

REQUEST FOR PROPOSALS

Professional Architectural and Engineering Services
For
Pratt Museum Design
Homer, Alaska

The Homer Society of Natural History, Inc. (dba Pratt Museum) is requesting proposals from qualified architectural/engineering firms to provide design services for the project described below. The Pratt reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the selection criteria.

The following subjects are discussed in the RFP to assist you in preparing your proposal.

- A. Introduction and Background
- B. Scope of Services
- C. General Requirements and Contact Information
- D. Proposal Format and Content
- E. Evaluation Criteria and Selection Process
- F. Proposed Project Schedule Outline

A. INTRODUCTION AND BACKGROUND

The Pratt Museum is a fully accredited, private non-profit, national award-winning museum located in Homer, Alaska (area population about 14,000). Homer is located on the southern end of the Kenai Peninsula about 225 highway miles south of Anchorage and is served by the Sterling Highway, an airport, and the Alaska State ferry system. The area's economy is primarily derived from fishing, tourism, and related services. It is home to an active arts and non-profit community plus a campus of the University of Alaska. The relatively mild climate draws retirees to the area. The Pratt serves about 35,000 visitors annually including school groups, seasonal residents and travelers, and year-round residents of the region.

The Pratt Museum is dedicated to helping people explore the natural environment and human experience in the Kachemak Bay region and beyond. Through exhibits, programs, and collections in the arts, sciences, and humanities, the Pratt seeks to ignite a connection between people and place.

Pratt Museum Property and Buildings



BACKGROUND

Currently, the Pratt Museum is located in a 10,500 square foot building with an aging structure and systems that no longer meet the functional needs of a museum. A new facility will overcome current challenges such as inadequate collections storage space, lack of ADA compliance, and low-quality exhibit space that must double as education/community gathering space. Put simply, the Museum's galleries, collections storage, public meeting, and education spaces no longer support the Pratt's goals or embrace current opportunities.

The current facility was constructed in 1968 and additions were applied in 1977, 1986 and 1991. Other structures on the 9.3-acre site include a homestead cabin, a shop, and a residence currently being used for additional office space and intern housing. For a broader view of the museum and its programming, please visit www.prattmuseum.org.

The project scope has been identified through efforts funded by the Foraker Pre-Development Program. Products of the Pre-Development effort include a visioning session that was conducted by RISE Alaska in March of 2008. Through the summer and fall of 2008,

Agnew Beck and ECI/Hyer provided programming and concept design service, which were supported by Estimations Inc. cost estimates. In 2009 a fundraising feasibility was done and new construction was considered starting in the fall of 2009. In the spring of 2010 the Board decided, with community input, to construct a new building on the site. Concept work through the Pre-Development program wrapped up in the fall of 2010 with site concept options. Community meetings continued in the fall of 2010 and winter 2011 to discuss repurposing possibilities for the existing building and to gather input on the three options for locating the new building on the property. In winter 2011 the Board selected the central area site as the first choice and the Southeast corner location as the second choice. Final decision is pending the completion of the site survey and wetlands mapping in May.

PROJECT GOALS

Project goals established during the visioning process include:

- Dedicated education program and community gathering space.
- Implementation of the final phase of the Master Exhibit Plan exhibit renovations.
- Site redesign, expanding outdoor exhibits to fully integrate the Museum into its 9.3-acre green space.
- Expanded collections storage space for research, collections conservation and exhibit preparation.
- Full Americans with Disability Act compliance.
- Increased building system efficiency for long-term energy efficiency.

BUILDING CONSIDERATIONS

Final placement of the building within the selected site and the building design itself needs to address the project goal of design with future expansion in mind.

Square footage of the new facility will be slightly larger than the current facility; up to 11,500 square feet. Construction is valued at approximately \$5.7 million including the new museum building and associated site work.

The Museum is committed to having its building and site reflect the institution's conservation ethic and sustainability vision. Demonstrations of renewable energy products, energy-efficient design, the use of sustainable building components and climatic-, region-, and site-responsive design will be important criteria for the designers to address through the design process.

The museum exhibits currently incorporate aquaria displays. These small saltwater tanks feature marine life commonly found in Kachemak Bay. The architectural program includes the use of the aquaria and designers are encouraged to be well versed in the requirements of saltwater aquaria infrastructure. The selected design team will be responsible for all services to and supporting of the aquaria. The required services of this contract do not include exhibit design.

