

Request For Qualifications Children's Science Center Redevelopment

City of Monroe, NC

The City of Monroe seeks to hire a Professional/Consultant Team for Architectural/Engineering/Exhibit Design Services (full architectural, engineering, exhibit and specialty consulting services) for the proposed **Children's Science Center, 318 E. Franklin, Monroe, NC.**

The City is seeking an architecture firm to work collaboratively with and to provide design services for the project. Services include participating in conceptual design, support throughout exhibit programming and design, and leading construction documentation, construction contract administration, and post-construction support.

Interested firms are requested to submit written statements of qualifications as directed in this RFQ.

PROJECT INFORMATION

Project Overview and Description

The project entails conceptual design and layout of existing facility to maximize space and efficiency. Center will be used for hands-on science-related exhibits that are geared toward children through roughly age 13 (example of exhibits will range from basic airplane design and flight to programming robotics and human physiology). Exhibits will have some correlation to Monroe and Union County business and heritage (Aviation/Aerospace, Agriculture, Medical, Manufacturing...). A progressive implementation of exhibits will be helpful as it may be necessary to install in phases. The facility will also serve to host events, so there may be some needs for maximization of floor space and moveable exhibits. Design will also include an enclosed, yet "windowed" seating area. A plan for updating the exterior, as well as a potential outdoor use area along Windsor Street should also be considered. All efforts to be environmentally friendly should also be considered.

The preliminary vision includes:

- The size of the project will be approximately a 16,000 SF existing structure for adaptive re-use construction, to include, meeting, back-of-house facilities and offices.
- Programming includes interactive exhibits, immersive experiences, robotic, educational and discovery for public display both suspended and floor mounted.
- An aircraft will be displayed in a landed position as a main feature of the building. The public will be allowed to enter the aircraft from the nose/cockpit portion inside the building.

- The project design and proposed operation shall incorporate ecologically sustainable measures. It is the intention of the Children’s Science Center that this building will operate as sustainably as can be achieved within a reasonable budget.
- The GC will be selected to advise early in the project and be contracted on a GC-at-risk basis.

Project Schedule

The estimated project schedule is as follows:

Interior/Exterior Concept Architectural	November 24, 2016
Exhibit Design, Schematic Design	January 9, 2017
Design Development, Construction Documents	February, 27, 2017
Bids	March 2017
Bid Award	April 2017
Construction	June 2017 start date
Install exhibits and artifacts, preview, opening Submission Process and Due Date	January 2018

If this challenging assignment is of interest to you, please submit your written response in six (6) bound copies, one (1) unbound copy, and a pdf version on disc or flash drive of your qualifications and written response, **no later than 5:00 pm on Friday, September 16, 2016**. The response should be in accordance with the Submittal Format described below.

To ensure fairness to all firms participating, all communications related to this RFQ shall be directed to Pete Hovanec, Communications and Tourism via email at phovanec@monroenc.org. Revisions, clarifications, or other information determined by the City to be of material interest to all proposers will be distributed in writing only by this office. During this selection process, no other contact will be accepted with any member of the City.

The Children’s Science Center will serve a public education purpose and is committed to promoting the fullest possible participation by all citizens in access to employment and contracts as well as in visitation. In this regards, every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contract, subcontract and other business opportunities with the City.

Reflecting our commitment to inclusion, diversity, our community and our mission, strong consideration will be given to small, minority, and women-owned businesses in order to preserve free competitive enterprise and to ensure that a fair proportion of the total purchases and contracts or subcontracts for services shall be placed with these enterprises.

Address submittal to:
 Pete Hovanec
 City of Monroe
 Communication and Tourism Officer
 300 W Crowell Street

PO Box 69
Monroe, NC 28111-0069

SELECTION CRITERIA AND PROCESS

Selection Criteria

The City is seeking a creative and technically experienced design team. Candidates should be prepared to demonstrate how their innovations in the design of other projects have resulted in well executed, cost-effective, state-of-the-art facilities.

The Selection Committees will be interested in teams with the following experience and qualifications:

- Excellence in technical design and execution. Have proven capability to provide creative, functional, flexible, and technologically sound design solutions with an economy of means and within the project budget.
- Demonstrated relevant experience and commitment of Principal-in-Charge, Project Manager, Exhibit Designer/Builder and Project Architect.
- Technical expertise in developing high quality, well-coordinated construction documents for complex projects, and excellent follow-through during construction.

Comparable Experience.

