



**2022-015-AMRN**

Art Museum Renovation and Expansion

**Request for Qualification**

October 3, 2022

**Request for Qualifications (also referred to as RFQu) for Professional Architectural Services for the design of the Springfield Art Museum Renovation and Expansion for the City of Springfield, Missouri.**

To Whom it may concern:

The City of Springfield is soliciting qualification statements from firms interested in providing Architectural services for the Springfield Art Museum Renovation and Expansion located at 1111 East Brookside Drive, Springfield, Missouri. The City of Springfield stresses that this is an open solicitation for a professional design services.

**Background Information:**

In 2018, the Springfield Art Museum launched a visionary 30-year Master Plan for its building and grounds. The goal of this plan was to reimagine the Museum as a 21st century civic asset by expanding educational and public programming space and creating strong physical and aesthetic connections between the Museum grounds, an adjacent park and a greenway trail. While the scope of the Master Plan was limited to the Museum’s building and grounds, it was to be understood in the context of a larger plan to link the Museum to other parts of the community through parks and trails. The amount budgeted for construction is \$18,105,000.

**30-year Master Plan:**

The guiding values, principles, and strategies for the Museum’s Master Plan include:

***Project Values Statement***

The design solution shall embody the project values:

- Foster **collaboration** between the Museum and its many community partners,
- Honor the **history and character** of the Museum, its immediate surroundings (Phelps Grove Park, Phelps Grove Neighborhood), and the larger Ozarks community,
- Promote **inclusion** by not only providing greater physical accessibility but also by creating spaces that are friendly and welcoming,
- Be **innovative**, embracing the unexpected and identifying cost-effective solutions,
- Engage **nature and the outdoors** with the understanding that the natural environment is a fundamental part of our community’s identity,
- Be **practical**, focusing on environmental and fiscal responsibility, stewardship, and sustainability.

### ***Project Principles***

The design solution shall incorporate the project principles:

- **Porosity**- Eliminate barriers and encourage movement and flow between spaces by creating meaningful transitions (outdoor to indoor, exhibition to education, event space to galleries, National Ave. to Phelps Grove, museum to park, park to trails, etc.)
- **Flexibility**- Create spaces that lend themselves to a variety of uses and that can serve multiple functions either simultaneously or at separate times.
- **Balance/Unity**- Create aesthetic and functional balance and unity across the diverse spaces of the Museum, the Museum's grounds, park lands, and the neighborhood while honoring the independent and specific functionality of these spaces.

### ***Project Strategies***

The design solution shall implement the project strategies:

- Create **flexible and dynamic** spaces that can serve diverse audiences now and into the future,
- Utilize existing infrastructure when applicable to find the most **cost-effective and least intrusive** solutions, when possible,
- Understand the varied aspects of the Museum's operations and identify opportunities to create **balance and unity** between these functions without losing sight of the Museum's mission and its educational, cultural, and social purpose, and
- Design for **growth** in use and functionality for the immediate and long-term.

The Museum's Master Plan includes four distinct areas for improvements including renovation, reconstruction, and/or expansion including: 1) Museum grounds, 2) Education Wing, 3) West Entry, 4) Museum galleries, exhibition prep, and Auditorium.

### **Art Museum Grounds**

Improvements to the Museum's grounds include widening and naturalizing Fassnight Creek, which flows through a concrete channel directly south of the Museum, to mitigate flooding risk for the Museum as well as creating trail connections to nearby amenities including the WaterWise Garden south of the Museum and Phelps Grove Park to the west of the Museum. Additional Museum grounds' improvements include parking relocation and expansion to the north side of the Museum grounds to create additional greenspace for the Museum's WPA-era Amphitheater, located on the western edge of the grounds, to the Museum's West Entrance. This will also improve connections between the Museum grounds and Phelps Grove Park, located to the west of the Amphitheater.

#### ***Fassnight Creek Naturalization/Stormwater Improvements***

While developing the Master Plan it was discovered that FEMA was in the process of redrawing flood plain maps and planned to place the Museum in both the 100-year and 500-year flood plain. To correct this, the City of Springfield recently completed a project to widen and naturalize Fassnight Creek. These improvements include native Missouri plantings to create an urban wildlife habitat, pedestrian/bike trails, and outdoor sculpture. Funding for this project is provided through Missouri Department of Natural Resources Stormwater Grant, Missouri Department of Conservation Native Planting Grant, Environmental Protection Agency 319 Grant, and 1/4-cent Capital Improvement Sales Tax. Substantial completion of this project was achieved in July 2022.