SITE CONSIDERATIONS

A small stream (Woodard Creek) currently bisects the site while contained within a culvert. The current site concept includes daylighting the creek although funding for constructing this part of the site work has not yet been secured. The stream is to be incorporated into the design as an additive alternative site feature and flexibility in site design included to allow for daylighting the creek in the future if funding becomes available and the project is feasible from an engineering standpoint.

The required services for this contract do not include trail design. The overall capital project includes upgrading and extending the trails on the Museum's 9.3-acre site. Funding for this part of the capital project has already been awarded and the planning and work will take place during the next two years coordinating with building schematic design and planning for associated access and parking.

A site/design survey is part of the trails project to be completed in May, 2011 and will be made available to the selected firm. The survey will include a topographic survey of the property, location of existing structures, trails, City trail easement, roads and parking areas and utilities:

- Topographic survey of the museum property at 1 foot contour intervals.
- Location of all utilities.
- Limits of pavement
- Location and footprint of existing buildings and structures
- Location of all forest trails
- Flow lines including creek in culvert
- Locations of any marked cultural sites

The survey will include horizontal datum in accordance with the North American Datum of 1983 (NAD83), 1' in 10,000' accuracy and include vertical datum in accordance with the North American Datum of 1988 ("NAD88"), closure will be ± 0.15 feet.

B. SCOPE OF SERVICES

Services for this Proposal:

Phase I

Updated Site Concept Showing New Building and Associated Parking and Access
Schematic Design for New Building

Phase II

Final Design

The proposal consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to prepare and submit completed architectural, civil, mechanical, electrical, structural, landscaping and pedestrian access improvement construction plans, specification documents for the design of the new museum project. Phase I will be contracted first followed by Phase II when funds become available. The Museum reserves the option to retain the architectural firm for construction administration to be negotiated under a separate contract.

Deliverables for Phase I:

- Conceptual (40%) Planning document and drawings w/ recommendations
- Building Schematic Design (60%) Plan and cost estimate w/ site rendering

Deliverables for Phase II:

- Final Design (100%) Plans, specifications and cost estimates for building and associated site work

Each stage may include up to three (3) reviews by the Museum and revisions.

Deliverable Conditions: All drawings shall be produced using AutoCAD 2008 or newer and delivered to the museum in .dwg & pdf format on disk including all supporting files, including but not limited to: shx, fmp, ttf, fit, ctb, and other referenced dwg files. At a minimum, the AutoCAD drawing will be delivered with the following standards:

- Drawing is to be drawn in 1:1 in Model Space
- All drawings to be plotted are to be in paper space. Please note size of paper space tab, tab label.
- Concept, schematic and final design: submit full set of electronic drawings and specifications in dwg, pdf, and MS Word format.

A final detailed scope of work will be established once the most qualified firm has been selected. Examples of services that may be included in the Phase I schematic design contract but are not limited to include:

- Public meeting presentations and collateral support
- Design development including cost estimating
- Bidding assistance
- Permitting
- Site evaluation/field investigations

The proposal needs to specifically address the design of the new building and associated access, parking and site work. Other design and construction that is part of the overall site concept, such as the exhibits, boat barn, amphitheater, and trails not adjacent to the building or drives, are not included in this proposal, but need to be considered in site design and access development related to the new building. The Museum will continue to provide services in the existing building during the construction process.

Fundraising for the project is ongoing and it is expected that products of the schematic design process will be used to support the capital campaign. Services being sought for Phase I Design include program conformation and schematic design services. As funding becomes available, and at the discretion of the Museum, Phase II Design and construction administration will proceed.

Additional Services: Additional services shall consist of providing any other services not included in the consultant's basic services and will be authorized as a contract modification, signed by both parties and compensated at the rate listed in the Consultant's Fee Schedule for Additional Services. An example is design of other site structures such as the boat barn.

C. GENERAL REQUIREMENTS AND CONTACT INFORMATION

The following information is presented as a guideline for the preparation of the proposals:

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified in Section D. Deliver or send one (1) original and nine (9) copies of your proposal to be received in our office no later than 5:00 p.m. AST on Friday, April 15th, 2011. Proposals received after that time will not be opened or reviewed. Proposals shall be in a sealed package with the submitting firm's name and "Proposal" clearly noted on the cover of the package.

