

REQUEST FOR QUALIFICATIONS:

Architectural Services for The Historic Morgantown Post Office Building

RELEASE DATE: 10/10/2019

CONTACT: Jane Cardi

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INTRODUCTION: The Historic Morgantown Post Office Building, Inc. (HPO) is seeking a qualified Architectural Firm or Individual to provide design and planning services for the rehabilitation and restoration of the historic post office building and its Annex, formerly the Tanner Cultural Complex. The building currently houses the Monongalia Arts Center, Your Community Foundation of North Central West Virginia (YCF), and the Morgantown History Museum. The project will be financed by grants, donations, community fundraising efforts, and other appropriate historic redevelopment incentives.

I. SCOPE OF SERVICE: The Historic Post Office Building is listed in the National Register of Historic Places. Therefore, HPO requires design services in accordance with the *Secretary of the Interior's Standards and Guidelines for Rehabilitation*.

The services requested are to provide design and planning services that address space allocations for present and long-term programming needs, needs for an environment – friendly environment including accessibility for people with disabilities and children, and space for offices, conference rooms, and community events. Additional tasks may be awarded to the selected firm as the project progresses.

II. PRE-PROPOSAL SITE VISIT: A mandatory pre-proposal site walk is scheduled at the Historic Morgantown Post Office Building, 201 High St., Morgantown, WV, 26505, on **October 22, 2019, at 11:00 am. Potential Architects are required to attend this event.**

III. SUBMITTAL INSTRUCTIONS AND DUE DATE

INSTRUCTIONS Architects shall email their responses to the RFQ to Jane Cardi at HistoricPO@gmail.com by the due date of November 4, 2019.

DUE DATE: **November 4, 2019 at 11:59 PM**

NOTE: LATE SUBMITTALS WILL NOT BE REVIEWED OR CONSIDERED.

IV. QUALIFICATION FORMAT: Architects shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria have been satisfied as specified in Section V. "EVALUATION OF PROPOSALS".

To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and be arranged in consecutive order:

1. Executive Summary - The Executive Summary should include a clear statement of the Architect's past qualifications for working on historic buildings, historic buildings receiving historic tax credits, and his/her understanding or past involvement, if any, with HPO.

2. Experience and Capacity - Describe background and related experience demonstrating qualifications. Indicate if company has provided services on this building in the past. Describe specific experience producing design services for the following:

- Work that meets the *Secretary of Interior's Standards for Rehabilitation*
- Grant funded projects or projects requiring fundraising efforts
- Large scale historic preservation projects
- Demonstrated track record working on projects receiving Federal and State historic tax credits
- Capacity of Architect to provide the anticipated necessary services

3. Personnel Listing - Identify individuals who will be involved in the project by including their resumes and specific applicable experience.

4. References - List references and contact information from contracts similar in size and scope.

V. EVALUATION OF QUALIFICATIONS AND SELECTION OF ARCHITECT:

Proposals will be reviewed by an Evaluation Panel made up of representatives of HPO and/or its designees. The Evaluation Panel may select a "short list" of qualified Architects who may be formally interviewed as part of the final selection, if deemed necessary by the panel.

Selection Criteria

Scoring criteria and the selection process will include factors of qualifications and experience in historic preservation, specifically related to work required to meet the *Secretary of the Interior's Standards for Rehabilitation*. Selected candidates will be subject to final approval by the Board of HPO.

- a. Quality, thoroughness, and clarity of the information.
- b. Qualifications and experience of the architectural firm (includes review of references) working on rehabilitation of listed historic properties.
- c. Qualification and experience with Federal & State historic tax credits.
- d. Qualification and experience of individual staff who will be working on this project.
- e. Organization/management approach and involvement for the successful completion of the project.

A formal Interview may be requested of the "short list" Architect/s. The Evaluation Panel may schedule and arrange for interviews.

VI. SCHEDULE:

The following is a listing of key milestones:

- RFQ Issued –**10/10/2019**
- Mandatory Pre-proposal site walk visit: **October 22, 2019**
- Deadline for Submitting Questions to HPO at Historic PO@gmail.com, **10/25/2019**

- Deadline for Proposal Submission to Historic PO@gmail.com., **11/4/2019, 11:59pm**
- Formal Board Decision – **11/22/2019**, Contracts to immediately follow

VII. CONTRACT: The contracting parties will be the Historical Morgantown Post Office Building, Inc. and the Architect selected to provide the services.

VIII. REQUESTS FOR CLARIFICATION:

Prospective responders shall direct inquiries or questions to RFQ in email form only to:

Point of Contact: Jane Cardi

Email ID: HistoricPO@gmail.com

All questions are due no later than Noon on **10/25/2019**.

Responses to the Questions will be posted by email by 9:00am **/10/28/2019**.

IX. REJECTION OF PROPOSALS: Trustees reserve the right to reject any Architect on the basis of the proposal submitted.

X. ADDENDUM TO THE RFQ: If any addendum is issued for this RFQ, it will be emailed to the applicants by **10/28/2019**.