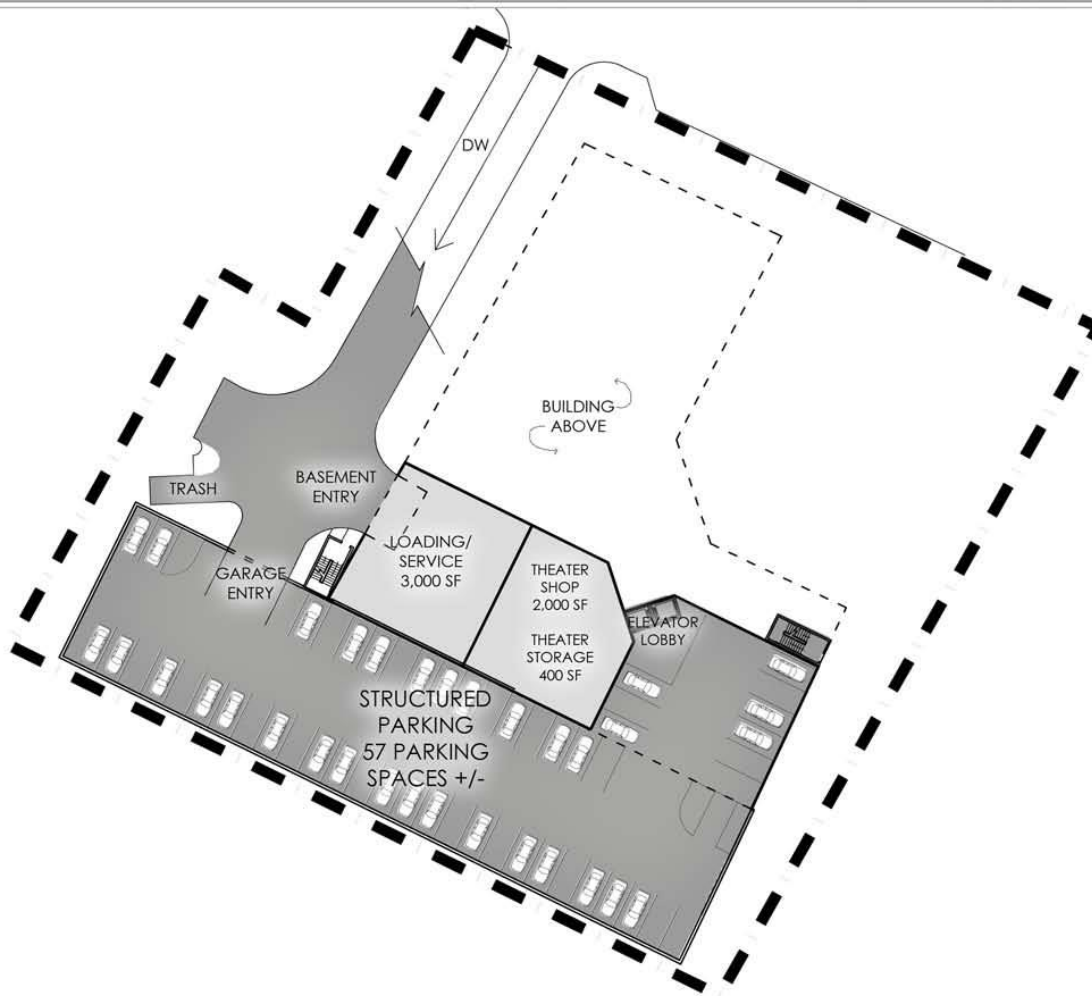
Site



ART & COMMUNITY CENTER
LOCATION PLAN EXISTING CONDITION
CORNELIUS, NORTH CAROLINA
OCTOBER 2016

Facility Plan

Draft Ground Plan – Basement



ART & COMMUNITY CENTER
SCHEMATIC BASEMENT LEVEL
CORNELIUS, NORTH CAROLINA
OCTOBER 2016
5,400 SF BUILDING

Facility Plan

Draft Ground Plan – 1st Floor



ART & COMMUNITY CENTER
SCHEMATIC LEVEL 1
CORNELIUS, NORTH CAROLINA
OCTOBER 2016
21,100 SF BUILDING

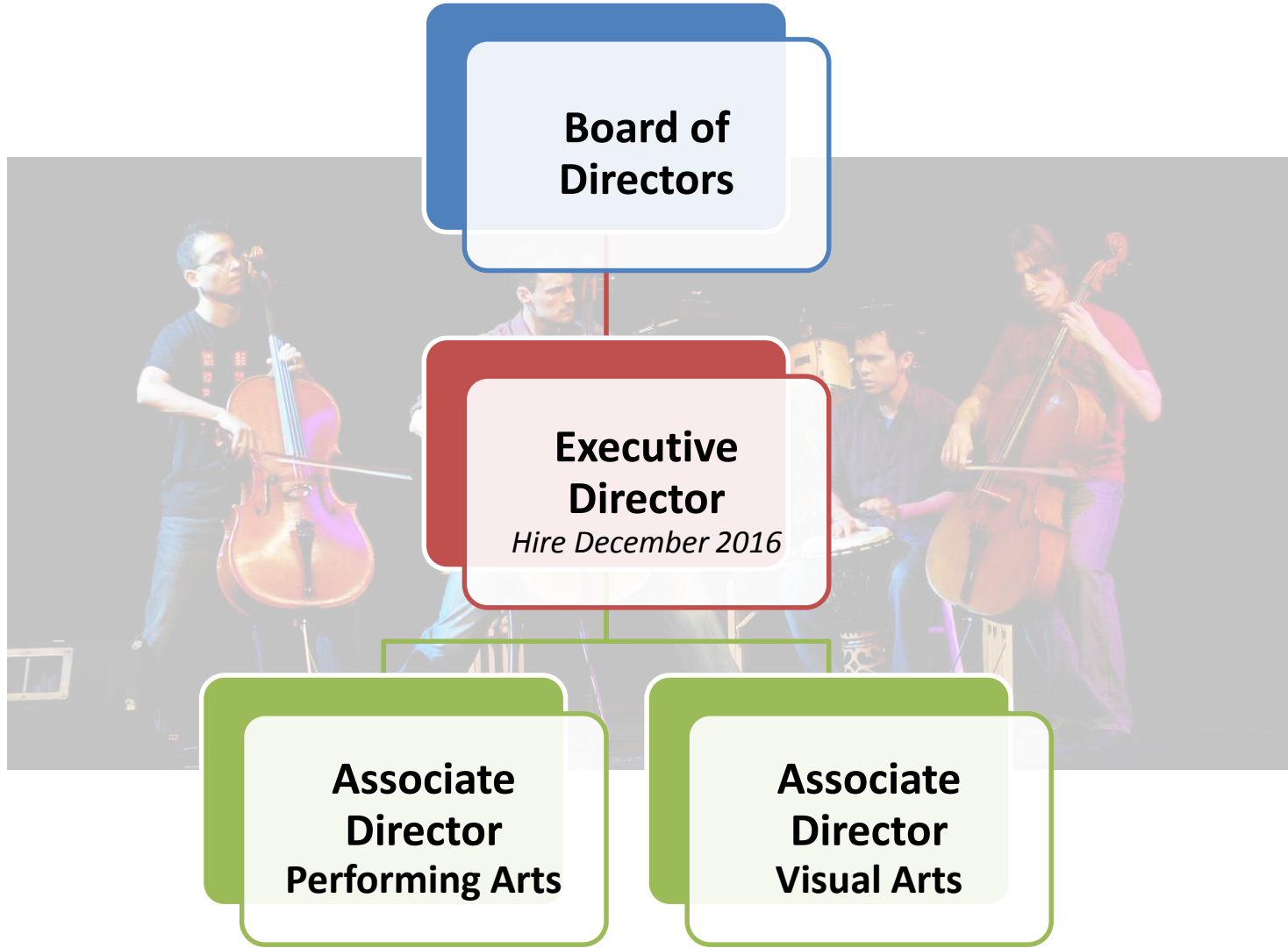
Facility Plan

Draft Ground Plan – 2nd Floor



ART & COMMUNITY CENTER
SCHEMATIC LEVEL 2
CORNELIUS, NORTH CAROLINA
OCTOBER 2016
16,000 SF BUILDING

Organization Chart



The Center will:

- Be a shining example of public/private partnership
- Instill a sense of community identity and pride

These goals will be achieved by:

- Developing focus groups to identify partnership possibilities and to inform programming options
- Ensuring focus groups are diverse and represent all of Cornelius
- Discovery of possible sponsors and donors
- Engaging a marketing professional or firm during the second quarter of 2017 to develop a full marketing plan
- Planning a design charrette to help establish possible vision for the downtown arts district that includes the new arts center