### ***Western Northside Parking Improvements and Amphitheater***

Work on the grounds will also include improvements to parking, which will be relocated to the north side of the Museum property, creating better connectivity between the Museum grounds and Phelps Grove Park as well as additional greenspace for the Amphitheater. In addition to expanded parking, these improvements will include enhanced access to the Museum grounds through trails and walkways, improved lighting, attractive landscaping, and stormwater management features such as pervious pavers and other improvements that will help water quality by addressing nonpoint source pollutants. Improvements to the Museum's WPA-era Amphitheater included greater accessibility through walking trails and pedestrian/bike connections to Phelps Grove Park all while restoring the original stonework and honoring the history of the site. Parking improvements will be completed through a phased approach. Phase 1 includes construction of westside parking with most of the Museum's current parking lot remaining. This is to ensure handicap accessible parking is available for the Museum's current west entrance. The Museum will complete all northside parking improvements with construction of the West Entry portion of Master Plan. Funding for this project is provided through private donations, 1/4-cent Capital Improvement Sales Tax, and Environmental Protection Agency 319 Grant through the James River Basin Partnership. Substantial completion of this project was achieved in September 2022.

### ***Fassnight Creek Greenway Trail Connection***

A key goal of the Master Plan is to connect the Museum and its grounds to sites and amenities throughout the City via our stellar Greenway Trails. This goal will be met through the future construction of a multi-use trail connection, which will begin at Clay Avenue, continue east through Phelps Grove Park and end at Brookside Drive. The new 1,600 linear foot path will include a bike repair station, ADA ramps, and will connect to shared bike lanes on Brookside Drive via a new pedestrian bridge. The trail project will begin construction following the completion of a separate stretch of trail further to the west, from Jefferson Avenue to Clay Avenue. When all is complete, this section of trail will stretch from the Museum to Phelps Grove Park to Parkview High School and Fassnight Park and will ultimately connect up with the future Grant Avenue Parkway BUILD grant project. For more information about the Grant Avenue Parkway project, visit the following weblink: <https://grantavenueparkway.com/> The Fassnight trail project will be funded through federal Transportation Alternative Program (TAP) grants with the City funding a 20% match through the 1/8-cent Transportation Sales Tax. Completion of this project is anticipated for winter 2023. Although the Fassnight Creek Greenway Trail is a separate project, this trail connection must be a consideration of the overall site improvements for the Art Museum Grounds.

### **Art Museum Building**

The Springfield Art Museum was constructed of four primary construction projects totaling 52,000 gross square feet. The first phase was constructed from drawings dated 1957 was a 13,700 square foot building including staff offices, studio and/or educational classroom spaces, a library, three galleries and various back of house/vault spaces. The second phase added a 400-seat auditorium, restrooms, service space, and storage space in 1974. The third phase was constructed in 1993 adding approximately 14,400 square feet on the east side of the Museum. The fourth phase was completed in 2008 adding approximately 9,900 square feet to the west and south sides of the Museum. This phase added a new lobby, larger library, SMMA offices and five new galleries. Firms are encouraged to review the attached Exhibits A-G for more detailed information included such as the Springfield Art Museum 30-Year Master Plan Final Book, existing floor plans, the Structural narrative and the MEP narrative produced during the Master Plan process in 2018.

## **Education Wing**

A significant component of the Master Plan will be the demolition and replacement of the Museum's existing Education Wing. This wing was built in 1958 and includes classroom spaces, a family learning center, and administrative offices. Due to its size, its configuration, and its age, this wing is no longer functional to meet the needs of the Museum today. The new Education Wing will include a larger Family Learning Center, flexible studio art classrooms, a communal artists' studio, expanded prefunction and public flex-spaces, administrative space including co-working space for partner organizations, and a new south-facing entrance that will connect the Museum to greenspaces and the WaterWise Garden to the south. Building improvements will also include improvements to the Museum's Courtyard as well as a central corridor connecting the Museum's West Entrance to the Education Wing. The Museum's Master Plan envisions a complete reinvention of its Education Wing that will meet our community's current and long-term needs including an iconic roofline that pays homage to the original 1958 Education Wing, while providing an architectural presence and a new façade facing National Avenue. The new Education Wing will expand from one story to two stories to include expanded programming space as well as administrative offices.

