
CINCINNATI MUSEUM CENTER

CINCINNATI, OHIO

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
PROFESSIONAL DESIGN SERVICES FOR
THE CINCINNATI UNION TERMINAL RESTORATION/RENOVATION**

OWNER: Cincinnati Museum Center
Cincinnati, Ohio

ISSUED: February 20, 2015

STATEMENTS DUE: March 9, 2015; 3:00 PM EDT

CONTACT: Jane MacKnight
jmacknight@cincymuseum.org
Cincinnati Museum Center
1301 Western Ave.
Cincinnati, OH 45203

SECTION 1

INTRODUCTION

Cincinnati Museum Center of Cincinnati, Ohio, (hereinafter referred to as the "Owner") hereby gives notice of it or its successor in interest's intent to contract for architectural and engineering services in connection with a Restoration/Renovation for Cincinnati Museum Center in Cincinnati, Ohio (the "Project").

Cincinnati Museum Center (CMC) is located in the Cincinnati Union Terminal building, 1301 Western Avenue, Cincinnati, Ohio, 45203. The Union Terminal building is possibly one of the most significant examples of Art Deco architecture in America. Built as a train station in 1933 by the New York firm of Fellheimer and Wagner and the noted Philadelphia architect Paul Philippe Cret, the building embodies all important architectural principles of that style. Not only is it an architectural masterpiece, the building is also a historic site, tied to the history of World War II and the City of Cincinnati. The building was declared a National Historic Landmark relatively early in the history of the Historic Preservation Movement in this country (1976). In 1990, Cincinnati Museum Center at the Union Terminal opened its doors to the public, bringing under one roof the Museum of Natural History & Science, Cincinnati Historical Society and History Museum and Robert D. Lindner OMNIMAX* Theater. In December 1995 the founding organizations merged. In 1997 the Children's Museum of Cincinnati merged with CMC, and the Duke Energy Children's Museum opened in Union Terminal in 1998. Cincinnati Museum Center is now one of the nation's largest informal education and cultural institutions, serving over one million visitors each year.

The Owner invites parties interested in providing professional design services for the Project to submit statements of qualifications for consideration by the Owner. Statements of qualifications will be reviewed and a firm selected in accordance with Sections 153.65 through 153.71 of the Ohio Revised Code.

The Selection Committee for the selection of a professional design firm will recommend to Cincinnati Museum Center a short list of at least three qualified professional design firms for interviews. Following the interviews, the Committee shall rank firms and forward a recommendation for contract award to Cincinnati Museum Center.

The interviews of the firms chosen as finalists will be **March 18 & 19, 2015**.

Maximizing State of Ohio and Federal Historic Preservation Tax Incentives is critical to the funding of Union Terminal. Thus, all professional design services and construction contracts will be managed in such means as to make best use of these incentives.

In the coming weeks the Owner will be soliciting the services of a Construction Manager. The Owner plans to construct this project utilizing a yet to be selected Construction Manager-at-Risk.

SECTION 2

ANTICIPATED SCOPE OF SERVICES

Cincinnati Museum Center is soliciting the services of an architect-led professional design firm that will become the Architect-of-Record (AOR) for the renovation of Union Terminal. The selected professional design firm should be able to demonstrate prior design and construction administration experience in the renovation of historic properties and operational museums or other public facilities.

Upon award of the professional design services agreement, the selected professional design firm will review the Program of Requirements, a 900 page comprehensive Master Plan of Union Terminal which was completed in 2007. The contract for services will be based upon this Program of Requirements.

The selected professional design firm, as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement, detailed cost components to address the Owner's project requirements, participation requirements in any program to encourage participation of socially or economically disadvantaged enterprises, and an outline of the plan to achieve the agreed-upon goals of the Union Terminal Inclusion Policy (Attachment A).

As required by the Agreement, and as properly authorized, the selected professional design firm will provide the following categories of services:

Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Contract Documents, Construction Administration, Post-Construction, and Additional Services of all types.

The selected professional design firm will provide basic architectural and engineering services, including without limitation, lighting, security, audio/visual & acoustical, structural and MEP engineering services.