- Research fundraising possibilities for a “start up” organization
- Provide Executive Director with fundraising proposals received by the Strategic Working Group
- Hire a fundraising organization in 2nd quarter of 2017

Strategic Working Group: Accomplishments

- Assessment of current program offerings at the Cornelius Arts Center
- Public survey of arts/community center needs
- In-depth meetings with regional art centers
- Vision and mission identified
- Program plan
- Fundraising requests for proposals
- Site assessment and floor layout
- Draft lease agreement
- Organizational structure
- Bylaws established
- Responsibilities of the Board of Directors
- Recommended inaugural Board Members and Advisory Board Members
- 501c3 articles of incorporation – non-profit corporation
- Final report including a road map for achievement

Strategic Working Group: Cornelius Arts and Community Center By the Numbers

Town of Cornelius Bond Funding:	\$4,000,000	2018
Property Acquisition and Purchase:	\$ TBD	2017
Town Budget for SWG Activities:	\$80,000	2016
<u>Actual Expenditures to Date:</u>	<u>\$22,415</u>	
Under Budget:	\$57,585	

Deliverables: Led by SWG Team and Town
Site Selection
Contract Professional (4 Months)
Deliverable Plan for Center as Presented – Completed in 11 Months

Estimate from Professionals:

Time to Complete:	3-4 Years
Cost to Complete	\$400-500,000

Next Steps: Action Plan

After nearly 12 months of work, the Strategic Working Group recommends the following action plan with for the project:

2016

4th Quarter

- Hire Executive Director (December)

2017

1st Quarter

- Engage Marketing professional
- Begin to investigate resident companies for theatre
- Submit RFP for architects

2nd Quarter

- Continue to finalize commitments for resident theatre companies
- Engage fundraising professional and begin fundraising study
- Select Architect

3rd Quarter

- Begin silent phase of fundraising using information from fundraising study

2018

1st Quarter

- Continue silent fundraising
- Secure design from Architect

2nd Quarter

- Public Announcement of Capital Campaign

3rd Quarter

- Groundbreaking Ceremony – Construction begins

2019

3rd Quarter

- Grand Opening of Cornelius Arts & Community Center



Recommended Inaugural Board Members and Advisory Board Members

Board Members

- Pat Bechdol
- Doug Singleton
- Troy Stafford
- Janice Travis
- Greg Wessling
- Tamara Williams
- Woody Washam

Advisory Board Members

- Denis Bilodeau
- Marla Brown
- Pat Cotham
- Jim Duke
- Troy Fitzsimmons
- Carroll Gray
- Scott Higgins
- Lisa Mayhew
- Kaye McHan
- David Stockwell

EXHIBIT C
PHASE II ENVIRONMENTAL
REPORT EXCERPT



October 31, 2016

Mr. Tyler Beardsley
Town of Cornelius
21445 Catawba Avenue
Cornelius, North Carolina 28031

**Re: Phase II Limited Environmental Investigation - Final
21328 – 21348 Catawba Avenue (PIN #00521212)
Cornelius, North Carolina 28031**

Dear Mr. Beardsley:

Apex Companies, LLC (Apex) has completed a Phase II Limited Environmental Investigation (Phase II) at the above referenced property located in Cornelius, North Carolina ("Subject Property" or "Site"). This letter report provides background information on the subject property, a description of field activities completed, results of assessment activities, and applicable recommendations.

Apex previously completed a Phase I Environmental Site Assessment (ESA) that identified several potential on-site Recognized Environmental Conditions (RECs). As part of identifying potential impacts associated with the RECs, Apex conducted Phase II assessment activities consisting of the collection and analysis of soil and groundwater at the Subject Property. The results of these assessment activities are described in detail below.

BACKGROUND

The property under investigation is identified as a single parcel of property addressed as 21328 – 21348 Catawba Avenue in Cornelius, Mecklenburg County, North Carolina (**Figure 1**). The Subject Property consists of approximately 1.85-acres. The parcel is improved with three single-story buildings, including a 3,702-square barn building addressed as 21336 Catawba Avenue (Building 1), a 8,566-square foot warehouse building addressed as 21348 Catawba Avenue (Building 2), and a 10,750-square foot warehouse building addressed as 21328 Catawba Avenue (Building 3). Building 1 currently operates as a furniture repair shop (John's Furniture Repair and Restoration), while Building 2 and Building 3 currently operate as showroom space for a discount furniture store (The Pickit Furniture Company). Building 1 was reportedly constructed in 1930. Building 2 and Building 3 were reportedly constructed in 1986 and 1989, respectively (**Figure 2**).

