



The **Black Archives**
of Mid-America in Kansas City

REQUEST FOR PROPOSAL
INTERIOR DESIGN SERVICES
1722 E. 17TH TERRACE (JOHN “BUCK” O’ NEIL WAY)



**REQUEST FOR PROPOSAL
FOR
INTERIOR DESIGN SERVICES**

Sealed Proposals shall be received until **3:00 PM, August 15, 2008**, for the services described herein. Any proposal received after that date and time shall be rejected.

All Inquiries for information should be directed to: Cheptoo Kositany-Buckner, email: cheptookositany@kclibrary.org, phone (816-701-3508)

**IF PROPOSALS ARE MAILED, SEND
DIRECTLY TO:**

Cheptoo Kositany-Buckner
Black Archives Partnership Project Manager
Kansas City Public Library
14 West 10th Street
Kansas City, MO 64105
Black Archives Interior Design Services RFP

**IF PROPOSALS ARE HAND
DELIVERED, DELIVER TO:**

Cheptoo Kositany-Buckner
Black Archives Partnership Project Manager
Kansas City Public Library
913 Baltimore
Kansas City, MO 64105
Black Archives Interior Design Services RFP

In Compliance with this Request for Proposals and to all the conditions imposed therein and hereby incorporated by reference, the Undersigned offers and agrees to furnish the services in accordance with the attached signed Proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

_____ Zip Code _____

Date: _____

By: _____
(Signature In Ink)

Name: _____
(Please Print)

Title: _____

E-Mail: _____

Telephone No: (____) _____

FAX No : (____) _____

PREPROPOSAL CONFERENCE and SITE VISIT: A pre-proposal conference and site visit will be scheduled at 1722 E. 17th Terrace and will be announced at a later time.

REQUEST FOR PROPOSAL INTERIOR DESIGN SERVICES

TABLE OF CONTENTS

Introduction	3
Scope of Services.....	3
Subconsultants	5
Project Management and Administration.....	5
Calendar of Events	6
Submission Requirements	6
Criteria for Selection	10
Contract Terms and Requirements.....	12
Miscellaneous Conditions.....	12

INTRODUCTION

The Black Archives of Mid-America in Kansas City, Inc., was founded May 8th, 1974 by Horace M. Peterson III and its mission is to collect, preserve and make available to the public materials documenting the social, economic, political and cultural histories of persons of African American descent in the central United States, with particular emphasis in the Kansas City, Missouri region.

The Archives is requesting interior design services for their newly renovated facility at 1722 E. 17th Terrace (John "Buck" O' Neil Way) located in the historical jazz district at 18th and Vine. The space will be used for research activities, exhibits, training, preservation, and presentations. The selected firm will provide all necessary design services, coordinate all Furniture, Fixtures and Equipment (FFE) layouts, prepare all necessary specifications and drawings, prepare bid documents, and oversee the installation for the entire interior build out.

SCOPE OF SERVICES

The proposed space is approximately 18,000 square feet. The exact scope of services required by the Archives will be set forth in the final agreement with the selected design firm. The specific scope of work includes, but not limited to the following:

1. Defining the requirements for the interior space by performing needs assessment, project development, preliminary space organization, space concept development, preliminary design, cost evaluation and professional renderings
2. Developing a design for the interior spaces and programming needs
3. Producing design documents in compliance with the program, the budget, and the schedule as set forth by the Archive
4. Preparing presentation materials of the design that will be used for community outreach and fund raising activities
5. Completing design development for the interior spaces and programming needs. These will include but not limited to:
 - a. **Archival Collection Storage:** consideration include ease of access to the collection, work areas and network connectivity, growth potential (compact shelving), weight support, daylight control, and UV lighting
 - b. **Research Reading Room in or near Collections:** considerations include environmental control, power and data, UV Control, daylight control, security, tables and seating, task lighting, Wi-Fi, and protection for collection handling