Send or deliver proposals to:

Pratt Museum
Diane Converse, Museum Director/CEO
3779 Bartlett Street
Homer, Alaska 99603

Questions regarding the project or RFP shall be submitted in writing to the following:

Pratt Museum
Diane Converse, Museum Director/CEO
3779 Bartlett Street
Homer, Alaska 99603
Or by email to director@prattmuseum.org

Responses will be made by email or phone. No responses will be made to inquiries received after 4pm, Monday, April 11th.

D. PROPOSAL FORMAT AND CONTENT

Title Page (one page) – At a minimum, the title page shall show the name of the project being proposed on, the firm name, address, telephone numbers, name contact person, and the date.

Letter of Transmittal (one page) – The transmittal letter shall identify the project for which the proposal has been prepared; briefly state your firm's understanding of the services to be provided; make a positive statement to provide the services specified; and give the name, title, address, email, and phone number of the person(s) authorized to make representations for your firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.

Table of Contents (one page) – Clearly identify the proposal contents by section and page number.

Proposal Narrative (ten pages maximum) – The proposal narrative shall provide the following information. Evaluation criteria point values are listed for each section.

I. Relevant Prior Experience (20 points)

Describe your firm's experience working on similar projects addressing at a minimum the following points:

- Firm's experience planning and designing museums, cultural centers, and/or aquaria
- Give a summary of timescales and budgets of projects undertaken to illustrate the firm's range of experience.
- Describe your experience working in small Alaskan communities.
- Describe your experience including community members in the design process.
- Give examples of problems encountered in projects, and a brief note of solutions, e.g., permitting, site, program challenges, etc.
- The Pratt Museum is interested in demonstrating and applying principals and elements of energy efficient design. The Museum values the use of local resources when possible. The Museum may also want to apply for a basic level of LEED Certification if feasible. Please describe the qualifications your firm has that will support this specific area of interest.
- The Pratt Museum project is contingent on a successful capital campaign. Describe your team's experience working with non-profit natural history and/or cultural organizations and how that insight will benefit the project.

II. Work Plan (40 points)

This section shall outline your team's composition and approach to ensuring the successful completion of the project. At a minimum, it should address the following:

- Project objectives and proposed approach.
- Your understanding of the potential issues which may affect successful completion.
- Specific approach methodology to assure effective budget utilization
- Describe how your team will utilize the programming and concept work completed to date and how that information will be used to benefit the project's design development.
- The Pratt Museum's success is the result of a close collaboration between its Board, staff, community, and other diverse stakeholders. Describe how your team proposes to work with the Museum stakeholders through the design process.

Identify key project staff and sub-contractors expected to provide services on behalf of the firm. Provide a brief qualification synopsis for each of the individuals and sub-consultants referenced. Be specific on the proposed staff regarding experience and qualifications on projects of similar size and scope.

Proposed Project Manager for Architectural Services – This section shall present the proposed project manager and at a minimum address:

- General qualifications to perform this assignment
- Experience on similar museum planning and design projects
- Experience in Homer area
- Ability to become familiar with City of Homer building requirements

Proposed Project Team – This section shall present the professionals who will actively and directly participate in technical project activities (full resumes are not necessary, a paragraph or two will suffice) and at a minimum address the following:

- Proposed project assignment and qualifications
- Experience with similar projects and with other team members
- How subcontractors are expected to be utilized

III. Firm Resources (10 points)

Provide information on resources available to your firm, which indicate you have access to the services necessary to perform the work. Also indicate the location where the primary services are to be provided and the ability to meet in person and electronically with Museum personnel when required during the performance of the contract. Include the following:

- Size, resources, and business history
- The practice’s approach to the organization and management of projects
- The status and structure of the practice and associated practices/companies
- Professional Indemnity: Please give full information on professional indemnity arrangements, including names and addresses of insurers, limits of indemnity, and note of any pending litigation. The proposal requires the firm to provide the following types and amount of insurance within five (5) days after signing the contract and prior to any work on the contract. Proof of said insurance shall be by means of a Certificate of Insurance. The firm shall demonstrate in this proposal its ability to provide the required insurance within the specified time.

Worker’s Compensation	Statutory
Employer’s Liability	Statutory
General Liability	\$1,000,000
Auto Liability	\$1,000,000
Professional Liability	\$1,000,000

- References – List the names, titles, addresses, emails, and phone numbers of at least three recent, relevant clients who obtained similar services from your firm. Ideally, projects managed by the proposed project manager should be referenced. Include names and types of projects.

