

# CULTURAL VENUE RECOVERY PROJECT

## PROJET DE RÉTABLISSEMENT DES ESPACES CULTURELS

### REQUEST FOR PROPOSALS

#### CULTURAL VENUE RECOVERY PROJECT

HVAC Needs in Cultural Spaces to Mitigate COVID-19 Risks

#### ARTS NETWORK OTTAWA – RÉSEAU DES ARTS D'OTTAWA

#### ISSUE

As artistic spaces start to welcome crowds again, the safety of being in indoor spaces is a concern for many artists, venue workers and audience members. Through a study of local art spaces, Arts Network Ottawa, in conjunction with a Heating, Ventilation and Air Conditioning (HVAV) engineer or technician, seeks to develop HVAC and indoor air quality (IAQ) guidelines for art venues. These guidelines will address practices that can be adopted by venue owners and managers to mitigate the risk of COVID-19 exposure through changes to their existing HVAC systems.

#### THE PROJECT

The HVAC engineer or technician will work with the project coordinator to develop COVID-19 safe HVAC guidelines for artistic spaces in the city of Ottawa. This initial study will focus on a minimum of 5 venues. The HVAC specialist will visit the selected spaces for an assessment in April and return for a second inspection at a later date if deemed necessary by the project coordinator.

The yet to be selected spaces will be publicly accessible, non-City owned arts and culture venues in the community. Guidelines will be published in a report that will be published in June 2021 and delivered to the city by July 31<sup>st</sup>, 2021.

#### THE CONSULTANT

The selected HVAC engineer or technician should be familiar with a variety of commercial spaces, as the chosen artistic venues will vary in size, layout and HVAC capacities. The HVAC specialist will work with the project coordinator to find adequate solutions for every venue, as well as to draft general HVAC safety recommendations for local artistic spaces. As these recommendations will need to be validated by an engineer who is a member of the Professional Engineers of Ontario association, firms who have an engineer on staff will be prioritized.

Priority will also be given to engineers or technicians that have prior experience working in cultural spaces and are aware of the acoustic challenges of operating HVAC systems in these venues.

Arts Network Ottawa will prioritize applications from groups that are historically and currently identified as targets of oppression, including Black, Indigenous, and Persons of Colour (BIPOC), members of the LGBTQIA2S+ community, disabled persons and women (inclusive of trans women). If you would like to apply for equity consideration, please self-identify as a member of one of these groups on your application.

## **TIMELINE**

**April 2021** Initial site assessments are to be completed by Friday, April 30<sup>th</sup>, 2021. Each venue will be visited by the contractor and the project coordinator. In this visit, the preliminary assessment of changes required will be determined. A follow-up visit(s) may be deemed necessary by the project coordinator.

**May 2021** Development of development of site-specific recommendations and general IAQ guidelines for spaces visited

**June 2021** Report and guidelines published

**July 2021** Final Report Submitted to the City of Ottawa

## **BUDGET**

The budget for services is \$27,000, inclusive of HST.

This includes all necessary site visits and subsequent travel costs, the development of site-specific recommendations and general IAQ guidelines and references for the chosen venues as well as a revision of the final report.

## **ABOUT ARTS NETWORK OTTAWA**

Since 1987, Arts Network Ottawa has been building a healthy and sustainable arts sector by creating professional development and mentorship opportunities for artists; providing resources to advance the careers of artists and cultural workers; and collaborating through partnerships to advocate the creative, social, and economic benefits the arts play in a flourishing community. As of March 2020, our strategic focus is to support the community through COVID-19 resources and programs.

Arts Network Ottawa is a non-profit registered charitable organization: BN 12177 7023 RR0001. Arts Network Ottawa gratefully acknowledges the financial support of the City of Ottawa for this project.

## **CONTACT**

Send any questions on the RFP to:

Maxime Brunet

Special Project Coordinator

Arts Network Ottawa [maxime@artsnetottawa.ca](mailto:maxime@artsnetottawa.ca)

613.580.2767 extension \*2002

If you wish to apply, please send:

1. A CV
2. A statement outlining your HVAC experience(s) in artistic and cultural spaces
3. Two References

## **DEADLINE**

Proposals should be sent to Maxime Brunet by Friday, April 2nd, 2021