- c. **Exhibit Space**: considerations include permanent exhibits, traveling exhibits, digital exhibits, lighting, reinforced walls, display cabinets, power and data
- d. **Collections Processing, in or near collections**: considerations include environmental control, power and data, UV Control, daylight control, security, tables and seating, task lighting, Wi-Fi, protection for collection, and shelving
- e. **Receiving and Collections/Exhibits Holding**: Considerations include double door entry and exit, security, daylight control, UV control, open space, flat floors for rolling carts etc, work stations and WI-FI
- f. **Exhibit and Maintenance Prep Area**: considerations include painting and carpentry, clean area for mounting paper objects, work station or WI-FI, work table(s), tools and equipment, and mop sink for paint clean up
- g. **Office Space for Collections Management**: considerations include security, administrative, work station or WI-FI, desk, chair, task lighting
- h. **Office Space for General Management and Reference staff**: considerations include administrative,, work stations, WI-FI, desks, task chairs, task lighting, fax, power and data
- i. **Supplies / Storage**: considerations include general, maintenance, office, exhibitory and other display materials, shelving, open space
- j. **Reference Services**: considerations include public service, exhibition, events likely; growth potential for genealogy services and collections, general and task seating, general and task lighting, work stations or WI-FI, reference staff customer counter
- k. **Multipurpose Meeting / Classroom / Reception Space**: considerations include flexibility, modularity, capacity 75±, proximity to prep kitchen, stackable seating, storable tables, a/v, work station or WI-FI, acoustics assessment and design
- l. **Board Meeting Room**: considerations include a/v, administrative, work station or WI-FI, galley or wet bar, table and seating
- m. **Staff Break Kitchen**: considerations include not near collection storage, capacity 6
Needs: general Break seating and table; kitchen-durable counter or wet bar
- n. **Prep Kitchen**: considerations include sterile work space for event prep, separate exterior ventilation; refrigeration, ice maker, work table(s)
- o. Stringent environmental controls, and near-universal availability of data connectivity and power are assumed for every space
- p. Dedicated data room for phone, internet, and network connectivity
- q. Integrating elements of "a Public Library" and "Archives" in work stations and public areas that include computers, wireless access, books and other media
- r. Growth Potential for African American Genealogy functions in Reference Area

6. Producing all design development documents

7. Issuing design development documents

8. Completing all construction documents for the interior space and programming needs. These will

include but not limited to:

- a. Ceiling
- b. Flooring
- c. Paints and coatings
- d. Window treatments

9. Producing construction documents for the interior space
 10. Issuing interior space construction documents
 11. Finalizing approval of and ensuring compliance with the interior space construction documents of all construction submittals including shop drawings, product specifications, and samples.
 12. Responsibility for all contract administration services including but not limited to; responding to requests for additional information, change order request review and approval, issuing supplemental drawings and specifications, evaluation of the work, and submittal review.
 13. Developing maintenance and operations plans including, but not limited to, record drawings, warranty review, and commissioning.
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SUBCONSULTANTS

1. The selected firm will be responsible for selecting sub-consultants for their design team through an open and competitive process. The firm will be required to explore opportunities to contract with minority and women owned firms. These selections will be made in collaboration with the Archives. The firm will be responsible for coordination and management of services, design, and all other work product of the sub-consultants for the space.
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PROJECT MANAGEMENT AND ADMINISTRATION

1. The selected firm will assign a project manager responsible for coordination of all of the design work for the space including development and maintenance of a production schedule for all documents through all stages of design.
2. The firm will be responsible for all project administration services related to the project including, but not limited to, cost estimating, scheduling, document management, progress meetings, and regulatory approvals. The firm will participate in work sessions, project team meetings, and public meetings throughout each phase to assure full understanding of all aspects of the project

3. The firm may be required to provide consulting services for other projects as requested by the Archives.
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CALENDAR OF EVENTS

Friday, July 11, 2008	Issue Request for Proposals
Friday, August 15, 2008	Proposals due to the Archives
Monday, August 26 – Friday, August 29, 2008	Interview selected firms
September 2008	Present firm and approval by Archives Board
September 2008	Award contract to successful Firm
September 2008	Execute contract
October 2008	Work begins

SUBMISSION REQUIREMENTS

1. Proposals should provide a straightforward, complete and concise description of the firm's capabilities to satisfy the requirements of the RFP
2. Please prepare fifteen (8) copies of your proposal and work samples. Each copy of the proposal should be bound in a single volume and include any documentation you may wish to submit
3. By submitting a written proposal, each firm will be deemed to agree that the Archives shall thereby be assigned ownership of the drawings and other documents and materials prepared for the RFP and submitted with the proposal, any design concepts expressed therein (and all copyright or other rights pertaining thereto) excluding of course the firm's brochures, and any designs or materials relating to other projects included as examples or for reference to the firm's work for other clients.
4. Firms submitting a proposal in response to this RFP will be required to give an oral presentation of their proposal to the Archives. This oral presentation may provide an opportunity for the firms to clarify or elaborate on the proposal but will in no way change the original submission. Engagement staff should be present at the oral presentation. The Archives' request for an oral presentation shall not constitute acceptance of a proposal.
5. The Archives reserves the right to reject any or all proposals submitted if such election is deemed to being the best interest of the Archives. The Archives assumes no obligation, no responsibility, and no liability for costs incurred by the responding firms prior to the issuance of a contract. The Archives reserves the right to negotiate with one or more firms submitting proposals and to accept any bid or negotiated proposal which the Archives deems best or most appropriate for purposes of the project whether or not lower in the aggregate or in any detail than any other

proposal.