The Subject Property is located within a commercially- and residentially-developed area in downtown Cornelius, North Carolina. The property is situated on the south side of Catawba Avenue, just west of the intersection between Catawba Avenue and Milling Way. Several residential townhomes and small retail shops are located adjacent to, and north of, the Subject Property across Catawba Avenue. The Cornelius Town Hall is located to the northeast across Catawba Avenue, while the Cornelius Police Department is adjacent to the Site to the east.

Several small commercial and retail properties are adjacent to the south and west. All three buildings are currently occupied.

The Subject Property was initially developed in 1930 when Building 1 and three other buildings were constructed on the Subject Property. Based on historical sources, the three other buildings appear to have included a retail shop at the northwest corner of the Subject Property, a small shed behind the retail store, and a commercial building adjacent to the east side of Building 1. Two additional commercial buildings were constructed at the southeast and northeast corners of the Subject Property in the 1940s and 1950s, respectively. The small shed behind the retail shop appears to have been demolished in the late-1970s or early-1980s. In the mid-1980s, the retail shop at the northwest corner of the Subject Property, along with the commercial building at the northeast corner, were demolished. Building 2 was subsequently constructed on the northeast corner of the Subject Property in 1986. In the late 1980s, the two commercial structures near the southeast corner were demolished and replaced by Building 3. The surrounding area along Catawba Avenue and adjacent streets currently consist of commercial and residential properties. The area has been developed with residential and commercial properties since at least the 1930s.

Apex Companies, LLC completed a Phase I ESA at the Site. Apex identified the following RECs:

- Building 1, addressed as 21336 Catawba Avenue, currently operates as a furniture repair and restoration shop. A number of small (less than five gallon) containers of paint products, solvents, and lacquers were identified inside Building 1 during the site reconnaissance. Several of the chemicals contained petroleum products and/or methylene chloride use of these chemicals represents a REC.
- Building 1 previously operated as a cotton gin in the mid-20th Century. In addition to cotton ginning, other activities such as dyeing, scouring, and sizing may have occurred in the building. These activities often required the use of heavy metals, petroleum compounds, and chlorinated solvents. The potential historical use of these chemicals represents a REC.

In addition to the above referenced on-site environmental issues, Apex identified the following off-site RECs:

- The Town Center Project, previously located approximately 500 feet to the northeast of the Subject Property at 20101 North Main Street, operated as a textile mill and a polyurethane foam cutting and laminating facility in the 1960s. The property was re-developed in the 1990s with various retail outfits. Environmental assessment activities completed prior to redevelopment activities identified chlorinated hydrocarbons, including tetrachloroethene (PCE), in the shallow groundwater and bedrock aquifer at concentrations above NCAC 2L Groundwater Standards (2L Standards).
- Cashion's Quik Stop, located approximately 520 feet to the east-southeast of the Subject Property at 19925 South Main Street, currently operates as a gasoline filling station. Three 12,000-gallon gasoline underground storage tanks (USTs) and one 12,000-gallon diesel UST were reportedly installed at the facility in 1982 and are currently in use.
- The Cornelius Town Hall, located adjacent to, and northeast of the Subject Property at 21410 Catawba Avenue, previously operated several USTs. Two 1,000-gallon gasoline

USTs were reportedly installed at the Cornelius Town Hall in 1964 and subsequently removed in 1995. Impacted soil was identified at the property during the removal of the USTs and impacted groundwater was identified in 2004.

- New Method Laundry & Cleaners (20042 Zion Avenue) and Luxury Cleaners (20129 North Main Street), previously located approximately 520 and 660 feet, respectively, northeast and topographically up-gradient of the Subject Property, were identified as historical drycleaners. Both dry cleaning facilities previously operated large boilers, indicating that onsite dry cleaning and/or laundering activities were likely. Due to their topographically up-gradient locations relative to the Subject Property, as well as their likely history of onsite dry cleaning operations, these dry cleaners were identified as RECs to the site.

