

# Requests for Proposals for the Adaptive Reuse of Memorial Auditorium

City of Burlington  
October 5, 2022

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# REQUEST FOR PROPOSALS (RFP) FOR THE ADAPTIVE REUSE OF MEMORIAL AUDITORIUM, BURLINGTON, VERMONT

Date of Issuance: October 5, 2022

Issued by: City of Burlington, Community and Economic Development Office

Site visit: Optional upon request

Due Date for Questions: October 26, 2022

Submit via email to [sdunn@burlingtonvt.gov](mailto:sdunn@burlingtonvt.gov)

Responses will be posted on: November 2, 2022

Due Date for Proposals: December 2, 2022

Proposals shall be submitted electronically to [sdunn@burlingtonvt.gov](mailto:sdunn@burlingtonvt.gov)

Notice to Proposers: This document constitutes a Request for Proposal, and is not a request for professional services, a request for a bid or a construction contract. Acceptance of a proposal may result in a binding project agreement between the City and the proposer, contingent upon certain acts of the City Council related to a Development Agreement and/or long-term lease.

Issuing Point of Contact:

Samantha Dunn, CEDO Asst. Director for Community Works

[sdunn@burlingtonvt.gov](mailto:sdunn@burlingtonvt.gov)

(802) 829-6385

## BACKGROUND

Memorial Auditorium, located at 250 Main Street in Burlington, was designed and constructed as a public auditorium and civic center in the heart of downtown Burlington in 1927. Built to honor World War I veterans, the building has continued to serve as a monument to veterans of all subsequent wars. The centerpiece of the Auditorium was a 2,500-seat hall with a proscenium stage that supported a wide range of performances and community events. Memorial Auditorium was listed on the National Register of Historic Places in 1988 as a contributing building within the Main Street – College Street Historic District. From 1928 to 2016, Memorial Auditorium served as an important civic space offering civic events, child care, performances, artist workshop space and more.

Beginning in the early 2000s the building began to suffer from deferred maintenance and unable to make the investments needed to address structural and safety concerns, the City closed the building in 2016. More information about the history of the building and past project updates is available on the [City's website](#).

During the summer and fall of 2018, the City undertook an extensive community engagement process with stakeholder and community input collected through community workshops, public tours, interviews, and a city-wide survey to understand the community's interests and goals in the future of Memorial Auditorium. In addition to performance and entertainment space, the top uses for Memorial Auditorium identified by the public were 1) civic and community gathering space; 2) indoor farmers market; 3) arts and crafts; 4) youth-led program space; and 5) rehearsal space. The result of this process was an adaptive reuse plan for Memorial Auditorium to remain a publicly owned, public assembly space. Incorporating the public's feedback, the City engaged various architectural design and rehabilitation professionals in the creation of conceptual designs, construction pricing, and financing options and created a conceptual plan for a proposed "hub for community events, arts education, and a possible winter home for the farmer's market." The City anticipated financing the renovation through a mix of public and private sources including general obligation and tax increment financing bonds and private equity.

With the onset of the pandemic in early 2020, this project lost momentum as other priorities took precedence. With a wide range of new priorities and challenges at this time, the City is not able to move forward with public financing to implement the 2018 vision.

At the end of 2021, recognizing that the building was continuing to deteriorate and was a considerable liability, the City contracted with a structural engineering firm to provide a structural stabilization review and recommendations, material testing and cost estimate for demolition. In March of 2022, the voters approved a capital bond, which included \$1M for Memorial Auditorium assessment and stabilization. In May of 2022, this information was presented to City Council and there was unanimous support for stabilizing the building (versus demolition). Contracting for stabilization of the building is now underway and the stabilization work is expected to be completed by the end of February 2023.

The City now wishes to solicit proposals from firms and organizations with the vision, skills, relevant experience and financial capacity necessary to move forward with an adaptive reuse of the building through a long-term lease in which the City would retain ownership of the building while the selected entity(ies) will be responsible for the required renovations and operation of the building. The Memorial Auditorium Property has played a uniquely significant role in the social and cultural history of Burlington and it is a signature element of the City's built environment. The City welcomes proposals that honor that contribution while also imagining future uses that will effectively serve the citizens of Burlington.

## CITY GOALS & OBJECTIVES

The City has the following goals and objectives for the Memorial Auditorium Property:

- Renovation and reactivation of vacant building with construction beginning within 24 months
- Public/Private partnership that maintains long-term public benefit
- Attractive and welcoming entrance to the downtown
- Maintains and contributes to the Historic Fabric of the community
- Street Activation at Main and Union Streets
- Preservation of Veterans Memorial
- Inclusion of public space with opportunity for input on programming from the City and Community
- High quality employment opportunities or new, mixed-income housing
- Long-term economic benefit for the community

## REQUEST FOR PROPOSALS

The City of Burlington is issuing this RFQ/RFP to identify an entity to enter into a public/private partnership and long-term lease in support of the successful adaptive reuse of the Memorial Auditorium to reactivate this important component of the City's historic fabric and enhance the vibrancy of downtown Burlington.

