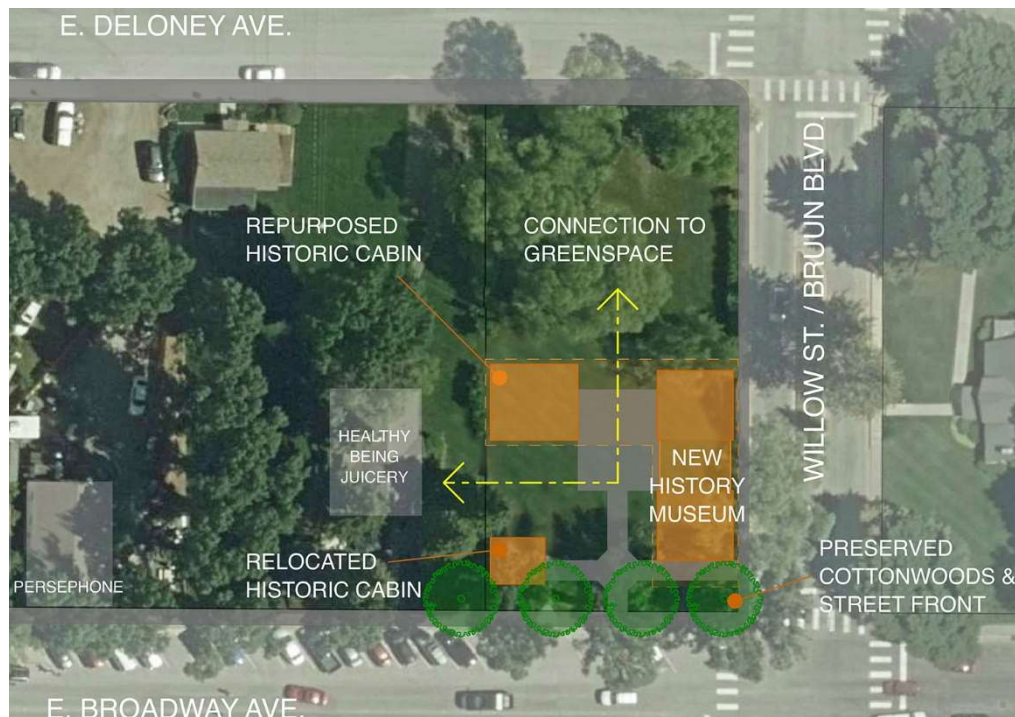


Request for Qualifications – Design Services

Jackson Hole Historical Society and Museum
175 E. Broadway
Jackson, Wyoming 83001

August 7, 2020



www.jacksonholehistory.org

PO Box 1005
Jackson, WY 83001

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Request for Qualifications: Introduction

The Jackson Hole Historical Society & Museum is embarking on a major capital project to establish a permanent home for the organization with updated and fresh offerings. Through this RFQ we seek to find firms with whom we will enjoy working, designing, strategizing, and creating our new home. We will ask firms:

Scope

- Architectural and Engineering services, from Concept Phase and Basis of Design (BOD) through Pricing, Permitting, Construction Administration and Opening. Includes Community Engagement.
 - Architecture, Landscape Architecture, Civil, Structural, MEP, FP, Lighting (standard and museum), Accessibility, coordination with Exhibits team
- Exhibit Design and Documentation services, including identity signage, interactive exhibits, audiovisual exhibits, content development, graphic design and donor recognition design, from Concept Design through Fabrication, Installation and Opening. Includes Community Engagement.
 - Design, Content Development, Computer/AV Interactives, Graphic Design, Donor Recognition Design, Tech/AV Integration, coordination with A/E team, coordination with Collection and Archive Specialist

Scope is not “design/build” and this solicitation does not include construction or exhibit fabrication/installation at this time.

Firms may submit qualifications for either A/E scope, Exhibit scope or both. Firms may team up to provide coordinated services. Please indicate which firm will be Prime and how the teams will be structured.