IV. Cost (30 points)

Provide a separate lump sum cost proposal for Design Phase I and for Phase II of the project to include all costs for communications, travel, production media, labor, lodging, and associated materials associated with up to three (3) review sets of each stage of design documents.

V. Additional Services

A current fee schedule must be provided for all personnel, consultants, and “out of pocket” expense items to be applied for additional services that may be required. The cost proposal portion of the submission should be submitted in a separate sealed envelope included in the sealed envelope containing the entire proposal. Lump sum proposal should include all services and expenses outlined in the Scope of Work (Section B).

Additional information beyond that requested above in Section D is not desired, clarity and brevity are encouraged. One page is identified as one side of a standard 8 1/2” x 11” sheet of paper. Font size shall be no less than 10 point.

E. EVALUATION CRITERIA AND SELECTION PROCESS

The Pratt Museum reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed.

Proposals received in response to the Request for Proposals will be reviewed and scored by the Building Committee. The committee members include Board members, staff members, local residents and design/construction professionals. Recommendations from the Building Committee will be submitted to the Board of Directors for final approval. After award, the scoring results will be made available upon request to proposers. Selection will be based on the Board’s, Museum Director’s, and Building Committee’s interpretation of the submitted material, contacts with listed references and/or other persons knowledgeable of a proposer’s and/or subcontractor’s past performance, and results of an in-person interview if held. Interviews with up to three competing firms may be held following the proposal evaluation and scoring process where selected firms would have an opportunity to make a presentation and respond to questions in person.

Cost will be evaluated on a lump sum basis for basic services relative to the level of effort required and the fee relative to the project budget. The objective is to obtain an adequate level of services for an appropriate and reasonable cost. The cost proposal will be opened and the cost score calculated after the scores of the other evaluation criteria have been calculated.

The Pratt reserves the right to award a contract to the highest ranked firm based solely on the written proposal or request in-person interviews as stated above. The highest ranked proposer will be invited to enter into negotiations with the Pratt Museum for the purposes of contract award. If an agreement with any proposer cannot be reached within a timely manner, the next highest ranked proposer may be contacted for negotiations. The Pratt Museum reserves the right to terminate negotiations with any proposer should it be within the Pratt’s best interest.

F. PROPOSED SCHEDULE

Design Phase I – Schematic Design	
Date of Release	March 14, 2011
Pre-Bid Conference (optional)	March 29, 2011, 1 to 3pm
Last Date to Submit Written Questions	April 11, 2011, 4pm
Proposals Due	April 15, 2011, 5pm
Consultant Selection	May, 2011
Concept Submittal	December, 2011
Schematic Design Submittal	December, 2012

Design Phase II – Final Design & Bid Documents November, 2013

Construction Begins	Spring 2014
New Museum Building Opens	Summer 2016

Addendum

The Pratt Museum property includes the following parcels.

- HM 0860044, Bunnell's Subdivision No. 17, Lot 14-A
- HM0970013 Bunnell's Subdivision 1996 Pratt Museum Addn Lot 15-A-1
- HM2007074 Bunnell's Subdivision 2007 Addn lot 20-A-1
- HM2008075 Alfred Anderson Subdivision Pratt Museum Replat Tract A-1

ADDENDUM - Pratt Museum RFP March 31, 2011

The following changes have been made to the original RFP dated March 11, 2011.

Page Count – Narrative

The narrative page count listed at the top of page 7 in the RFP has been expanded to 12 pages maximum in the following manner: Sections I through III up to ten (10) pages, Section IV (Fee Schedule) up to two (2) pages. Section IV is submitted in a separate sealed envelope within the proposal package envelope.

Evaluation Criteria

Point Values for Sections I through III (pages 7 and 8) have changed as follows:

Section I – Relevant Prior Experience	40 Points
Section II – Work Plan & Project Team	40 Points
Section III – Firm Resources & References	15 Points
Section IV – Fee Schedule	5 Points

Narrative Content

Cost (Section IV, Page 8) has been eliminated.

Fee Schedule Section V (page 9) has been renumbered to Section IV and reworded as follows.

“A current fee schedule must be provided for all personnel, consultants, and other direct costs that may be required. This schedule should be provided in a separate sealed envelope within the proposal package.”

Proposed Schedule

The proposal deadline (page 10) has been extended one week. The new deadline for proposals is 5pm, Friday, April 22nd. The new deadline for submitting written questions is Monday, April 18th at 4pm.