Proposals will be evaluated based on the criteria described in this document. The entity selected through this process will enter into exclusive negotiations with the City with the intent of executing a Project Agreement that will establish the basis for future legal agreements associated with the project development, including the access and/or relocation of the Veterans Memorials currently located in the building.

## SUBMISSION REQUIREMENTS

1. A signed letter on the proposer's letterhead indicating an interest in the Project and the primary contact person and contact information.
2. Description of Development Team
  - Lead development firm and key personnel
  - Development or programmatic partners
  - Technical partners (e.g. architects, engineers, financial and legal advisers)
  - Experience with comparable adaptive reuse developments
  - Identification of any unique resources, capabilities or assets which the proposer would bring to the project
3. Description of Proposed Project
  - Project Vision
  - Organization and management approach to the project
  - Programming Components (with proposed square footage)
  - Target Market / Beneficiaries
  - Proposal for Veterans Memorials
  - Expected scope of rehabilitation
  - Treatment of Historic Façade
  - Treatment of Historic Interior

4. Community Benefit
  - Describe how the proposed project will respond to the City’s goals as described above.
  - Describe how the proposed project will incorporate community-identified priorities for Memorial Auditorium. (Results from the Community Survey can be found [here.](#))
  - Describe how youth will be engaged in your development process and ongoing operations.
  - Describe other public benefits of the proposed project.
  
5. Financial
  - Contemplated public financial participation
  - Description of how the project addresses and corresponds to market demands and conditions
  - Conceptual Construction and Operating Proformas
  - Provide evidence of financial capacity to complete the project
  
6. Timeline
  - Proposed project timeline including design, financing, construction and start of operations

## PROPOSAL EVALUATION

Proposals will be evaluated by an ad hoc committee which will consist of elected officials, community members with relevant skills and experience, Burlington youth and City staff. The committee will evaluate and advise CEDO on the proposals based upon the following factors and weight:

Compliance with proposal requirements	
1) Alignment of proposed project with City goals and objectives	20%
2) Ability to incorporate public uses	20%
3) Overall community benefit of the proposal	25%
4) Experience of the Development Team	15%
5) Financial Feasibility	15%
6) Timeline	5%
	100%

## TIMETABLE

Release of RFP:	October 5, 2022
Receipt of proposals:	December 2, 2022
CEDO Selection and submission of Proposal for City Council Approval:	January 2023

## LIMITATIONS OF LIABILITY

The City assumes no responsibility or liability for the response to this Request for Proposals.

## COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity, including any requests for additional information or interviews. The City will not reimburse any person or entity for any costs incurred prior to the issuance of the contract.

## INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of the City. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the response.

## REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest bid. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City to award a contract.

## OWNERSHIP OF DOCUMENTS

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

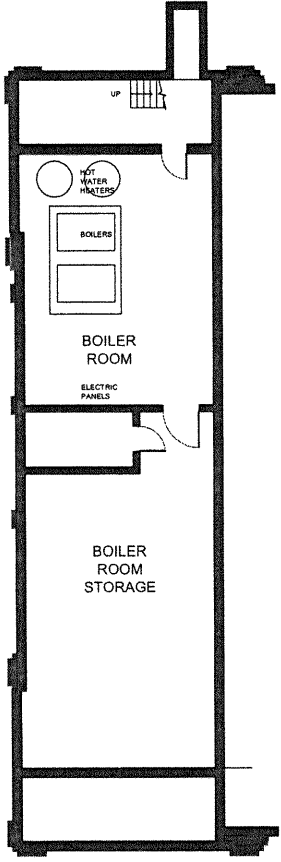
## PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of the City. All records which the responding party asserts to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

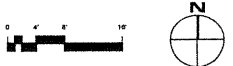
## ATTACHMENTS

As-built plans

# APPENDIX A AS-BUILT PLANS



BOILER ROOM PLAN  
(below ground floor)



**ARCHITECT**  
  
 Bergmann Hendrie + Anselmy, Inc.  
 318 Summer Street  
 Boston, MA 02210  
 617 350-0450 Tel  
 617 356-0215 Fax  
 www.blta.com

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**PROJECT NAME**  
**Burlington Community Recreation Center**  
 Burlington, VT

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**CLIENT**  
**City of Burlington**  
 Department of Parks & Recreation  
 665 Pine Street  
 Burlington, VT 05401

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**PROJECT TEAM**

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**REVISIONS**

1	
2	
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5	SITE

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**DRAWING TITLE**  
**Memorial Auditorium Ground Floor Plan (existing)**