1. Experience in recent, large and complex building projects of similar facilities and with multiple stakeholders.
2. Experience in addressing the architectural challenges of museum spaces with artifacts, including: installation sequencing, security, rigging, using light as a factor to enhance viewing while mitigating potential light damage to artifacts, noise mitigation, acoustics for public address, audio-visual and internet accessibility for programs, consideration for ADA and maintenance, and experience with controlling any other unique environmental conditions.
3. Experience in working with clients from non-profit institutions and governmental entities.
4. Experience coordinating with diverse contractors and staff of a project, such as exhibit designers and fabricators.
5. Have demonstrated firm and individual team member capability to work creatively and sensitively within an existing, operational facility in an existing campus context.
6. Demonstrated experience adaptive re-use of an existing structure.

7. Demonstrated ability to understand the building's program and be responsive to program issues.
 - Demonstrated attention to problem solving.
 - Ability to be responsive to multiple inputs in a timely fashion.
 - Demonstrated experience with sustainable design, including completed projects that received LEED® certification, or completed projects that demonstrably conserve energy and other resources.
 - Demonstrated excellence in adhering to limited project budgets and in meeting critical schedules from design through construction.
 - Demonstrate the availability of personnel who would be assigned to this project, based on a presentation of the current and projected workload of the firm.

Selection Process

The City will convene a Selection Committee. The City will contact the short-listed firms to schedule a site tour, briefing and to schedule interviews. The City may visit one or more buildings by the firm(s) and speak with past clients and/or references.

The City reserves the right to request any further documentation that it deems appropriate and necessary for the selection process.

The City shall have no obligation to any company or firm or the successful proposer(s) unless or until the City and the successful proposer(s) fully execute a final and definitive contract between the parties and meet all City contractual and insurance requirements.

SUBMITTAL FORMAT

Firms submitting their qualifications for the project must follow the format below. Material must all be in 8-1/2 x 11 inch format-no foldouts. Firms may choose to submit supplemental material; such additional material will be reviewed at the option of the Selection Committee. Provide twelve (6) bound copies, 1 unbound copy, and a digital pdf version on disc or flash drive.

Cover Letter (*maximum of 1 page*)

- Identify team
- Provide name of contact person, phone, email, and fax
- Summarize qualifications most relevant to this project

Relevant Firm Qualifications (*maximum of 2 single-sided or one double-sided page*)

- Firm overview and summary of qualifications that are relevant to this project

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RFQ Children's Science Center

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- Provide short, focused paragraphs by topic (i.e., building type; technical aspects; BIM, sustainability / LEED; etc.)
- Submit proof of North Carolina Architectural/GC and any other License required by the State.
- Describe the team's proximity to the project site and your ability to provide appropriate staffing on site during construction.

Relevant Project Experience *(maximum of 10 single-sided or 5 double-sided pages)*

Provide photos / illustrations and briefly state relevance of each project in regards to the criteria desired for this Project. Specify the role of the firm or individual if work was not exclusively by the firm (i.e., joint venture, association). Projects where the person who led the effort is no longer with the firm shall not be considered in the assessment of the candidate's capability. If the work was done by individuals while with other firms, this must be clearly stated. Strong preference will be given to qualifying projects done by the submitting firm, led by individuals while employed at that firm, and that such individuals shall be a part of this project team. In addition, provide a list of the following for each project:

- Project name and location
- Beginning and ending dates of project (including construction)
- Size / square footage
- Main program elements
- Summarize sustainable features or LEED® level achieved
- List non-owner initiated change orders with brief explanation
- List contractor and engineering consultants
- Provide Owner name with name of contact person, telephone, and email
- Indicate if you have had experience working as the lead consultant where there was a separate Design Architect, providing the Design Architect name and name of contact person, telephone, and email.

Note: Projects that are currently in design or under construction are acceptable, but completed projects may carry more weight in the evaluation.

Project Team Summary *(maximum of 2 single-sided or one double-sided page)*

- Identify key team members at a minimum for the Principal-in-Charge, Project Manager, and Project Architect. For each team member:
 - i) State their qualifications relevant to programming services and the scope of this project
 - ii) Describe their past project roles with the specific project examples.
 - iii) Submit key team member resumes.
- If you envision any unique consultants that may be required for this type of project, indicate what they might be.

References

- Submit four firm references and contact information for each reference. Of these, 2 should be Client references and 2 Contractor references. In addition, please provide 2 references each for the Principal-in-Charge, Project Manager, and Project Architect.