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Request for Qualifications

Project Summary:

The Elmhurst History Museum is seeking Statements of Qualifications from interested firms to provide professional architectural services in connection with a Space Needs Analysis of the Elmhurst History Museum's campus at 120 East Park Avenue to better serve the needs of Elmhurst residents and visitors.

Phase I: an interior existing conditions report for the Glos Mansion and Education Center; an existing conditions report for the adjacent museum grounds; an existing conditions report for the museum's off-site collections storage facility; a current and future space needs assessment for the Glos Mansion, Education Center, adjacent grounds and collections storage.

Phase II: an evaluation of renovation/expansion options of the Glos Mansion; an evaluation of renovation/expansion options of the Education Center; an evaluation of construction of a new Education Center; an evaluation of improvements to infrastructure, wayfinding and parking on museum grounds; an evaluation of the feasibility of moving collections storage to the museum campus or a climate controlled site owned by the City.

Submittals are due April 30, 2018 by 10:00 a.m.

About the Elmhurst History Museum:

The Elmhurst History Museum was founded in 1957, and has evolved from an all-volunteer force to a paid staff of four full-time and three part-time employees, four of whom have Masters Degrees and professional museum training. The museum is a department of the City of Elmhurst and is well-known and respected in the community for award-winning exhibits and programming. The museum attracts 10,000-13,000 visitors per annum, though the long-range plan anticipates additional growth. The museum campus includes:

- the historic 1892 Glos Mansion, a 10,000 square foot historic home, which houses two exhibit galleries, as well as archival storage, offices and support space
- the Education Center, a 5,000 square foot repurposed office building, which serves as educational programming and office space
- 50,000 square feet of green space, sidewalks and parking space, with 28 dedicated parking stalls, used periodically for outdoor programming and public use
- a leased 4,200 square foot storage facility off-site which houses the majority of the museum's historic artifacts

Additionally, the museum operates the Churchville Schoolhouse, an 1846 one-room schoolhouse on the National Register of Historic Places. The Space Needs Analysis will focus on the Glos Mansion, Education Center, adjacent grounds and collections storage facility.

Project Background:

As the museum has grown, it has become readily apparent that changes to the physical plant of the museum's Education Center and Glos Mansion, as well as the museum's grounds, are necessary to maximize the potential of the institution and serve a broader public. Furthermore, the location of the majority of the museum's historic collections off site and in a structure that is only temporarily leased has prompted staff to investigate on-site and off-site options for permanent, secure and climate controlled storage.

In 2015, the museum staff and the Elmhurst Heritage Foundation, a 501(c)(3) non-profit organization which raises funds for the institution, worked with a consultant on a new strategic plan for the museum. The new plan identified the need to create an overall all master facilities and site plan and align facility and site improvements with the City of Elmhurst's annual operating budget, capital budget, potential specialized grants and fundraising assistance from the Elmhurst Heritage Foundation.

In taking stock of opportunities and challenges associated with the Glos Mansion, Education Center and surrounding grounds, museum staff and stakeholders have noted the following:

- The Glos Mansion is an iconic, historic Elmhurst building with high visibility, but the mansion comes with challenges associated with adaptive reuse of a historic structure, such as insufficient temperature and humidity control, difficult spaces to house exhibits, and limited ADA accessibility
- The Education Center is ideally sited next to the Glos Mansion, but the building is currently configured as an office building with limited space for programming, is serviced by an ailing and insufficient climate control system, has limited ADA accessibility, and is visually unappealing due to years of deferred maintenance
- Recent improvements to landscaping and sidewalks point to potential better use of the grounds, but signage and wayfinding is inconsistent and out of date, there is no clear connection between the two structures, and outdoor spaces are currently underutilized due to a lack of on-site infrastructure
- The museum has 4,200 square feet of storage space for a collection of 9,600 historic artifacts, but the space is leased and does not possess climate control that is in keeping with best museum practices

Process and Scope of Services:

In general, the work consists of recommendations and design for:

- reimagining public and support spaces in the Glos Mansion, as well as updating climate control and accessibility
- repurposing the Education Center, as well as updating climate control and making it more accessible
- reimagining and landscaping the museum's grounds, with an eye towards infrastructure to support outdoor programming, as well as better wayfinding
- analyzing off-site storage space for artifacts, with an eye towards housing current and future collections in a climate controlled space either on campus or in a facility owned by the City of Elmhurst

Phase I: Existing Conditions Report and Needs Assessment

The project will be developed in phases beginning with an Existing Conditions Report and Needs Assessment. The Elmhurst History Museum is seeking a qualified firm to perform the following for Phase I of the project: (Note: The following descriptions are provided as suggested minimal services and are not intended to be a comprehensive definition of each scope of service. Please consider that museum staff is seeking a consultant that can help us determine the best path forward and is willing to consider alternative approaches. Proposers are encouraged to define their own suggested scope of services and processes in their proposal).