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**DRAWING INFORMATION**

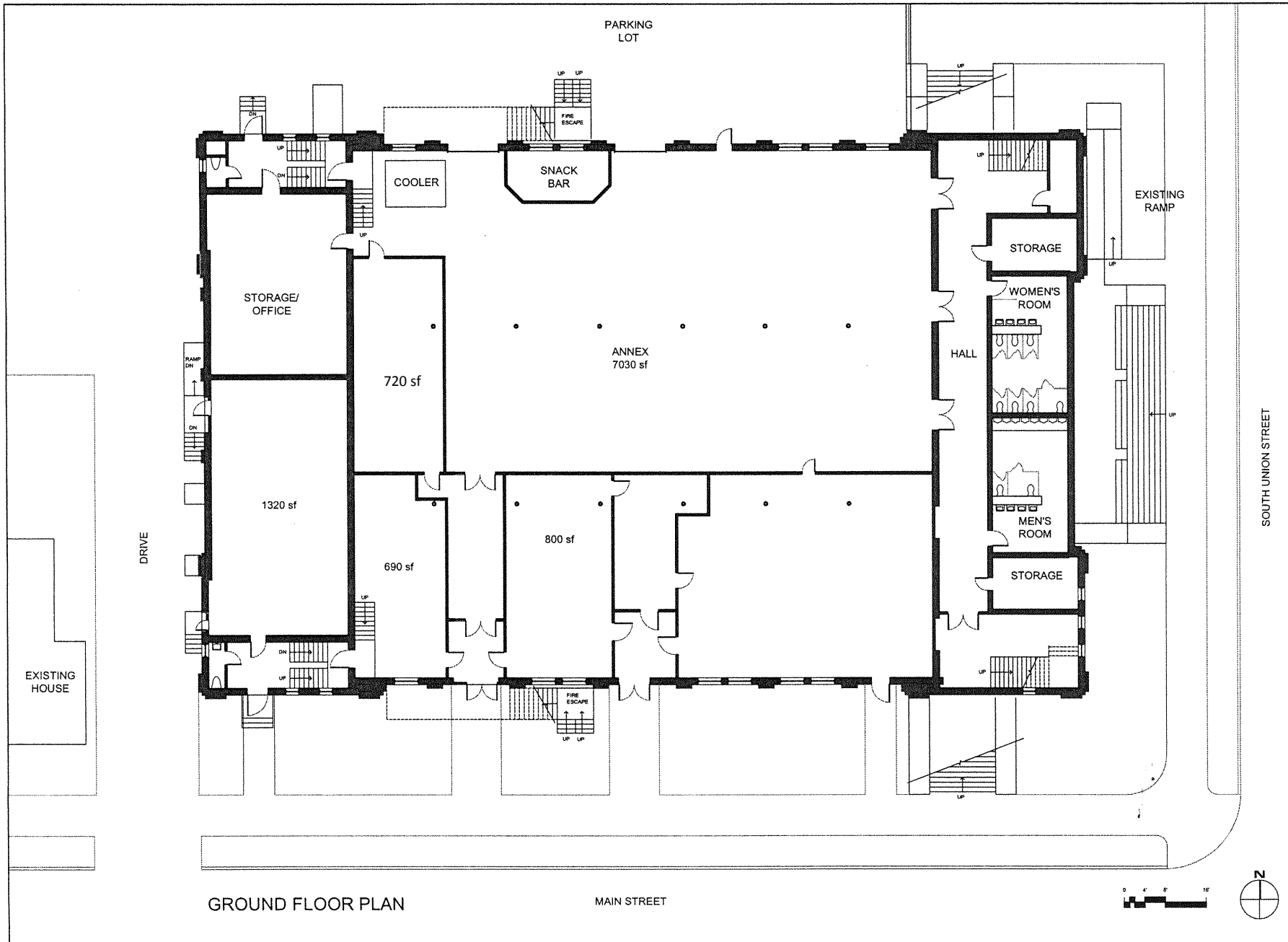
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DESIGNED BY	
DESIGNED	
SCALE	1/8" = 1'-0"
PROJECT	2384.00
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	F:\100

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**DRAWING NUMBER**  
**BOILER ROOM**  
**A001**

Copyright BltA, Inc.