6. Please letter your responses exactly as the questions are presented
7. Proposals will be evaluated based on qualifications, experience, proposed team members, methodological approach, and proposed fee.
8. Firms should not propose a design solution or submit images representing a possible design of the cultural space.
9. Interested firms are invited to submit proposals that contain the following information:

Experience, Structure, and Personnel

- a. Each firm is asked to submit materials that highlight its unique strengths, design talents, design philosophy, approach to creating space, breadth of knowledge and experience, and experience with the specific uses similar to those of the proposed space
- b. A history of the firm's experience providing design services to archives, museums, and/or libraries
- c. A description of the firm's organizational structure noting the principals, project manager(s), and professional staff who would work directly with the Archives on this project. Include resumes of key people.
- d. Overall description of the firm's relevant work. Include examples of up to five (5) major projects that the firm has completed involving major public projects.
- e. Innovative and outstanding work experience and unique qualifications.
- f. Experience in designing cultural projects
- g. Design Firms should provide an overview or synopsis of projects where the firm worked as the Lead Designer, include the client, the name of contact persons who are able to provide references from the client, a description of the nature of the work, the size and complexity of the project, total budget, the dollar amount of fees for the firm, and the agreed fee arrangements.
- h. Provide references of sub-consultants. Include the projects worked on and the names of contact persons who are able to provide references. Limit of three references per category.
- i. A representation that the firm can devote significant and appropriate design staff and support

staff to the project for all phases of design.

- j. Any other information that you believe would make the firm's work on behalf of the Archives superior to that of other firms or information about your firm's specialty or particular skill to perform a specific requested service.

Methodological Approach

- k. Any other information that you believe would make the firm's work on behalf of the Archives superior to that of other firms or information about your firm's specialty or particular skill to perform a specific requested service.
- l. A description of how the firm would work with the Archives in the design of the space.
- m. A statement explaining the firm's design philosophy.
- n. A description of how the firm intends to address the anticipated scope of services set forth in this RFP.
- o. A statement explaining the firm's approach to Design services, including methods, analytical techniques, or models, etc. that would be employed.
- p. A list of potential sub-consultants that the firm deems will be needed for the project
- q. Please describe how your firm will promote the participation of Minorities and Women on this project. If appropriate, please identify M/WBE sub-consultant business participation outlining responsibilities, key staff and qualifications.

Fee

- 10. Please provide your proposed costs for the project:
 - a. A proposed fee curve for all Design Services.
 - b. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate used in the proposal.
 - c. A list of anticipated reimbursable expenses and the rate charged for each without markup. Please indicate in reimburseables' a detailed list of working models, presentation models, renderings, or other work product to be furnished during each state of services which is not included in basic services covered by the proposed fee schedule and the cost for each. Alternatively, if some or all of these are included as basic services, please so indicate.
 - d. Any other fees or charges.
 - e. Although proposed fees will be taken into account, the Archives reserve the right to negotiate a lower or different fee structure with any firm that is selected.

Contact Information

11. On a single cover sheet in your proposal, please provide:
 - a. The lead firm or individual name
 - b. The lead firm's contact person
 - c. License or certification information of lead firm principal or individuals working on the Archives project.
 - d. Telephone, fax, and wireless numbers for firm principals or individuals working on the Archives project
 - e. Email address for firm principals or individuals working on the Archives project
 - f. The Street address of lead firm or individual;
 - g. The year the firm or individual practice established;
 - h. The MBE/WBE status of the firms (Minority owned Business Enterprise or Women owned Business Enterprise, as certified by the state of Missouri);
 - i. The type of work or specialty and size of firm
 - j. The signature of the lead individual, and the date of the signature.

Conflicts of Interest

12. Submit a statement describing any potential conflict of interest or appearance of impropriety, relating to other clients of the firm, or officers, directors, and employees of the Archives, or other groups involved that could be created by providing services to the Archives.
13. Indicate what procedures will be followed to detect and notify the Archives and to resolve any conflicts of interest.
14. Indicate any pending litigation and/or regulatory action by any oversight body or entity that could have an adverse material impact on the firm's ability to serve the Archives.
15. Indicate if the firm has ever had a prior contract with any governmental entity terminated for any reason, and provide an explanation.