The following section describes the field methodologies and results of the Limited Environmental Investigation performed to determine the presence or absence of site contamination that may have been caused by the potential RECs.

SITE ASSESSMENT ACTIVITIES

On October 5, 2016, Apex mobilized to the Site with a Hollow Stem Auger drill rig to install seven soil borings. The boring locations include:

- One boring along the northern boundary of the Subject Property (SB-1);
- One boring along the eastern property boundary (SB-2);
- One boring along the southern side of Building 1 (SB-3);
- One boring at the southeast corner of the Property (SB-4);
- One boring along the eastern side of Building 1 (SB-5);
- One boring in the central portion of the Property (SB-6); and
- One boring at the northwest corner of the Subject Property (SB-7).

Prior to the start of field work, Apex contacted the North Carolina One Call system to locate underground utilities. As an added precaution, Apex contracted the private utility locator Ground Penetrating Radar Systems, Inc. (GPRS) to mark any private underground lines not identified by the One Call system. Additionally, a stainless steel hand auger was used to clear the first five feet prior to drilling.

Seven soil borings identified as SB-1 through SB-7 (**Figure 2**) were advanced to 40 feet below land surface (bls). Soil samples were collected at each boring at 2.5 feet bls, 5 feet bls, 7.5 feet bls, 10 feet bls, and every five feet thereafter. Samples were collected utilizing a decontaminated stainless steel split spoon sampler. A portion of each sample was screened by Apex personnel with a photoionization detector (PID) to collect head space concentrations of volatile organic compounds (VOCs). PID readings ranged from 1.1 parts per million (ppm) in SB-3 (1.5-2.0') to 15.4 ppm in SB-3 (0.5-2'). The soil interval from each boring (above the water table) exhibiting the highest elevated headspace concentration was submitted to Pace Analytical Services Inc. (Pace) of Huntersville, North Carolina, a North Carolina-certified laboratory. Samples were analyzed for the full list of volatile organic compounds (VOCs) in accordance with U.S. Environmental Protection Agency (EPA) Method 8260 and polycyclic aromatic hydrocarbons (PAHs) in accordance with EPA Method 8270 SIM. Boring logs are provided in **Attachment A**.

Following boring advancement, SB-1 and SB-3 were completed as temporary monitoring wells (SB-1-TW and SB-3-TW). The temporary wells were constructed with 2-inch diameter polyvinyl chloride (PVC) casings and 10 feet of 0.010-inch screens. Locations of the soil borings and temporary monitoring wells can be found on **Figure 2**.

After the temporary monitoring wells were installed, each was gauged for depth to water and for the presence of non-aqueous phase liquid (NAPL) using a decontaminated electronic interface probe (IP). A monitoring well that had previously been installed at the site (MW-7) was also gauged. NAPL was not detected in any of the wells during the sampling event. Depth to water in the monitoring wells ranged from 16.76 feet bls (MW-7) to 26 feet bls (SB-1-TW).

Groundwater grab samples were collected from SB-1-TW, SB-3-TW, and MW-7 using a peristaltic pump. Approximately two gallons were purged from each well with a disposable bailer prior to collecting the samples. Purge water was discharged to the ground surface near the well. Groundwater samples were collected in laboratory-supplied bottles, placed on ice, and transported, via standard chain-of-custody protocol, to Pace for chemical analysis for the full list of VOCs in accordance with EPA Method 8260 and PAHs in accordance with EPA Method 8270 SIM.

Soil Analytical Results

As shown in **Table 1**, VOCs were detected at concentrations that exceeded IHSB Protection of Groundwater standards and/or IHSB Preliminary Residential Health Based Soil Remediation Goals in samples collected from three soil borings (SB-3-2-4, SB-4-6-7.5, and SB-5-1-2) and PAH analytes were detected at concentrations that exceeded IHSB Protection of Groundwater standards and/or IHSB Preliminary Residential Health Based Soil Remediation Goals in samples collected from four soil borings (SB-3-2-4, SB-4-6-7.5, SB-5-1-2, SB-6-6-7.5, and SB-7 13.5-15). Of the VOCs exceeding regulatory standards, acetone was detected in SB-3-2-4 and SB-4-6-7.5, 2-butanone was detected in SB-3-2-4, and methylene chloride was detected in SB-5-1-2.