ARCHITECT  
**BRHA**  
 Bargmann Hendrie + Archtype, Inc.  
 318 Business Street  
 Boston, MA 02210  
 617 350-0400 Tel  
 617 350-0215 Fax  
 www.brha.com

PROJECT NAME  
**Burlington Community Recreation Center**  
 Burlington, VT

CLIENT  
**City of Burlington**  
 Department of Parks & Recreation  
 645 Pine Street  
 Burlington, VT 05401

PROJECT TEAM

REVISIONS

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5	SITE

DRAWING TITLE  
**Memorial Auditorium Ground Floor Plan (existing)**

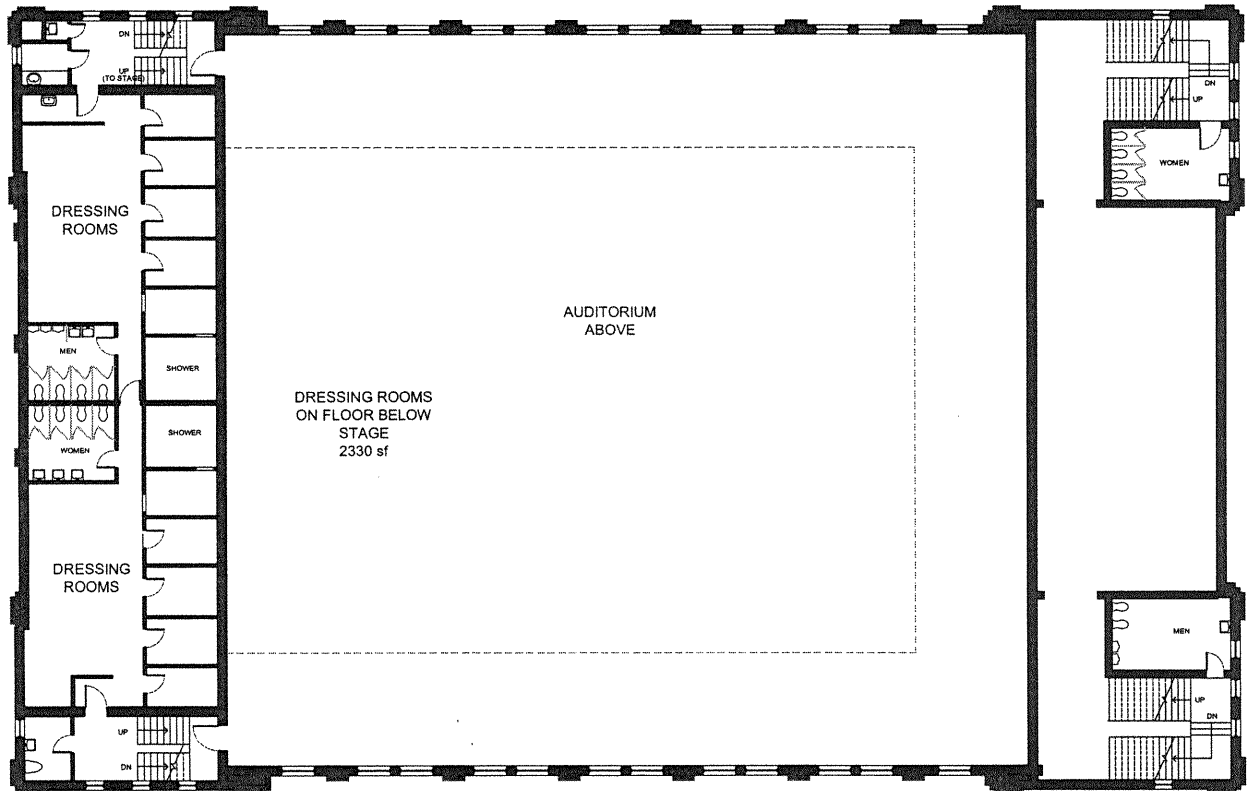
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 PROJECT: A-100 Memorial Recreation Center

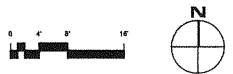
DRAWING NUMBER  
**A100**

Copyright BRHA, Inc.





DRESSING ROOMS FLOOR PLAN



ARCHITECT  
**bhna**  
 Bargmann Henzle + Architects, Inc.  
 316 Summer Street  
 Boston, MA 02210  
 617 350-0600 Tel  
 617 350-0215 Fax  
 www.bhna.com

PROJECT NAME  
**Burlington Community Recreation Center**  
 Burlington, VT

CLIENT  
**City of Burlington**  
 Department of Parks & Recreation  
 845 Pine Street  
 Burlington, VT 05401