### ***First Floor***

The first floor will include new studio art classroom spaces with operable walls that will enable these spaces to serve both small and large class sizes providing maximum flexibility for children's classes as well as school tour groups. An expanded Family Learning Center will include numerous hands-on, play-based learning activities to engage the entire family and will open to the Courtyard space connecting art with nature and learning. New corridors, entryways, and pre-function and public flex-spaces will provide for better flow and accessibility. Generous storage space shall be included on the first floor to accommodate the Museum's needs. The first floor will also include a new south-facing entry connecting the Museum to amenities south.

### ***Second Floor***

The second floor features a communal art studio for adult classes and adult learning complete with pottery kiln and kiln room, office and other administrative space, a centralized staff library space and ample storage.

Funding for this portion of the Master Plan is provided by private donations and City of Springfield American Rescue Plan (ARPA) Funds.

## **Westside Lobby/Entry and Event Space**

The Master Plan includes the expansion of its current Lobby to create a new entryway and large event space and performing arts center on the west side of the Museum. This addition will further align the Museum's West Entrance to the Amphitheater and Phelps Grove Park. The large event space will provide capacity for seated events with attendance of 200 – 300. Improvements to the Auditorium will allow for the establishment of a Performing Arts Center at the Museum. A new gallery space and reception area are planned on the south end of this addition. Additional improvements will include a new façade of the Museum's west entrance. The Master Plan envisions glass curtain walls allow the planned event space to open out to a continuous lawn, connecting the Museum to the outdoor Amphitheater and Phelps Grove Park beyond. The interior will create an architectural through-line connection from the grounds, through the entry, past the Auditorium and Performing Arts Center, toward the Courtyard at the center of the Museum floorplan. Funding for this portion of the Master Plan will be provided through private donations, grants, and other public funds.

### **Exhibition Prep, Galleries, and Auditorium**

Improvements to the Museum's Galleries, exhibition prep areas, and Auditorium include renovations to existing spaces including the Museum's 350-seat Auditorium with improvements to adjoining restrooms, the Weisel and Kelly Galleries, and the Museum's art storage and exhibition prep areas. Improvements to the Auditorium will further the development of a Performing Arts Center at the Museum and will include upgrades to sound, lighting, and the Museum's mechanical systems and other systems in this area. The Museum's first-floor storage vaults and loading docks are slated to be reconfigured to provide more direct access and a covered loading dock for more secure artwork shipping and receiving. Funding for this portion of the Master Plan will be provided through private donations, grants, and other public funds.

The current gross square footage of the Springfield Art Museum is approx. 52,000 square feet. Upon completion of the Master Plan including all phases, the Museum's gross square footage will be approx. 70,000 square feet.

### **Project Description:**

The City of Springfield seeks to expand and substantially renovate the Springfield Art Museum to carry out the vision of the 30-year Master Plan concepts. The project will include refining and finalizing all portions of the conceptual plan to address conditions on the ground as well as current Museum needs through the evaluation and refinement of program needs. Anticipated changes to the original Master Plan concept include modifications to the plan for the east side of the Museum grounds including the eastern approach, modification of the plan for the loading dock, shipment receiving, art storage, and exhibition prep areas, and modification to the plan to include facilities and amenities to increase accessibility including lactation room, low sensory room, gender-neutral restrooms, and restrooms that accommodate universal/adult changing tables. The architect will be a selection committee member for the qualification-based selection for a Construction Manager at Risk (CMAR) for the project. The architect is expected to have a project manager that has experience with CMAR project delivery and is expected to participate in onsite Owner-Architect-Contractor (OAC) meetings every two weeks and virtual as needed.

While some adjustments to the original vision presented in the Master Plan may be necessary, the project design must conform to the overall vision of the Master Plan with minimal alterations and where alterations are necessary, the architect is expected to honor the values, principles, and strategies of the Master Plan.

City staff will provide the selected architect with a program of spaces and project requirements. The architect, in collaboration with the CMAR, will evaluate the program and construction budget in terms of each other prior to commencing basic architectural and engineering services.