The objectives of this Restoration/Renovation are:

- Completely restore Union Terminal in compliance with the Secretary of the Interior's Standards for Rehabilitation, also known as The Standards, which are part of the United States Department of the Interior – National Park Service – Secretary of the Interior's Standards for the Treatment of Historic Properties (codified in 36 CFR 67 for use in the Federal Historic Preservation Tax Incentives program).
- Organize the project to be undertaken in the next three years, taking into consideration that the Museum will continue to remain partially open to the public and will continue to rely on revenues from the museum and other activities.
- Develop project cost estimates to enable the Museum to understand its obligations and liabilities and plan its budget accordingly.

Fees may be negotiated and allocated for Additional Services (e.g., creation of a Program of Requirements, extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

The total project cost is \$208.5 million, with the restoration construction cost including architectural design fees is estimated to be \$155 million.

The A/E fee percentage for this project (which is not to be proposed as part of the Statement of Qualifications) should include all professional design services and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of

existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules.

SECTION 3

PROFESSIONAL DESIGN FIRM'S QUALIFICATIONS

For purposes of this Request, the professional design firm qualifications include, but are not limited to, the following:

- (1) Competence of the professional design firm to perform the required services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services in particular, expertise and experience in historic preservation renovation of National Historic Landmark properties is essential;
- (2) The professional design firm's primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.
- (3) Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional services competently and expeditiously;
- (4) Past performance of the firm as reflected by the evaluations of previous clients with respect to factors such as control of costs, quality of work and meeting of deadlines;
- (5) Location of firm in relation to the Project site;
- (6) The firm's utilization of minority-owned businesses (MBEs), small businesses (SBEs) and women-owned businesses (WBEs) in the past and plans for such in this project;
- (7) Firm's approach to:
 - a. Quality control
 - b. Proposed coordination of the work
 - c. Site visits and oversight
- (8) Expertise and experience in historic renovation of "National Historic Landmark" properties.

SECTION 4

INQUIRIES

All inquiries to this Request may be submitted by email or in writing to:

Jane MacKnight
jmacknight@cincymuseum.org
Cincinnati Museum Center
1301 Western Ave.
Cincinnati, OH 45203

Inquiries should make reference to specific sections of the Request, Page and Paragraph references. All questions must be received before **March 2, 2015** to receive a response. All questions and answers to the questions will be communicated to all firms or individuals requesting this Request For Qualifications. The Owner will not be bound by any responses provided to questions that are not submitted through this process. Inappropriate inquiries may constitute a basis for a negative evaluation.

SECTION 5

CONFERENCE

There will be a single conference and walk-through at Cincinnati Museum Center for parties interested in providing professional design services to address any questions, which may arise. This conference and walk-through is optional but will be the only forum through which firms will have the opportunity to view the Project site. The conference will be held at Cincinnati Museum Center on **February 26, 2015, 10:00 A.M.** local time, meeting at the kiosk just inside the main entrance of the building. If questions arise during the conference and walk-through that cannot be answered at the conference, a response will be provided to all firms in writing, within three (3) business days. To assist in planning, all participants should send an email to jmacknight@cincymuseum.org with a listing of those who will be participating from their organization.

SECTION 6

STATEMENT FORMAT/CONTENT

The format/content provisions listed below have been established to assist the Owner in its review and evaluation of all firms' qualification statements. All statements must comply with the following format to allow the selection committee to fairly evaluate submittals:

The following is a brief description of the desired content for each Section of the Qualification Statement:

SECTION 1 - COVER LETTER

An introductory cover letter of not more than one (1) page.

SECTION 2 – EXECUTIVE SUMMARY

A two (2)-page summary highlighting the contents of the qualification statement.

SECTION 3 – FIRM BACKGROUND

A description with the following information:

- Name of the Firm

- Location of firm's office
- Information regarding the firm's history
- Name and telephone number of firm's contact person
- The legal nature of the Firm (e.g., corporation, partnership, joint venture, proprietor).

SECTION 4 – PROJECT ORGANIZATION

- Provide an organizational chart identifying key proposed personnel for this Project.
- Provide detailed biographies/resumes of the partner in charge of the Project and the Project architect, as well as any other personnel assigned to the Project. Biographies/resumes must detail all education, technical training and experience of the Project personnel. Key personnel will be named in the Contract.
- Identify each Project personnel's respective role and how they will interface with the Owner on this Project.
- Identify the individual who will be responsible for communication with the Owner during the Project.
- Detail the firm's current and anticipated workload for the years 2015 through 2018.
- Describe the firm's past and current employment of minority & small business and how minority & small business organizations will be involved in this Project. Describe how your firm and this proposal achieve the goals of the Union Terminal Inclusion Policy.
- Key Consultants – Identify proposed outside key persons, specialists or individual consultants to be utilized on the Project and provide a description of their qualifications.
 - Key Consultants who have previously been engaged in the project are not exclusive to any proposal. These Key Consultants are listed on Attachment B. Stipulate if these consultants will be part of your project proposal or if you would propose other Key Consultants.
 - The Owner reserves the right to review, consider and approve all proposed Key Consultants at a later time (not as a part of this first proposal).
 - Are there any of the listed Key Consultants not acceptable to your firm?