PROJECT TEAM

REVISIONS

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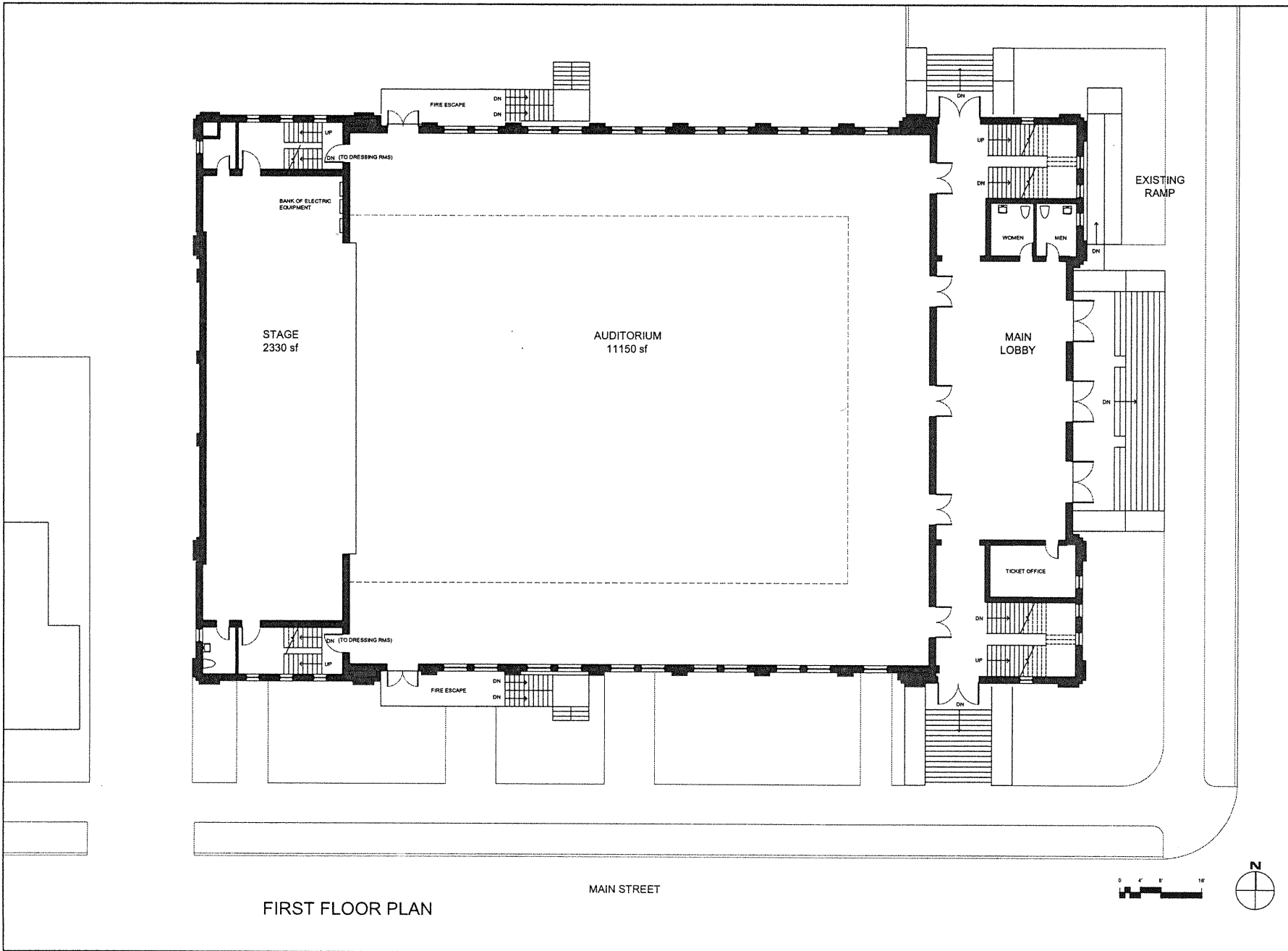
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**Memorial Auditorium Dressing Rooms Floor Plan (existing)**

DRAWING INFORMATION

October 16, 2002  
 DATE OF ISSUE  
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 SECOND SET  
 1/2" = 1'-0"  
 SCALE  
 2004 CD  
 PROJECT # A-100m MEZZANINE FLOOR PLAN

DRAWING NUMBER  
**MEZZANINE A100m**

Copyright BHNA, Inc.



FIRST FLOOR PLAN

MAIN STREET

ARCHITECT  
 bhpa  
 Bognann Hendrix + Architects, Inc.  
 318 Summit Street  
 Boston, MA 02110  
 617 330-0450 Tel  
 617 330-0215 Fax  
 www.bhpa.com

PROJECT NAME  
**Burlington  
 Community  
 Recreation  
 Center**  
 Burlington, VT

CLIENT  
 City of  
 Burlington  
 Department of Parks & Recreation  
 645 Pine Street  
 Burlington, VT 05401