Non discrimination Policy

16. Firms shall submit a copy of their nondiscrimination or affirmative action plan.
 17. Firms shall submit a statement of their commitment to equal opportunity and affirmative action.
 18. All information and documents described above must be included or addressed in the submission.
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CRITERIA FOR SELECTION

1. In evaluating proposals submitted pursuant to this request, the Archives requires the following minimum qualifications of Design Firms submitting proposals to be considered for evaluation:
 - a. Ten years experience providing Design services for projects of similar scope, complexity, and visibility.
 - b. Experience on five projects of a high profile including at least one with a total cost over 1 million
 - c. Experience on three projects of a similar nature (Archives, museums and/or Libraries)
 - d. Experience managing sub-consultant teams
2. In evaluating proposals submitted pursuant to this request, the Archives places high value on the following factors, not necessarily in order of importance work samples that demonstrate:
 - a. Innovative use of environmental controls including natural light to make the space suitable for the use and preservation of archival materials
 - b. Experience in designing display solutions for artworks and exhibits
 - c. Design of spaces to permit the display of archival materials, artworks and exhibits of various scales
 - d. Design of spaces that can be easily altered to accommodate the needs of changing exhibits and various uses including demonstrations and workshops.
 - e. Experience designing flexible spaces that can be used for a variety of functions and services
 - f. Quality of work product as demonstrated in submitted work samples of past projects

- g. Quality of work product including client satisfaction and problems that may have arisen
3. Firms or individuals whose efforts represent outstanding principles of design quality, should present examples of work indicating:
- a. Inspiration - Creating spaces that are extraordinary in their ability to elevate people's everyday experience
 - b. Understanding - Synthesizing disparate or contradictory information in an energetic way
 - c. Experience working with multiple clients/ institutions
 - d. Experience working with cultural organizations of the quality and stature of the Archives
 - e. Ability of the Design Firm to identify potential sub-consultants with the necessary qualifications for a project of this significance and magnitude and the experience of the Design Firm in working with sub-consultants with the necessary qualifications
 - f. The ability of the Design Firm to complete projects with fast track design schedules and to maintain project budgets.
 - g. Experience of firm and employees to be assigned to the project in general
 - h. Firm's staff availability
 - i. Commitment of principals to lead the team and devote time to the project
 - j. Quality of experience as demonstrated in submitted relevant project examples
 - k. Innovative or outstanding work by firm that demonstrates the firm's unique qualifications to provide design services
 - l. Conformity with or exceeding of applicable the Archives policies as noted herein, including specific policies relating to nondiscrimination and affirmative action subcontracting goals
4. Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to the Archives
5. Selected firm's staff ability, availability and facility for working with the Archives directors, officers, staff and consultants

CONTRACT TERMS AND REQUIREMENTS

1. The contents of the proposal prepared by the successful firms, with any amendments approved by the Archives, may, at the Archives election, become a part of the contract that is signed as a result of this RFP Process
2. The selected Design Firms will be required to:
 - a. Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services, and on the Archives request, to make such records available to the Archives at all reasonable times during the contract period
 - b. Assume sole responsibility for the complete effort as required by this RFP, and be the sole point of contact with regard to contractual matters
3. The Archives reserves the right to terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given to the firm at least thirty (30) days prior to such proposed termination date.

MISCELLANEOUS CONDITIONS

Obligation Only on Formal Contract

1. The issuance of this RFP, the submission of a response by any firm, and the acceptance of such response by the Archives do not obligate the Archives in any manner. Legal obligations will only arise on the execution of a formal contract by the Archives and the firm(s) selected by the Archives.
2. Responses to this RFP will be prepared at the sole cost and expense of the proposing firms. No materials submitted in response to this RFP will be returned.

The Archives Reservation of Rights

1. The Archives may (i) amend, modify, or withdraw this RFP, (ii) revise requirements of this RFP, (iii) require supplemental statements or information from any firm, (iv) accept or reject any or all responses hereto, (v) extend the deadline for submission of responses thereto, (vi) negotiate or hold discussions with any respondent and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein, and (vii) cancel this RFP, in whole or in part, if the Archives deems it in its best interest to do so. The Archives may exercise the foregoing rights at any time without notice and without liability to any

proposing firm or any other party for their expenses incurred in the preparation of the responses hereto or otherwise.