JHHSM reserves the right to select firms independent of the teams in which they submit.

JHHSM plans to bring a construction manager at risk (CMAR) on board through a separate RFQ/RFP with schematic design documents. The CMAR will work closely with the design team to provide pre-construction services to estimate the project in parallel with design progression. The owner’s representative is responsible for documenting and updating the overall project schedule in collaboration with design and construction team.

Project Budget

The project budget is:

Construction Budget (including construction contingency): \$4.0 - 4.5 M / for 9,500-11,500 sft of interior space inclusive of incorporating all or portion of 3 historic cabins (approximately 2,000 available sft) and an additional 1,000 sft minimum outdoor programming (covered patio/roof deck/etc).

Exhibit Fabrication/Installation Budget: \$0.95 - 1.05 M, inclusive of archive furniture.

These budgets do not include owner costs including land acquisition, entitlements/permitting fees, testing & inspections, FFE and contingency.

RFQ/RFP Schedule

August 7, 2020	RFQ Issued (submit questions by August 19, 2020)
August 27, 2020	RFQ Responses Due, Electronic Submission by 3p MST
September 3, 2020	Request for Detailed Proposals (RFP) Issued to 3-5 firms
September 9, 2020 11:00 AM	Pre-Proposal Meeting and Questions Due – Selected Firms are encouraged to attend. Video/call-in will be available for those who cannot attend. Public health recommendations may necessitate that the pre-proposal meeting be held entirely on-line.
September 22, 2020	Response to RFP Due
October 1, 2020	Interviews of Finalists, Discussion of Fee Proposal
October 2, 2020	Notify Selected Firm, Execute Contract
October 7, 2020	Design Kickoff

Project Milestone Schedule

November 12, 2021	Concept Design Approved by Board and Ready for Community Engagement
January 21, 2021	Concept/Schematic Design Complete w BOD Narratives for Sketch Plan Submittal to Town of Jackson & Pre-Construction Estimating from the CMAR
December 1, 2021	Building Permit Submittal
April 1, 2022	Construction Ground-Breaking
October 1, 2023	Substantial Completion
December 1, 2023	Exhibit Installation Complete / Soft Opening
February 1, 2024	Grand Opening

PROJECT BACKGROUND

History, Mission, and Current Spaces

The Jackson Hole Historical Society and Museum (JHHSM) is the primary organization within Teton County dedicated to keeping and sharing Jackson Hole's historical record. The JHHSM's mission is to collect, preserve, and explore the cultural, and related natural, history of Jackson Hole through public programming, education, research, and collaboration. The JHHSM pursues this mission through public exhibitions, educational programming, an accessible research center, and both expected and unexpected partnerships. The JHHSM envisions a robust organization that uses local places, stories, traditions, culture and history to instill a sense of pride, place, identity, interest, and investment in the Jackson Hole community. As the Jackson Hole area continues to develop and grow in the modern era, our organization stands as an important community fixture that gathers and shares Jackson Hole's past to help inform and provide context for the present and future.

Founded in 1958, the JHHSM has grown and developed over the last 60+ years to include more educational activities, sophisticated exhibits, a museum store, and improved access to its research resources. The collection now includes 7,131 objects, 19,244 photographs, 8,212 archival records, and 460 oral histories. The JHHSM has developed a new strategic vision over the last several years focused on creating space and opportunities for the community to come together to connect and learn from each other as well as from the past. Specific strategic goals include 1) Actively pursue long-term organization health (land acquisition & permanent campus), 2) Work with our community to provide engaging, diverse, fresh exhibits and programs, 3) Streamline collection management, 4) Enhance the JHHSM's reach, image, and professionalism.

Project Overview

The new Jackson Hole Historical Society and Museum will be a cultural hub and engaging space for history education and community gathering, connection and conversation. This new Museum Campus is an opportunity to create a sustainable future for the organization that is forward-thinking and fun, where we can pursue purpose-designed and built space and focus on audience engagement and visitor experience.