SECTION 5 – PROJECT APPROACH

Describe your proposed methodology in providing Professional Services for this Project. Include within the description the following:

- The ability of the firm to complete the Project in a timely fashion, including availability of the firm's staff and other equipment and resources to achieve completion of the Project on a timely basis. The firm should include an internal timeline for completion of the Project, consistent with a Project design completion date in early 2016 and construction completion in late 2018 to early 2019.

- The firm’s equipment and facilities.
- The firm’s quality control program and an explanation of how that program is implemented at each state of the Project.
- The steps the firm will take to coordinate work on the Project with respect to scheduling and coordinating other consultants involved with the Project.
- The firm’s practice with respect to site visits and oversight of the Project.

SECTION 6 – EXPERIENCE/REFERENCES

Provide a full description of at least four (4) similar projects that best demonstrate the firm’s experience and ability to provide professional design services for this Project. [Fifteen (15) page limit]:

- 1) Project owner, Name of project and Location
- 2) Description of the project
- 3) Project Nature and Firm’s Responsibility
- 4) Original Project Cost Estimate
- 5) Final Project Cost
- 6) Estimated Dollar Amount for which Firm was Responsible
- 7) Original Project Schedule
- 8) Final Date of Completion
- 9) Include name and phone number of Project Owner and On-site Project Manager Contact

- Provide a list of project(s) that the firm has performed with the Owner

SECTION 7 – OPTIONAL INFORMATION

Include any additional information or description of resources (including any computer capabilities) supporting your firm’s qualifications for the Project, or any other information you find appropriate to the Owner’s selection consistent with the announced selection criteria described in Section 7 below [five (5) page limit].

SECTION 7

SELECTION CRITERIA

As required by Ohio Revised Code §153.65-.71, Owner will review, evaluate and rank all statements of qualifications received based on the following criteria and the qualifications previously described:

- (1) Competence of the firm to perform the professional services as evidenced by the technical training, education and experience of the personnel within the firm who would be assigned to this Project. In addition to normal architectural and engineering disciplines required for a large scale renovation project, experience in historic preservation and museum design is essential;
- (2) Ability of the firm in terms of its workload and the availability of qualified personnel, equipment and facilities to complete the Project competently and on a timely basis;
- (3) Past performance of the firm as reflected by the evaluations of previous clients, including Owner, with respect to factors such as, but not limited to, control of costs, quality of work and meeting of deadlines;

- (4) Qualifications of the firm's consultants;
- (5) Location of firm in relation to the Project site;
- (6) The firm's utilization of minority-owned businesses (MBEs), small businesses (SBEs) and women-owned businesses (WBEs) in the past and plans for such in this project;
- (7) Firm's approach to:
 - a. Quality control
 - b. Proposed coordination of the work
 - c. Site visits and oversight
- (8) Expertise and experience in historic renovation of "National Historic Landmark" properties.

SECTION 8

PROFESSIONAL LIABILITY INSURANCE REQUIREMENTS

Ohio Revised Code Section 153.70 requires that any person providing professional design services have and maintain or be covered by a professional liability insurance policy or policies during the period the services are to be rendered. The insurance carrier must be a company authorized to do business in Ohio and must afford coverage for the services to be rendered by the individual or firm. The amount of professional liability insurance to be provided is at the Owner's discretion and will be discussed during contract negotiations.

SECTION 9

CONCLUSION

Following the receipt of the qualification statements, the Owner will review the statements for compliance with the requirements of this document, call references and forward the results to the Owner's Selection Process Review Committee (the "SPRC"). The SPRC shall review the statements, rank the firms using the selection criteria set forth in Section 7 and recommend a minimum of three (3) firms to be interviewed, if at least three qualified Firms submit qualifications.

