**CED CULTURAL TOURISM**

**REQUEST FOR PROPOSAL**

**A/E Services for Home Restoration/Preservation**

**SCOPE OF SERVICES**

Cultural & Economic Development (hereinafter referred to as CED) is seeking responses from qualified AE firms with experience in Historical Building Restoration as required to provide all expertise, labor, consultants and necessary resources for complete design and construction administration services for preservation/restoration of a 2,800-square-foot home as located at 141 S Brown St., Vinita, OK 74301 that was built in 1902. The structure is a non-historical Victorian, consisting of two levels, 3 beds and 2 baths. While the structure is not on the National Register of Historic Places, the renovation will be completed in keeping with the style and materials of the period. The AE firm shall include all subconsultants required to complete this scope of work including interpretive and program planning. Each phase of the project will require planning sessions to develop written programs to include an overview of the future intended use of the buildings or building elements, to address public access and facilities or provisions necessary for staffing purposes, cultural plans for usage, cost estimates and timeframes needed to implement and complete the work and identification of specialty trades required to complete the renovations per the Secretary of Interior Standards for Historic Preservation guidelines.

The following generally outlines the services that the selected A/E will be required to perform:

1. Consult with client regarding project needs/goals (including an inventory of spaces).
2. Review information about space or site to assess its acceptability.
3. Ascertain any special issues that might affect development (site development issues, structural issues, zoning, grading/detention/water quality), soil characteristics (general), views, etc.) NOTE: Environmental assessments shall be provided by owner.
4. Produce preliminary/schematic drawings that may include Preliminary Floor Plan.
5. Upon approval of preliminary/schematic drawings, continue with design development drawings and Construction Documents culminating in the following (as applicable to the project):
   1. Architectural Drawings:
      1. Architectural Cover Sheet (Project Data, Maps, Notes, etc.)
      2. Architectural Site Plan and Details
      3. Architectural Floor Plan (Dimensioned with notes, wall types, key notes, etc.)
      4. Door Types, Door & Hardware Schedules, Interior Door, and Window Details, etc.
      5. Exterior Door and Window Details
      6. Roof Plan and Details
      7. Building Sections
      8. Walls Sections
      9. Building Elevations
      10. Interior Elevations (Cabinet and Room)
      11. Millwork Details
      12. Reflected Ceiling Plan and Details
      13. Equipment Plan and Notes
      14. Project Manual/Specifications Book
      15. Civil Engineering Drawings; Topographic and Tree Survey, plus Geotechnical Testing (Soils) will need to be performed prior to commencement of the work.
   2. Structural Engineering Drawings:
      1. Foundation Plan (with Details and Notes)
      2. Framing Plans (Details, Roof, and Special Conditions)
   3. MEP Engineering Drawings (Mechanical, Electrical and Plumbing):
      1. Mechanical Plan (HVAC with Equipment Schedules and Details)
      2. Electrical Plans (Power, Lighting, Fixture Schedules, and Details)
      3. Plumbing Plans (Wastewater, Venting, Domestic Water, Air, Vacuum and Medical Gases); also, Plumbing Riser Diagrams with Plumbing Notes and Schedules.
   4. Landscaping Design-(Plantings, irrigation); Provide complete design and planning of outdoor spaces to achieve aesthetic, environmental and functional goals.
      1. Complete landscaping plan identifying planting locations for beds, trees and lawn areas along with any areas identified for hardscapes.
      2. Irrigation plan-Complete detailed drawings identifying locations and types of irrigation heads (drip, soak, etc.) based on locations and types of plantings.
   5. Interior Design Drawings
      1. Floor Finish Plan and Finish Schedule
      2. Wall Finish Plan
   6. Provide Interpretive plan, Conceptual Design, Design Development, Exhibit Fabrication Documents for the home. Design firm will be tasked with developing an interpretive plan with guidance provided by Cherokee Nation Cultural Tourism team. Conceptual plans based on final interpretive plan and other phases of work through the production of exhibit fabrication documents.
      * 1. Develop and Design high quality museum exhibits in the home.
        2. Design work will include interpretive input, providing text and layouts for all interruptive boards. Design work will take place in multiple phases.
        3. Design immersive environments, display cases, interpretive panels, signage, multimedia interactive architecture, and provide recommendations for the reproduction of artifacts when needed. Design work must be presented in concept prior to developing construction documents. All items must be UV and element protected.
        4. All design components should encompass the historic character of the building and be appropriate to the period of significance.
        5. Make recommendation on colors, textures, finishes, and lighting while coordinating efforts with CED staff.
        6. Make recommendations on interpretation and placement of items, such as artifacts, display cases, interpretive boards, etc. All efforts will be coordinated with CED internal personnel.
        7. Work with historical architects to determine layout of exhibits and to protect the historical integrity of the building. Design firm will be asked to specify lighting and electrical components as it relates to the overall design of the project. Work will be coordinated with Historical Architects (already under contract by CED.)
        8. CED staff will complete necessary research and will provide research for all relevant historical information/content as it relates to the overall design and exhibit details. Design firm will be asked to develop graphic layout with text provided by owner.
        9. Design will also consist of retail components inside the gift shop, including shelving, Cashwrap, and lighted displays.
        10. Design firm will be asked to provide a budget estimate and estimated timeline.
        11. Base Bid should not include any reimbursable expenses. Reimbursable expenses should be estimated as a separate line item with a “not to exceed” amount.
        12. Design firm must be able to work under tight timeline and understand that historical projects come with the input of many individuals and as a result, slight changes to the design might happen over the contracted period.
   7. Construction Administration Services:
      1. Bidding Coordination (issuance of Bid Sets, Addenda, etc.)
      2. Permitting Coordination with all AHJ’s.
      3. Initial Site Visit/Pre-Construction Conference followed by regular Site Visits based on completion of work to be observed.
      4. Processing of submittals, shop drawings, change order review, and fielding questions during Construction in the form of RFI.
      5. Monthly review of progress with report
      6. Final Punchlist and Certificate of Substantial Completion at end of construction. Final payment and release of liens.