- The project will create an all new museum campus that will strengthen connections between the past, present, and future of Jackson Hole, while reflecting and engaging diverse communities throughout the county, region, and beyond.
- The new museum campus will anchor the historic Van Vleck block and the entire community – a place that investigates and interprets the past for a variety of audiences, while actively engaging in community development and “history making” today.
- The new museum campus will efficiently accommodate all Jackson Hole Historical Society and Museum program areas in a visually interesting, user-friendly, dynamic space that embraces and utilizes both existing (historic) and new construction.
- JHHSM plans to utilize all or portions of 3 historic cabins on the new campus that are currently stored offsite. The cabins will require new foundation, utility connection and depending on program will require restoration work and bringing up to current building code compliance.

Site Description

The new museum campus will be located on a prime downtown site of approximately 10,000 square feet on the southeast corner of the property located at 135 and 175 E. Broadway Avenue (commonly known as the Genevieve Block) – this parcel will be the result of a future subdivision of the property. This Block is currently preserved and protected through a community-driven campaign spearheaded by the Jackson Hole Land Trust, the “Save the Block” campaign. This block has been identified by the community as a critical cultural and natural resource in downtown Jackson. The vision is to have the entire block be a synergistic combination of small, local businesses, public green space, and Jackson Hole heritage.

It is important that the new museum campus take full advantage of this significant site and how it connects to Cache Creek, the public green space, cultural landscape, and other historic buildings on the Block.

Project Goals

The vision embraced by the Board, staff, and community stakeholders is focused on creating a new museum that anticipates the future and is comprehensively inclusive, diverse, and welcoming to all. The new museum campus will be a more efficient, interesting, engaging facility that will:

- Play a major role in community events and community-building. Host community-focused programming and support collaboration, interaction, and community-building with our nonprofit and local leader partners.
- Expand service to the community by increasing the number and breadth of education and public programs for children, families, and adults.
- Complement the rest of the Block, while providing a permanent and stable home for JHHSM. Protect and bolster the vibrancy and authenticity of the Block.
- Elevate the JHHSM within and outside the local community – use facility to help (re)establish JHHSM identity.
- Demonstrate to the JHHSM and JH community of supporters and donors that the JHHSM is the best place in which to steward their legacy.

Design Goals and Objectives

Architectural Goals and Objectives

Envisioned to be an architecturally significant, purpose-designed/built history museum, the new museum campus will establish a lasting visual landmark and community legacy for Jackson Hole.

- The architecture will be inspiring, welcoming, and engaging, elevating the visitor experience.
- The building(s) will be permeable and have an identity that is inclusive, democratic, and accessible.
- We are interested in a 100-year building. See sustainability priorities below.
- Incorporate existing JHHSM historic structures, other historic architectural elements available, and new construction into one purposeful and exciting campus.

- The design will enhance JHSM's role as a treasured resource for locals as well as tourists, providing a depth and variety of history experiences that will satisfy visitors and draw them to a lifetime of learning.
- The new campus will embrace the public realm, speaking to and engaging with its position within the historic Van Vleck Block, adjacent to local business and public green space.
- The new museum campus will be at the forefront of museum design in service of the exhibition, storage and conservation of the collections through its use of artificial and natural light, materials, scale of spaces, and building systems.
- The design connects seamlessly to adjacent green space and Cache Creek fed open channel.
- The program and design will provide clarity of circulation and incorporate intuitive wayfinding into the fabric of the architecture.
- The design will reflect not only the current needs of the institution through efficient design but also will look to the future providing flexibility in serving the needs of the community for the next 30 years and beyond.
- The plan shall take advantage of downtown foot traffic. Create a strong presence on Broadway Avenue.
- The new building will conform to zoning and design guidelines of the Town of Jackson
- Respond to community stakeholder input (to be gathered in the design process).