PROJECT TEAM

REVISIONS

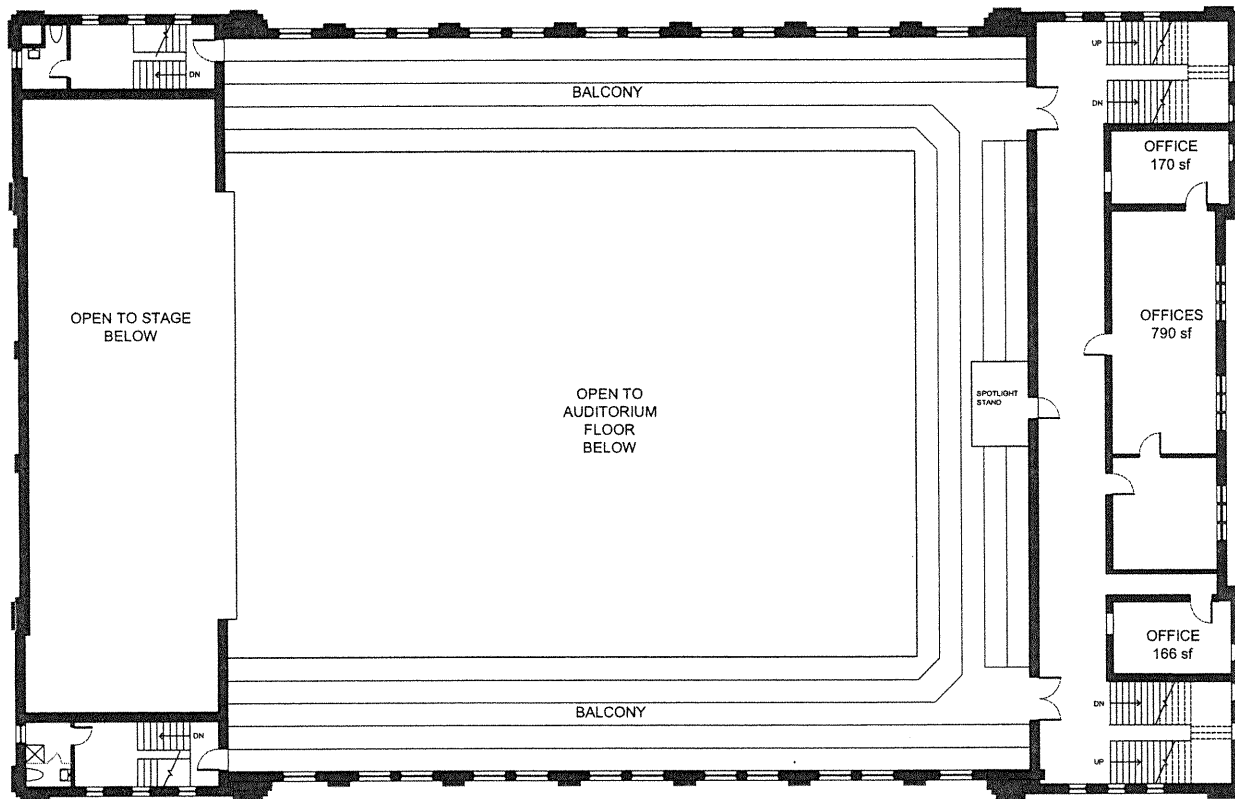
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DRAWING TITLE  
**Memorial  
 Auditorium  
 First  
 Floor Plan  
 (existing)**

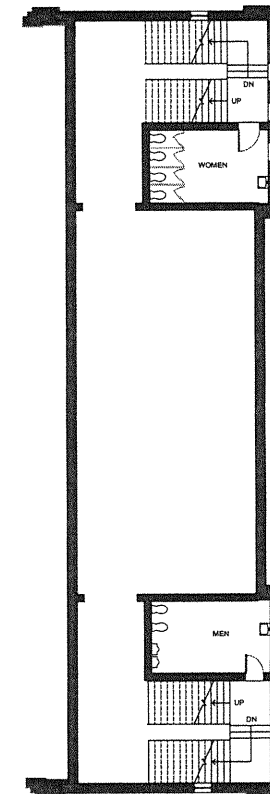
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 Bognann Hendrix  
 ARCHITECTS  
 1/20" = 1'-0"  
 EDCS  
 2384/07  
 PROJECT

DRAWING NUMBER

**A101**



SECOND FLOOR PLAN  
(balcony plan)



LANDING BELOW  
SECOND FLOOR

ARCHITECT  
bha  
Bargmann Hendrie + Arntopp, Inc.  
316 Sumner Street  
Boston, MA 02215  
617 350-0450 Tel  
617 350-0213 Fax  
www.bhplus.com

PROJECT NAME  
**Burlington  
Community  
Recreation  
Center**  
Burlington, VT

CLIENT  
**City of  
Burlington**  
Department of Parks & Recreation  
645 Pine Street  
Burlington, VT 05401