The Architect shall be prepared to enter into a City-approved agreement substantially in conformance with the attached sample City contract (see Exhibit I). In accordance with City Ordinance 10419 (see Exhibit F), the project shall be designed to achieve LEED Silver certification. Identification and means of treating hazardous materials will be by the City and CMAR.

**Approximate Timetable for Project:**

- **Design Consultant Selection**
  - Commencement – October 2022
  - Completion – April 2023
  
- **Construction Manager at Risk Selection**
  - Commencement – April 2023
  - Completion – October 2023
  
- **Design Phases**
  - Commencement – April 2023
  - Completion – December 2027
  
- **Bidding Phase**
  - Commencement – July 2024
  - Completion – October 2024
  
- **Construction**
  - Commencement – Nov./Dec. 2024
  - Completion – Nov./Dec. 2027

**City Contact During Selection Process:**

Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Request for Qualifications shall be made in writing and submitted via email to the City Architect at **PWRFQ@springfieldmo.gov**. Verbal communication pertaining to this Request for Qualifications is not acceptable. All correspondence shall be in written/digital format and include the project code “2022-015-AMRN” in the email subject line. A response to questions will be returned as quickly as possible. Clarifications will be posted on the Public Works website via Addendum.

Statement of Qualification submissions shall be named “AMRN-YourFirmName.pdf”. Refer to the Request for Qualifications Selection Schedule for final question deadline date.

The Architecture firm will be selected for negotiation based on demonstrated competence and qualifications submitted for the required work. The specific consultant expectations are attached to this document.

The significant evaluation factors to be used in the selection process by the Selection committee are as follows and listed in descending order of importance:

1. Professional qualifications (Registered Missouri Architect or Engineer license required)
2. Experience in similar projects including art museums or galleries, educational facilities, and/or performing arts centers
3. Workload capacity of firm
4. Past performance of accurate probable construction cost and construction documents
5. Familiarity with Springfield, Missouri area design and construction practices
6. Coordination with subconsultants, multiple owner/departments, and community organizations
7. Experience with LEED design

The top-ranking firm will receive a Request for Proposal (RFP) describing the Architectural services identified for the Art Museum Renovation and Expansion. If the proposal is accepted that firm will be awarded the design contract for this project.

Once the selected firm is awarded a contract, that firm will be required to provide Professional Liability Insurance and General Liability Insurance certificates (and endorsements) in the amounts dictated by the State of Missouri Department of Insurance. The current year's insurance requirements are identified in the attached documents for the consultants' convenience. The consultant will also be required to provide proof of compliance with E-Verify provisions of the law and have a current City of Springfield business license.

No reimbursement of travel time or travel expenses shall be paid for or during this project.

The City has identified funding allocated for project. This will include but not limited to professional fees, CMAR pre-construction and construction fees, construction costs, testing costs, contingency, administrative expenses, reproduction costs, and OFCI and/or OFOI items and/or services.

Please be aware that you have a duty to disclose any member of your business that has a position on a City of Springfield board or commission, is a City Council member, a City employee, or the spouse or dependent child of a City employee (see Exhibit I). Failure to do so may render the contract with the City of Springfield void and result in the board member or City Council member forfeiting his or her office or the City employee forfeiting his or her job with the City. Additionally, it may be a violation of state law. If you would like more information on this contact the City or review City Charter Section 19.16 and Section 105.452 RSMo.

Please be aware that pursuant to Missouri Revised Statute Sections 34.600 et., seq. a Consultant must provide a written certification of compliance with the Anti-Discrimination Act, RSMo. 34.600 et., seq. that the consultant is not currently engaged in, and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten people (see Exhibit J).

The City of Springfield will not knowingly exclude any person from participation in submitting a statement of qualification or otherwise discriminate against anyone in connection with the award and performance of any contract on the basis of race, color, sex, national origin, religion, age, sexual orientation, gender identity, veteran's status, or disability.

The City of Springfield is committed to providing opportunities to DBE, MBE, and WBE prime consultants and encourages such business enterprises to submit a response to this solicitation.