Following the interviews, the SPRC shall rank the firms using the selection criteria set forth in Section 7 and forward a recommendation for contract award to Cincinnati Museum Center. Upon Cincinnati Museum Center's approval of the recommendation, Cincinnati Museum Center will negotiate a contract with the highest ranked firm. If the parties are able to successfully negotiate a contract, the Owner will execute the contract. If the parties are unable to successfully negotiate a contract, negotiations will commence with the next highest ranked firm.

Ten (10) copies of the statements shall be submitted no later than **3:00 p.m. March 9, 2015**. Statements received after this deadline may not be considered. Statements shall be submitted to:

Office of the President
Cincinnati Museum Center
1301 Western Ave.
Cincinnati, OH 45203

Statements shall be clearly marked:

"CINCINNATI MUSEUM CENTER – UNION TERMINAL PROJECT"

ATTACHMENT A: Inclusion Policy for Union Terminal Restoration

The Owner, in conjunction with the project's Architects & Construction Manager will establish inclusion goals for the utilization of minority-owned businesses (MBEs), small businesses (SBEs) and women-owned businesses (WBEs) for each contract in the project. The Owner encourages the use of MBEs, SBEs & WBEs as first-tier subcontractors and/or joint ventures.

The overall goal for each particular contract will be set forth in The Description of Contract, and is expressed in terms of a percentage of the total dollar value of such contract.

In order to comply with Ohio State Laws which are applicable to this project, the inability of a contractor to meet the established goal cannot exclude a contractor from award of a contract if deemed to be "Lowest and Best" bid. Refusal to employ and document "Good Faith Effort" to include MBEs, SBEs & WBEs when requested, may be cause for non-award of contract.

To qualify as a MBE, SBE or WBE a contractor should become certified by one of the following organizations or their affiliates:

National Minority Supplier Development Council (NMSDC)

1359 Broadway, Tenth Floor
New York, NY 10018
Phone: 212-944-2430
www.nmsdc.org

Women's Business Enterprise National Council (WBENC)

1120 Connecticut Avenue, N.W. Suite 1000
Washington, DC 20036
Phone: 202-872-5515
Fax: 202-872-5505
www.wbenclink.org

National Minority Business Council (NMBC)

1633 Broadway, 30th Floor
New York, NY 10019
Phone: 347-289-7620
<http://nmbc.org/home>

State of Ohio MBE/EDGE

Ohio Department of Administrative Services
4200 Surface Road
Columbus, OH 43228
Phone: 614-466-8380
Fax: 614-728-5628

Any vendors and suppliers recognized by the **State of Ohio** as Minority Business Enterprises (MBE) and Encouraging Diversity, Growth, and Equity (EDGE) will be considered qualified for this project.

<http://das.ohio.gov/Divisions/EqualOpportunity.aspx>

Hamilton County, Ohio

Any vendors and suppliers recognized by Hamilton County's Small Business Program will be considered qualified for this project.

Attachment B: Key Consultants

PRESERVATION DESIGN PARTNERSHIP, LLC

George C Skarmeas, PhD, AIA, NCARB, AICP
[Lead Historic Preservation Architect, Master Plan Architect and Lead Design Architect for Project 1]

Partner, Planning & Design Director
30 South 17th Street – Suite 1301
Philadelphia, Pennsylvania 19103

gskarmeas@pdparchitects.com

T 215.842.3388 ext. 102
F 215.501.7299
M 215.704.2767

SILMAN [Structural Engineers from the Master Plan and Project 1]

Joe Tortorella, PE
President

jft@silman.com

Edmund P. Mead, PE, FAPT
Principal, Director of Historic Preservation
32 Old Slip, 10th Floor
New York, NY 10005
T 212.620.7970

meade@silman.com

T 212-620-7970
F 212-620-8157

ARUP [Mechanical /Electrical /Plumbing Engineers]

Gregory Giammalvo, PE
Group Leader
1120 Connecticut Avenue NW, Suite 1110
Washington, DC 20036

gregory.giammalvo@arup.com

GARY STEFFY LIGHTING DESIGN, INC.

[Lighting Design for Master Plan and Project 1]

Gary Steffy, LC, FIALD, IES
President
Gary Steffy Lighting Design Inc.
2900 South State Street, Suite 12
Ann Arbor, MI 48104

www.gsld.net

T 800.537.1230
T 734.747.6630
T Direct 734.747.6631

INTERNATIONAL CONSULTANTS, Inc.

[Estimators for Master Plan and Project 1]

Michael C Funk, President
221 Chestnut Street
Suite 200
Philadelphia, PA 19106

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