PROJECT TEAM

REVISIONS

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5	DATE

DRAWING TITLE  
**Memorial  
Auditorium  
Second  
Floor Plan  
(existing)**

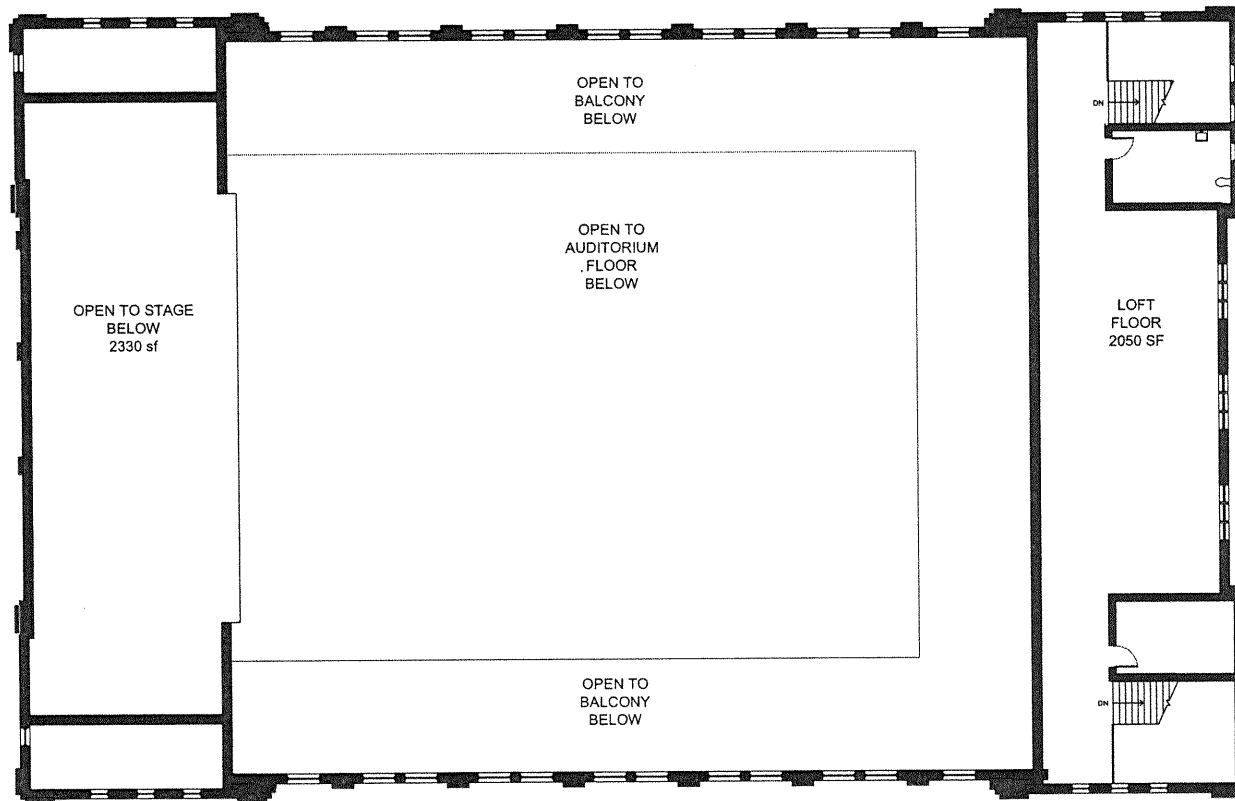
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DATE OF ISSUE  
Bargmann Hendrie + Arntopp, Inc.  
100% A.U.P.  
2204.00  
PROJECT # A-102

DRAWING NUMBER

**A102**

Copyright BHA, Inc.



THIRD FLOOR PLAN  
(multipurpose room)



ARCHITECT  
**bh+a**  
 Bergmann Hendrie + Archtype, Inc.  
 318 Summer Street  
 Boston, MA 02109  
 617 350-0450 Tel  
 617 350-0210 Fax  
 www.bh+a.com

PROJECT NAME  
**Burlington  
 Community  
 Recreation  
 Center**  
 Burlington, VT

CLIENT  
**City of  
 Burlington**  
 Department of Parks & Recreation  
 845 Pine Street  
 Burlington, VT 05401

PROJECT TEAM

REVISIONS

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DRAWING TITLE  
**Memorial  
 Auditorium  
 Third  
 Floor Plan  
 (existing)**