Needs Assessment Study: The scope of work for the Needs Assessment Study includes determination of the Elmhurst History Museum's existing space and how that compares to current space needs and future needs. Consultants will be asked to evaluate and review existing areas within the Glos Mansion, Education Center and museum grounds to analyze flow, adjacencies, efficiencies of space, signage, wayfinding, climate control, ADA accessibility and inadequate space needs. In addition, consultants will be asked to evaluate and review off-site artifact storage space to analyze efficiencies of space, climate control, ADA accessibility and inadequate space needs. Utilizing gathered data, a Needs Assessment Study should be prepared including a space program, adjacency diagrams, phased improvement plan defining current and future needs, and a preliminary cost per square foot budget. As part of this process, consultants should:

- meet with key museum staff and stakeholders to gather information
- study routine museum operations as required to understand optimal museum functions and interactions
- estimate future facility needs by interview and projection of anticipated population growth in Elmhurst
- estimate future collections storage needs by interview and projection of anticipated collections growth
- compare results with comparable museums serving communities of similar size and demographics
- determine current and future parking needs
- determine current and future climate control needs
- determine current and future infrastructure needs for museum campus

Existing Conditions Report: Analyze the exterior and interior conditions of the facilities and grounds to determine what deficiencies exist, propose solutions for improvements, identify when repairs should be made and provide cost estimates for each improvement. As part of this process, consultants should:

- determine any structural, mechanical, electrical and plumbing deficiencies
- determine life safety and ADA deficiencies and prepare solutions for consideration
- determine climate control deficiencies and prepare solutions for consideration

Phase II: Master Plan and Site Analysis: Provide Master Plan and Site Analysis options and budget estimates. Provide budgets required for the improvements of each option in order for the museum to plan for future expenditures of the project. As part of this process, consultants should:

- provide several Master Plan options including but not limited to the following:

- existing facility remodeling project for the Glos Mansion and Education Center based on the existing conditions and deficiencies of each facility and with proposed repair and remodeling projects to address those deficiencies
 - partial demolition and reconstruction of a portion of the existing Education Center
 - complete demolition and reconstruction of the existing Education Center
- develop site plan concepts for each of the proposed Master Plan Options, identifying adjacencies and labeling divisions within the museum buildings
 - develop floor plans that meet the space needs program identifying adjacencies and labeling divisions within the museum
 - develop plan for museum grounds, with recommendations for infrastructure, landscaping, signage, wayfinding and parking
 - prepare structural and MEP systems descriptions in a narrative form
 - provide cursory review of the zoning ordinances and building code to ensure conformance of overall design solutions
 - prepare itemized construction estimates for each solution
 - determine interior and exterior materials list and associated furniture, fixture and equipment (FFE) lists as necessary

Respondents should take time to familiarize themselves with the project beyond the information available in this RFQ. The buildings and grounds will be available for a walk-through on April 23, 2018 at 10:00 a.m. Respondents are encouraged to participate in the walk-through if they are not familiar with the facility. If respondent has a conflict on the scheduled date for the walk-through, please contact Dave Oberg at 630-530-3321 or email dave.oberg@elmhurst.org to make alternate arrangements.

Proposed Project Schedule

Issue RFQ
 Project Walk Through
 Submittals Due to Museum
 Selection of Consultant for Interview
 Interviews
 Selection of Consultant for Final Approval
 Public Affairs and Safety Committee
 City Council Approval of Proposal
 Project Start
 Project Completion:

Anticipated Dates

April 13, 2018
 April 23, 2018 (10:00 a.m.)
 April 30, 2018 (3:00 p.m.)
 May 14, 2018
 May 21-25, 2018
 May 29, 2018
 June 11, 2018
 July 2, 2018
 July 23, 2018
 September 28, 2018

A. GENERAL PROCESSING AND SELECTION PROCEDURES

Unless otherwise directed by the Museum, the following general procedures are used in the selection of consultants to provide professional services:

1. The Museum prepares a project description, criteria for selection and tentative requirements for the specific contract. A RFQ package is mailed to prospective firms and posted on Website.
2. The Museum receives written Statement of Qualifications. The SOQ should include a resume of the firm, references from past and present clients, summary of similar experience, the names and background of project personnel, a narrative or work plan describing the approach to the specific project, a project task schedule (as applicable), and any of the submittals requested within the proposal document.
3. The Museum reviews and evaluates the SOQs based on the established selection criteria and a comparison of all SOQs. If necessary, the Museum may request a meeting with one or more firms to clarify and/or expand on the SOQ.
4. The Museum selects the firms (short list), based on the selection criteria.
5. The Museum interviews the firms selected on the short list.
6. The Museum selects a final firm based on qualifications.
7. The Museum requests a formal proposal from the most qualified firm and negotiates a contract based on submitted proposal.