## **Scope of Work:**

The primary scope of work includes the complete professional design services for:

1. Assisting City staff in the preparation of the CMAR RFQ
2. Member of the CMAR RFQ Selection Committee
3. Design services including:
  - a. Pre-Design Phase
  - b. Schematic Design Phase
  - c. Design Development Phase
  - d. Construction Document Phase
  - e. Bidding Phase
  - f. Construction Administration Phase
  - g. Post Construction Phase
  - h. Probable Cost Estimates are required at the conclusion of each design phase
4. Work with City staff and the CMAR to accomplish the goals of the project
5. Participation in public meetings as required including stakeholders' meetings such as Art Museum Board and City Council
6. Evaluation of the exterior and interior to identify site conditions that may affect final design
7. Providing a design solution that meets all code requirements of the City of Springfield
8. Attending bi-weekly jobsite meeting during construction phase and preparing field reports to document observations

## **Preliminary Programming:**

The preliminary program for the Art Museum Renovation and Expansion shall include:

1. Art Museum Grounds
  - a. Eastside approach from National Avenue including pedestrian access
  - b. Signage including wayfinding and monument signs for entry points
  - c. Outdoor patio spaces and other outdoor public spaces
  - d. Landscaping and placement of outdoor sculpture
2. Education Wing (1<sup>st</sup> Floor)
  - a. Family Learning Center to include interactive, hands-on, play-based, age-appropriate educational activities including storage
  - b. Studio Art Classrooms including storage
  - c. South entry, corridors, and reception
  - d. Visitor lounge areas and flex spaces
  - e. Courtyard including placement of existing sculptural fountain
  - f. Restrooms
3. Education Wing (2<sup>nd</sup> Floor)
  - a. Administrative Offices including:
    - i. Museum Director
    - ii. Executive Secretary
    - iii. Curator of Art
    - iv. Museum Educator (Interpretive Programs)
    - v. Museum Educator (Studio Art Programs)
    - vi. Museum Affairs Officer (Fundraising & Development)
    - vii. Museum Affairs Officer (Audience Development)
    - viii. Facility Coordinator

- ix. Collaborative Work Area to include workstations for:
  - Six (6) Gallery Services Associates
  - Three (3) Interns
- b. Additional Administrative Space including:
  - i. Print/Copy Room
  - ii. Employee Break Room
  - iii. Employee Restrooms
  - iv. Conference/Meeting Room
  - v. Staff Library
  - vi. Storage
- c. Studio Art Classroom including
  - i. Kiln room
  - ii. Storage
- 4. Westside Lobby/Entry and Event Space
  - a. West entry
  - b. Front patio
  - c. Large Event Space
  - d. Small Event Space
  - e. Catering Kitchen/Food Service Area
  - f. Reception
  - g. Coat Check
  - h. Administrative Space including:
    - i. SMMA Office
    - ii. Additional Administrative Offices
  - i. Experimental/Community Gallery Space
  - j. Restrooms
- 5. Exhibition Prep and Back of House
  - a. Secure Loading Dock for Art Delivery
  - b. Temporary Art Storage
  - c. Exhibition Prep including:
    - i. Exhibition Design
    - ii. Frame Shop
    - iii. Wood Shop/Fabrication Studio
    - iv. Exhibition Furniture Storage
  - d. Administrative Office Space including:
    - i. Exhibitions Coordinator
    - ii. Preparator
    - iii. Custodian
    - iv. Workstation for intern
  - e. Non-art receiving and storage
  - f. Custodial
  - g. Existing Mechanical and Electrical
- 6. Auditorium
  - a. Upgrade Lighting, Sound, and Projection
  - b. Stage and Rigging
  - c. Seating
  - d. Dressing Rooms
  - e. Upgrades to Mechanical and Electrical

- f. Temporary/Event Storage
- g. Restrooms
- 7. Food & Beverage
  - a. Potential outdoor eatery including
    - i. Commercial Kitchen
    - ii. FFE
    - iii. MEP
    - iv. Service and delivery access
- 8. Other Considerations
  - a. Improving Museum accessibility including:
    - i. Lactation Room
    - ii. Low Sensory/Quiet Room
    - iii. Universal/Adult Changing Tables in designated restrooms
    - iv. Other accessibility improvements identified by Museum stakeholders
  - b. Improved visitor flow
  - c. Addition of unprogrammed/flex space to be used for a variety of purposes
  - d. Maximizing storage space
  - e. Identifying innovative solutions for expanding administrative space

**Submittal:**

Qualified Architecture firms desiring consideration are invited to submit their digital Statement of Qualifications (SOQ) at no cost to the firm. All project correspondence shall be submitted electronically via the following email address: [PWRFQ@springfieldmo.gov](mailto:PWRFQ@springfieldmo.gov). Each email shall include the project code “2022-015-AMRN” in the email subject line. SOQ submissions are to be named “AMRN-YourFirmName.pdf”. SOQ submissions are due no later than **November 29, 2022, at 3:00 PM** central time.