Groundwater Analytical Results

Based on historic reports obtained during the Phase I ESA, groundwater is believed to flow toward the south. Samples collected from borings SB-1-TW and MW-7 likely reflect the quality of the groundwater which is migrating toward the site from potential off-site RECs. As shown in **Table 2**, while groundwater samples from MW-7 did not contain groundwater standard exceedances, temporary monitoring wells SB-1-TW and SB-3-TW did have VOC and PAH standard exceedances. Samples from SB-1-TW contained PCE at a concentration of 0.74J µg/L, exceeding the 2L Standard of 0.7 µg/L. The concentration of PCE does not exceed North Carolina Department of Environmental Quality (NCDEQ) groundwater soil vapor screening levels for vapor intrusion.

Groundwater samples collected from SB-3-TW contained several constituents of concern (COCs) including 3.6 µg/L of carbon tetrachloride, 111 µg/L of 2-hexanone, 6.2 µg/L of naphthalene, and 8.3 µg/L of 1-methylnaphthalene, which exceeded their respective 2L groundwater standards of 0.3 µg/L, 40 µg/L, 6 µg/L, and 1 µg/L, respectively. Since these COCs are not present in the upgradient samples, these results indicate that a release has occurred in the Building 1 area due to current or historic chemical handling practices. The laboratory analytical reports are included as **Attachment B**.

CONCLUSIONS AND RECOMMENDATIONS

Apex completed a Limited Environmental Investigation at the Site. Apex's scope of work included the advancement of seven soil borings, the collection of seven soil samples for analysis of VOCs and PAHs, the installation of two temporary monitoring wells, the collection of three groundwater samples for analysis of VOCs and PAHs.

The presence of PAH analytes in the soil detected at concentrations that exceeded IHSB Protection of Groundwater standards and/or IHSB Preliminary Residential Health Based Soil Remediation Goals in samples collected from SB-3-2-4, SB-4-6-7.5, SB-5-1-2, SB-6-6-7.5, and SB-7 13.5-15 at depths that are near the ground surface (2 to 6 feet) and above the water table, suggests that they are the result of a petroleum release(s) associated with onsite activities. The sample collected at SB-7 on the northwestern corner of the property at approximately 14 feet bls may indicate a release on the subject site or potentially may be the result of activities on the adjacent property. In the previously submitted Phase I report, Apex determined that the commercial activities dating from the present back to when a cotton gin was previously located onsite could have resulted in past releases of petroleum compounds to the soil.

Groundwater samples from MW-7 did not contain any detectable concentrations of the COCs. SB-1-TW contained PCE at a concentration of 0.74J $\mu\text{g/L}$, exceeding the 2L Standard of 0.7 $\mu\text{g/L}$. The PCE detected in SB-1-TW is likely the result of a release(s) from off-site sources. In the Phase I report, Apex identified numerous historic sites that had previously operated at topographically up gradient off site locations that could have generated PCE that impacted groundwater.

Groundwater samples collected from SB-3-TW located south of Building 1 contained carbon tetrachloride, 2-hexanone, naphthalene, and 1-methylnaphthalene at concentrations which exceed their respective 2L Standards. The analytes detected in SB-3-TW may be the result of releases from on-site commercial activities. The carbon tetrachloride detected in the groundwater can be the result of its use as a grain fumigant. The grain fumigant may have been used at the cotton gin discussed in the Phase I report that was previously located in Building 1. The 2-hexanone is a solvent used in paints and paint thinners. Solvents are currently being used as part of the furniture repair and restoration activities that are presently ongoing in Building 1. The naphthalene and 1-methylnaphthalene detected in the groundwater could have also been generated onsite. Apex determined in the Phase I investigation that the commercial activities associated with Building 1 could have generated petroleum compounds dating from the present back to when the cotton gin was operational.

The results of the Limited Environmental Investigation completed by Apex indicate there is limited impacts to the site from off-site sources. However, soil and groundwater have been impacted near Building 1 as a result of on-going and historic activities conducted in this portion of the property. The concentrations of the various COCs including petroleum compounds and solvents exceed the thresholds established by the NCDEQ and must be reported. The site owner will be responsible for reporting the release, as well as additional assessment and mitigation, as required.

Apex appreciates the opportunity to be of service to the Town of Cornelius. Please call us with any questions at (919) 632-5872.

Sincerely,

Apex Companies, LLC



Adam Motsinger
Regional Client Manager



Kathleen Roush, P.G.
Division Manager