**DUE DILIGENCE**

Firms submitting proposals shall familiarize themselves with all instructions, forms, Contract conditions, terms and specifications contained in the RFQ documents. Firms are encouraged to inspect the building and property to familiarize themselves with existing conditions. Failure to do so will be at the Bidder’s own risk and responsibility and will not give rise to the right to modify or withdraw an Offer after the closing date. In addition to Architectural design, the systems to be reviewed shall include, but are not limited to the following:

1. Structural systems- Firms shall review structural systems, and if deemed necessary, include design to remedy potential deficiencies.
2. MEP Systems- It is understood that all MEP equipment shall be replaced with new as required to support the building.
3. Site/Civil- Include design of drives and parking improvements, as well as coordination with AHJ’s to ensure parking, drives, and landscaping are designed to code (including potential zoning changes to allow for parking changes).
4. Building envelope- Include design of building envelope systems repairs to ensure air and moisture infiltration are minimized. Any conditions that could result in mold, mildew, or excessive rot shall be remedied in design documents.

**DELIVERABLES**

A/E firm shall submit the following deliverables, including but not limited to:

1. Architectural/Engineering Deliverables
   1. Kickoff Meeting notes-Confirmation of Owner’s project needs/goals.
   2. Space Programming plan
   3. Structural Analysis
   4. Site Analysis (Environmental review to be Owner provided)
   5. Preliminary/schematic drawings that may include Preliminary Floor Plan
   6. Design Development Drawings
   7. Construction Documents 95%
   8. 100% CD’s
2. Interpretive Plan Deliverables
   1. Conceptual Design
   2. Design Development
   3. Final Exhibit Design Documents including Exhibit Fabrication Documents