B. TERMS AND CONDITIONS

Evaluation Considerations:

Selection criteria refer to the qualifications that the Museum requires and to select a firm with the highest qualifications to negotiate a contract for services.

Evaluation Criteria is shown below.

- a. Compliance with Request for RFQ:
This refers to the adherence to all conditions and requirements of the Request for Qualifications.
- b. Quality of Response:
Project staff experience and ability to successfully work with the other project team members.
- c. Completeness:
Completeness of the offeror's references.

d. Capability:

Level of capability demonstrated by the offeror's proposed resources for meeting the requirements of this proposal. A demonstrated ability to complete projects on schedule and within budget.

e. Competence:

Level of competence of the offeror for managing sensitive projects.

Qualifications of the Consulting Architect:

This refers to the offeror's capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, and reliability, which will assure good faith performance, as well as satisfactory reference verification. This criteria includes:

1. The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other units of government or organizations.
2. Personnel to be assigned to the project, and their education, capabilities, qualifications and experience with similar projects; and
3. Other areas addressed in the *Statement of Work* herein.

Items to be submitted:

- a. Cover letter on the firm's letterhead transmitting the SOQ.
- b. Firm contact information should questions arise from the submitted SOQ.
- c. Complete the enclosed "References" form. Provide references of organizations to which similar services have been provided. A minimum of three references is required; however, a firm may list more than three.
- d. Provide a narrative plan describing your management approach to services of this nature including an organizational chart clearly defining roles and responsibilities of each member of that organizational chart.
- e. Provide a narrative plan describing your ability and recommended approach to this unique project.
- f. Provide background information on your firm, including, but not limited to, the age of the business, the number of employees and other data that will permit the Museum to determine the capability of the offeror to meet all contractual requirements.
- g. Provide a narrative detailing the quality assurance procedures that the firm uses to maintain the highest level of quality.
- h. Identify the names of any entities associated with the firm who may pose a potential conflict of interest with any activity of this specific service. Please provide details and reasons for any such conflict. Firms are subject to disqualification on the basis of any potential for conflict of interest as determined by the City.

- i. Listing of projects completed and/or ongoing for the last five years. Focus on projects of a similar nature to the proposed project.
- j. Listing of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart.
- k. Key staff resumes. Include abilities, qualifications, licenses and experience of the persons. Resumes shall be limited to two pages.

The SOQ will be bound with spiral plastic binding, printed on 2-sided 8 ½" X 11" papers and have a maximum thickness of 1". Each section shall be tabbed to facilitate fast and easy retrieval to the section. Three ring binders will not be allowed.

The Elmhurst History Museum will require six (6) hard copies of the SOQ as well as a PDF copy provided via a digital medium.

Mail RFQ/SOQ to:

Elmhurst History Museum
120 East Park Avenue
Elmhurst, IL 60126
Attn: Dave Oberg

The evaluation will take into account qualifications, ability of professional personnel, past record and experience, performance data willingness to meet time requirements, location, workload of firm, and other prequalification-based factors deemed to be applicable.

The time required for the valuation and processing of the SOQs will vary depending on the number of SOQs received. It is the Museum's desire to evaluate all proposals submitted in approximately four weeks.

Once the review of all SOQs has been completed and interviews have performed, the City will be selecting the most qualified firm to negotiate a contract based on the criteria identified in the SOQ. If a contract cannot be established with the most qualified firm, then the Museum will proceed to the second most qualified firm to negotiate a contract.

If you have any questions about this request, please contact Dave Oberg, Executive Director, at (630) 530-3321, or e-mail dave.oberg@elmhurst.org.

Thank you in advance for your time and interest.

Dave Oberg
Elmhurst History Museum

REFERENCES

General Information, list below current business references for whom you have performed work similar to that required by this proposal. *Please provide this information for each partner in a Joint Venture, and for all Sub- Consultants:*

Facility: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Contact Person: _____
Dates of Service: _____

Facility: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Contact Person: _____
Dates of Service: _____

Facility: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Contact Person: _____
Dates of Service: _____

Additional copies of this form may be utilized if additional space is required to provide reference information.