It is the sole responsibility of the submitting firm to confirm the receipt of the SOQ by the City of Springfield. Once the City receives the SOQ, the City will respond with a confirmation email to the submitting firm. If a confirmation email is not returned in 24 hours, please call Keisha Woodside at 417-864-1951.

Only firms that submit digital SOQ by the deadline date and time will be considered for review of qualifications. Failure to submit a complete SOQ will be considered non-responsive and will not be considered. This is a request for qualifications and not a request for proposal.

Statement of Qualifications submissions shall include:

- Completed GSA – FAR Standard Form 330 found at the following link: <https://www.gsa.gov/cdnstatic/SF330-16f.pdf?forceDownload=1>.
  - Interested firms are encouraged to provide references and other information which will provide material to the committee regarding their specialized experience with historic renovations of municipal facilities and other similar types of projects.
  - Referring to Standard Form 330 Part I – Section F. Example Project Which Best Illustrate Proposed Team’s Qualification for this Contract. The City will accept up to three (3) example projects. These examples project do not count as part of the ten (10) single sided pages referred to below.
  - **Omit Sections 10 and 11 (only) of Standard Form 330 Part II, General Qualification. For clarification, these sections are listed below:**
    - 10. Profile of Firm’s Experience and Annual Average Revenue for Last 5 Years
    - 11. Annual Average Professional Services Revenues of Firm for Last 3 Years.



- Interested firms are encouraged to review the attached documents regarding the insurance requirements, expectations of consultants, and contract requirements.
- Interested firms are encouraged to include up to ten (10) additional 8.5 x 11 single sided only pages (if a cover page is included it will be counted as part of the ten (10) additional pages) attached to the Standard Form 330 to reinforce their design experience. SOQs including any more pages than ten (10) additional pages will be considered non-responsive and not be considered. These ten (10) additional pages shall replace Section H of the GSA – FAR Standard Form 330.
- Interested firms shall submit a completed and signed Certification Regarding Potential Conflicts of Interest (attached Exhibit G). Each subconsultant shall also submit a form. This form will not be included as part of the ten (10) additional pages.
- Interested firms shall submit a completed and signed Certification of Compliance with Section 34.600 RSMo (attached Exhibit H). Each subconsultant shall also submit a form. This form will not be included as part of the ten (10) additional pages.

**A virtual pre-submittal conference will be held on October 12, 2022, at 2:30 PM over Zoom. The link to this meeting is <https://us06web.zoom.us/j/83657816309?pwd=WlNhemFJbm5zTU02QUozbmFsUm02dz09>**

Meeting ID: 836 5781 6309 Passcode: 397156

Each firm's response will be reviewed by a selection committee comprised of representatives from City of Springfield departments including Quality of Place Initiatives, Public Works, and Springfield Art Museum. The qualifications submitted will be evaluated considering the significant evaluation factors as previously outlined on page four (4) in this Request for Qualifications.

### **Services:**

The City of Springfield expects the Firm selected to work closely with City of Springfield employees to provide the services being requested for the Art Museum Renovation and Expansion.

All inquiries and questions regarding this Request for Qualifications should be submitted to [PWRFQ@springfieldmo.gov](mailto:PWRFQ@springfieldmo.gov) only. It is imperative that all digital correspondence shall include the project code "2022-015-AMRN" in the email subject line.

### **Typical expectations of Consultant**

1. Active CMAR Selection Committee Member
2. Complete design phase services:
  - a. Pre-Design phase
  - b. Schematic Design phase
  - c. Design Development phase
  - d. Construction Documents for public bidding
  - e. Bidding phase
  - f. Construction Administration/Observation phase
3. Development of estimated probable costs for each of the above design phases
4. Weekly Progress Report email notification shall include a minimum of what was accomplished, what is upcoming, schedule status, changes in scope or value added, input needed, relevant issues or concerns
5. Assist City staff with public meetings to present to City Leaders and/or the community as necessary
6. Assist City staff in developing a thorough program as required
7. All field work investigation of current building and site conditions including evaluation of exterior and interior building to develop a thorough and complete scope of work