**PROPOSAL REQUIREMENTS**

1. Completed AIA DOCUMENT B305 – 2021
2. List of completed similar projects, including project name, location, nature of work, date completed, project photos, project cost, reference contact name, email address, physical address, and phone number. Example projects should demonstrate proposer’s experience in Historic Preservation, rehabilitation, and Interpretive development and planning.
3. Show evidence of required licenses, permits, and professional qualifications, as applicable. Indicate any liability coverage your firm has and the amount of coverage.
4. Provide list of proposed project team members including consultants: structural engineers, civil engineers, MEP engineers, interpretive/strategic planning consultants, and others required to complete the scope of work.
5. Organizational history, including years in business and resumes of all partners, associates or consultants employed in your firm who will be working on this project.
6. Include written narrative outlining the Architect’s programming experience and proposed method/approach for developing the project program.
7. Provide bond rate and any claims information on E&O.
8. Provide project Design Schedule with key milestone dates identified.
9. Provide completed Fee Proposal form (Exhibit A) along with Reimbursable cost breakdown for all phases of the project including construction administration.
10. Provide written narrative demonstrating the firm’s plan for delivering projects on time and at/or below budget. Include methodology for designing a project within a specified construction budget. Narrative and project examples should be limited to one (1) 8.5x11 page.
11. TERO Certification: Indian preference will be given only to the responding parties who provide proof of current certification from the Cherokee Nation Tribal Employment Rights Office (TERO).

**EVALUATION & AWARD OF CONTRACTS**

Maintaining the integrity of the RFP process is of paramount importance for CED. Do not contact any members of CED staff regarding the subject matter of this RFP until selection has been made, other than CED designated contact person identified in the introduction to this RFP. Representatives of Review Committee will read, review, and evaluate the qualifications independently based on the evaluation criteria. CED reserves the right to conduct interviews with a shortlist of selected respondents.

The following factors will be used in the evaluation process:

1. **Reputation, Quality and Experience of the Firm**
   1. How substantial is the firms’ experience in designing projects of comparable size and complexity?
   2. Does the firm have experience in Historic Preservation, rehabilitation, and Interpretive development and planning?
   3. Did all references listed have a favorable experience with the firm? Would they work with them again? How comparable was their project?
   4. Does the firm have all necessary licenses/certifications to conduct business in Oklahoma?
   5. Does the firm have a proven track record of delivering projects on time and at/or below budget?
   6. Did the firm demonstrate an understanding of the specific needs of CED Cultural & Tourism?
2. **Proposed Project Team**
3. Does the proposed project team appear to have the appropriate experience and capabilities to perform the specified project?
4. Does the firm’s organizational structure support the project team and project objectives?
5. What systems/processes does the firm employ to assure knowledge sharing so we get the benefit of the firms’ experience and not just the experience of the individuals assigned to the project.
6. What is the availability of key team members to participate in this project?
7. **Overall Approach and Methodology**
   1. The RFP response should provide a clear and concise answer to the question – Why should CED select your firm for this project?
   2. What is the firm’s approach to managing the construction budget, regulatory process, and public involvement process? How has the firm done this in past projects?
   3. Does the team’s project approach provide for effective project management?
   4. What measures will be used to validate a successful project outcome?
   5. Does the team’s project approach keep the best interest of CED in the forefront of the project?

**Exhibit A Fee Proposal Form (include in Proposal Response Documents)**

A/E Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEE FOR ALL PHASES OF THE PROJECT** – Programming and preliminary budgeting phases. The

Fee shall be expressed as a LUMP SUM FEE.

**Proposed Fee:** **$**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REIMBURSABLE COST BREAKDOWN FOR ALL PHASES OF THE PROJECT – Respondents shall

include a line-item breakdown per phase as an attachment to this Fee Proposal Form with a not-to-exceed amount for all estimated reimbursables.

The undersigned attests that the information contained within the proposal is accurate to the

best of their knowledge and that the A/E they represent. If selected, agrees to

incorporate the requirement of this RFP in the final contract with CED.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name