Exhibit Goals and Objectives

- Effectively provide heritage tourism opportunities for by offering year-round historical, local, community-focused exhibits.
- Use the museum collection in interesting and unique ways – incorporate into all elements and showcase diverse stories. Treat every space as a space to see and learn.
- Require limited staffing and oversight – incorporate as many self-directed elements as possible. Efficient and minimized operations and maintenance.
- Use technology in smart, cost effective ways that are appropriate for the collection and stories being told.
- Respond to community stakeholder input (to be gathered in the design process).
- Extend exhibit experience into historic cabins and site.
- Incorporate space for rotating and temporary exhibits.

Additional Notes and Priorities:

- HVAC, fire protection, security, and adjustable lighting systems must be designed for the proper care and preservation of museum collections and archives.
- Appropriate materials and finishes should be specified to museum standards for the preservation of collection.
- Expanded integration of technology is desired, allowing both for increased access to information and for presentation of collection and archives utilizing new technologies. Archive furniture, design and database is A/E scope in collaboration with Exhibits team and owner.
- Incorporation of small breakroom/catering kitchen
- Landscape Design should complement the natural and cultural aspects of the "Block" and provide climate-appropriate planting and features.

- An environmentally sustainable building is our goal – targeting LEED standards but without certification. Priorities include high performance envelope, low energy consumption, efficient heating and cooling, durable and low maintenance materials.
- Coordination with public art by both AE/Exhibit Design

Team Organization & Qualifications

JHHSM with owners representative Berning Project Management shall manage the project acting as the primary contact with the chosen firm and coordinate involvement with other project team members and the Town of Jackson. The selected firm will integrate closely with JHHSM throughout the design, entitlement, and construction process.

Proposals should consider that the JHHSM will contract with other consultants as needed and the selected firm will collaborate with. These consultants include but are not limited to a Museum Specialist, Construction Manager at Risk, FFE/exhibit installer, testing/inspection agent, security systems, etc.

Owner Project Management Team

Morgan Jaouen

Morgan Jaouen, Executive Director of the Jackson Hole Historical Society & Museum has an education and career in history and historic preservation. She oversees the organization's programming, strategic planning, financial management, special events, and fundraising. Morgan will be the first point of contact for project decisions in collaboration with the JHHSM board.

Jason Berning

Jason Berning is principal of Berning Project Management, LLC, an owner's representative and project management firm. Jason is a civil engineer and LEED accredited professional who has worked in commercial construction and development in Jackson since 2003, serving both the public and private sectors. Acting as the owner's representative Jason will be the main point of contact with the design and construction team.

Desired Qualifications for Design Team

Composition of the site and building design team may vary, but members must have expertise in the following areas:

- Experience with cultural/historic/museum projects or similar
- Ability and track record of designing to budget
- Green building design and infrastructure, including design of buildings meant to be long lasting, durable and easily maintained
- Public presentation and community engagement skills
- Regional cold climate/mountain design experience is not a requirement but is preferred. Non-local firms are encouraged but not required to team with local sub-consultants to maximize design expertise and minimize travel costs.

We request that proposing teams feature the team members with whom we will work on a daily, weekly and monthly basis in the Qualifications submission. We are interested in learning about the experience, skills and project fit for the project managers and design leads who will see the project through to completion.

Submission Requirements and Evaluation Process

The finalists from the RFP phase will proceed to the interview phase and be requested to participate in oral interviews. Format TBD. The Jackson Hole Historical Society & Museum, as the owner, will negotiate, execute, and manage the Professional Services Agreement. All submissions become the property of JHHSM upon receipt. JHHSM is not liable for any costs borne by responders to develop the RFP response. JHHSM is under no obligation to enter into an agreement with any responder and reserves the right to reject any response.