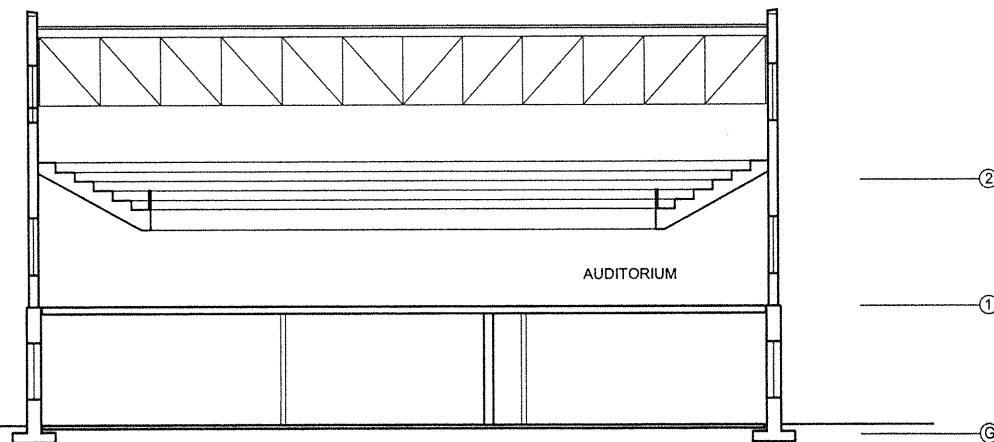
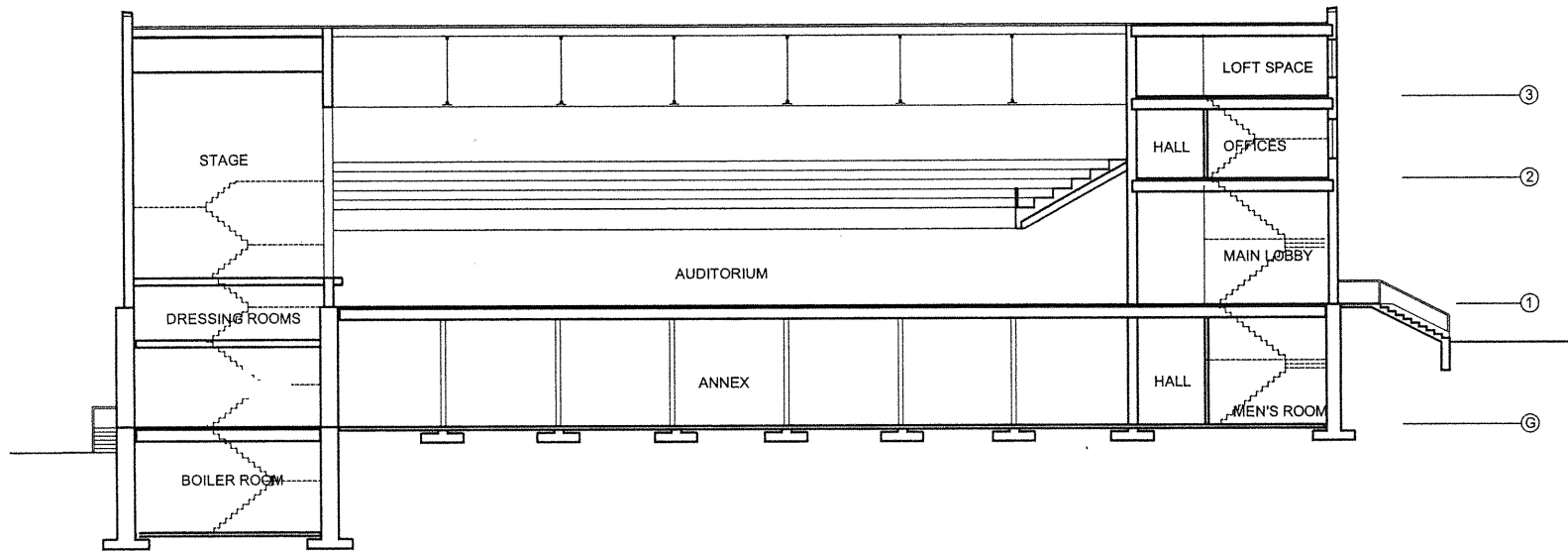
DRAWING INFORMATION

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 017 OF 018  
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 REVISION:  
 10/16/02 JLP  
 SCALE: DRAWN BY:  
 2004 00 PROJECT # A103 Drawing File name

DRAWING NUMBER

**A103**

Copyright BHA, Inc.



EXISTING BUILDING SECTIONS



ARCHITECT  
**bh+a**  
 Bargmann Hendrie + Anshutz, Inc.  
 316 Summer Street  
 Boston, MA 02210  
 617 350-0450 Tel  
 617 250-0215 Fax  
 www.bhplus.com

PROJECT NAME

**Burlington  
 Community  
 Recreation  
 Center**  
 Burlington, VT

CLIENT

**City of  
 Burlington**  
 Department of Parks & Recreation  
 645 Pine Street  
 Burlington, VT 05401

PROJECT TEAM

REVISIONS

1	
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4	
5	DATE

DRAWING TITLE

**Memorial  
 Auditorium  
 Building  
 Section**

DRAWING INFORMATION

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 DATE OF DATE  
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 2002-10-15  
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 [blank] PROJECT SECTION DRAWING  
 FILE NO.

DRAWING NUMBER

**A201**