8. Coordinate historical preservation requirements with organizations such as the Missouri State Historic Preservation Office and the Landmarks Board as well as researching requirements established by Municipal Resolutions such as Resolution 6389 (Exhibit C, dated 05/08/78), Ordinance 24866 (Exhibit D, dated 8/16/05), and the Conservation Easement Agreement (Exhibit I, dated February 27, 2007)
9. Design the renovation to achieve LEED Silver certification as required by Resolution 10419 (Exhibit F, dated 01/08/19)
10. Work closely with City staff in the preparation of construction documents, to fully convey the extent of work required with the standard of workmanship established by the City of Springfield
11. Coordination of owner provided (OFOI) and owner furnished, contractor installed (OFCl) items (see Owner's Deliverable to Consultants below)
12. Work closely with City of Springfield's Division of Purchases and Facility Design & Construction Division during the Bidding Phase
13. Coordination and use of the City's eCity and ProjectDox programs are required for all projects, the submittal of the completed construction documents to BDS to obtain a construction permit
14. Approval of Pay Requests, Change Orders, and Substantial and Final Completion Certificates for complete documentation of each project
15. One set of as built record drawings to be printed or plotted with AutoCAD.dwg and .PDF files to reflect as built conditions and a copy of all electronically produced record drawings on a CD/flash drive. Reasonable effort shall be made to make sure as built drawings are accurate.

**Owner's Deliverables to Consultants**

1. The owner will establish the project budget which shall be maintained by the project manager(s).
2. The project manager will be the sole point of contact for the project.
3. The owner will provide a geotechnical report.
4. The owner will provide legal description and other pertinent site survey information if that is available
5. The owner will provide AutoCAD dwg. files of the existing Art Museum floor plans and PDFs of the Master Plan documents
6. The owner will define OFCl and OFOI items such as furniture, fixtures, equipment, communication backbone and horizontal cabling, and security access control as required.

**Request For Qualifications Selection Schedule:**

October 3, 2022

Post Request for Qualifications of Architectural consultants at [www.springfieldmo.gov/RFQ](http://www.springfieldmo.gov/RFQ)

October 12, 2022, 2:30 PM

A virtual Pre-Submittal meeting with consultants over Zoom.

<https://us06web.zoom.us/j/83657816309?pwd=WlNhbmFJbm5zTU02QUozbmFsUm02dz09>

Meeting ID: 836 5781 6309

Passcode: 397156

October 17, 2022, 9:00 AM

Optional in-person site tour. Meet in the lobby of the Springfield Art Museum.

October 31, 2022, 3:00 PM

Deadline for questions to [PWRFQ@springfieldmo.gov](mailto:PWRFQ@springfieldmo.gov)

November 14, 2022

Post Final Addendum (if required).

November 29, 2022, at 3:00 PM

Deadline for submittal of Statement of Qualifications (SOQ) to [PWRFQ@springfieldmo.gov](mailto:PWRFQ@springfieldmo.gov)

January 6, 2023

Selection committee completes 1<sup>st</sup> Round submittal review.

January 23, 2023 – January 27, 2023:

Short List Round 2 interviews

January 27, 2023

Selection committee completes selection of top firm.

April 10, 2023

Professional Design contract ready for use.

**Attachments:**

Exhibit A – Springfield Art Museum 30-Year Master Plan Final Book

Exhibit B – Site Survey dated 08/30/13

Exhibit C.1 – Geotechnical Report dated 12/03/20

Exhibit C.2 – Geotechnical Report dated 5/29/07

Exhibit C.3 – Geotechnical Report dated 1/29/07

Exhibit C.4 – Geotechnical Report dated 10/13/92

Exhibit D.1 – Existing First Floor Plan

Exhibit D.2 – Existing Second Floor Plan

Exhibit E – Structural Narrative

Exhibit F.1 – Description of Existing MEP System dated 2/28/18

Exhibit F.2 – MEP Narrative for Master Plan dated 6/20/18

Exhibit F.3 – MEP Summary for Master Plan dated 6/20/18

Exhibit G – Cost Estimate for Springfield Art Museum 30-Year Master Plan dated 8/31/21

Exhibit H – Springfield Green Building Policy

Exhibit I – Certification Regarding Potential Conflicts of Interest

Exhibit J – Certification Regarding State of Israel

Exhibit K – Sample Architect Contract