RFQ Submittal Format

1. Letter of Interest 1 page
2. Firm Qualifications 3 pages
 - a. Company overview and background
 - b. Firms submitting proposals in response to this Request for Qualifications are asked to:
 - i. succinctly state your understanding of the project and experience relating to the project goals
 - ii. briefly discuss your team's methodology for achieving the design objectives and producing the required deliverables for each design phase
 - iii. demonstrate a depth of experience in designing site plans, buildings and exhibits of this size and scope
 - iv. show a strong and successful background and appreciation for working with development teams and municipalities during the design process.
 - v. Indicate experience with community engagement during the design process
 - vi. Indicate firm commitment to "green" or "sustainable" design principals, and discuss how that commitment may relate to this project
3. Project Team (5 pages each for A/E team and Exhibits team)
 - a. Provide a firm team organization chart reflecting the integration of reporting structure of team members internally and with the Jackson Hole Historical Society & Museum.
 - b. Identify firm's project manager, all team members and sub-consultants who will play a role on the project team.
 - i. Resume of team members
 - ii. Consultant team information and resumes
 - iii. Availability of team to meet project timeline
 - c. Identify team's past experience working together on relevant projects.

- d. Confirm proposed team members can start in October and will continue through project duration.
- 4. Relevant Experience 10 pages
 - a. Description and images of five projects begun or completed in the last 7 years.
 - i. Please note features, issues, circumstances, or context that may be relevant to the Jackson Hole Historic Society & Museum
Note which proposed team members/consulting firms worked on the project, and their roles.
- 5. Methodology / Approach 4 pages
 - a. Provide a summary of your firm/team's approach to this type of project, and what distinguishes your firm/team
 - b. Identify the perceived challenges and/or obstacles to successfully completing a project of this type
- 6. Illustration Examples 2 pages each for A/E and Exhibits teams, if relevant
 - a. Provide examples of graphic capabilities that might be suitable for communication of concepts, fundraising materials, community engagement.
- 7. References 1 page
 - a. Provide three references for each lead firm (A/E and/or Exhibits). Include relevance of the reference to this project. Provide primary contact, phone number and email. Include references with experience working with specific team members.

28 pages total (or 35 if submitting on both A/E and Exhibits)

Evaluation Process & Criteria

The Jackson Hole Historical Society & Museum will evaluate and rate all proposals using the following criteria:

- 1. Project Experience – 25%
 - a. Creative site planning and building design for a project of this scale
 - b. Experience with historical, museum or relevant projects
 - c. Sustainable building and infrastructure practices
 - d. Experience both regional and within Teton County
- 2. Team Qualifications and Organizational Chart – 40%

- a. Quality of proposed team
 - b. Compatibility of the team with the owner's goals and priorities
3. Approach, Firm Qualifications, Illustrations, References – 35%
- a. Creative, innovation, and overall quality of project approach

A minimum of (1) electronic copy of the completed proposal must be received by the Jackson Hole Historical Society & Museum by 3:00 PM MST on Thursday, August 27, 2020. All questions on the project and proposals shall be emailed to Jason Berning at berningpm@gmail.com. Late entries will not be reviewed.

Each proposal will be ranked and, if necessary, the review committee may select up to five respondents to receive a request for a detailed proposal. A subset of those firms will be selected for interviews. The purpose of the interview will be to expand on the information provided in the proposal and determine the “best fit” for the project, not to repeat information already provided. Respondents selected for interviews will be provided additional instruction from JHHSM. Respondents not selected for further consideration will be notified. The final selection will be based on an evaluation of the written responses to the RFQ, RFP and, if conducted, interviews.

Request for selection decisions shall be made in writing to the JHHSM. All information submitted by firms and related review committee evaluation and rankings shall be considered confidential.

JHHSM will enter into negotiations with the selected respondent and upon completion of negotiations shall execute a Professional Services Agreement based on AIA B101 contract format.

Submission Address

Jackson Hole Historical Society & Museum
225 N Cache Street
Via Mail PO Box 1005
Jackson, WY 83001

Project Main Point of Contact – Berning Project Management, LLC

Jason Berning
Berning Project Management, LLC
berningpm@gmail.com

Project Contact – Jackson Hole Historical Society & Museum

Morgan Jaouen, Executive Director
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