



REQUEST FOR QUALIFICATIONS (RFQ)

THE PRESIDENT'S HOUSE: FREEDOM AND SLAVERY IN MAKING A NEW NATION

Questions & Answers Concerning this RFQ

Please note: The deadline to submit questions was October 12, 2005. The answers to all questions received by that date are posted below, beginning on the next page.

If, for some unanticipated reason, any revisions to these answers are required after their original posting, they will be so indicated, along with the date of any revision.

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1. *Question:* Further to receipt of the RFQ documentation, I would be grateful if you could advise if a web site address is available to enable us to download the Standard 330 forms to allow us to complete these forms as part of our submission for The President's House project.

Answer: Standard 330 forms are accessible from the U.S General Services Administration website:

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewtype=DETAIL&formID=21dbf5bf7e860fc185256e13005c6aa6>

2. *Question:* We have current form 254/255's in hand as part of our office's marketing materials. Is it permissible to submit these in lieu of the Form 330, or is it required to convert all information over to the new format?

Answer: We prefer everyone to use the most current form. You will not be penalized, however, if you use 254/255s. See answer to question #1 above.

3. *Question:* The 10-page limitation on color images on projects. Is that inclusive of project lists and skill set sheets that are also in color?

Answer: Please note that the RFQ states, "The submittals shall include... at least three similar recent projects with pertinent project data...but no more than ten colored graphics in total." Accordingly, no more than ten colored graphics in total should be in your RFQ response; incidental graphics – text and logos, for example – are excepted from this limitation.

4. *Question:* The RFQ suggests that the project team include "historical expertise." Does this imply we need an historian, when the client appears to already have deep expertise on the history of the site?

Answer: The team should include members who are capable of fully interpreting and evaluating the historical period that is the subject of this project. While Independence National Historical Park and the National Park Service possess in-depth knowledge about the site – and are ultimately the “interpreters” for the United States – the intent of including historical and interpretive expertise on the design team would be to have fresh eyes to look at the project and raise the understanding of the project as one carrying national and international significance, and to offer suggestions for carrying the project to those levels. Interested parties should be mindful that this project focuses on the President’s House, with a particular emphasis on the Executive Office activities of Washington’s and Adams’ administration and the “living history” of the house, which included the practice of enslaved labor during the Washington presidency, and the impact of that practice on the lives of the people held in slavery. Please be aware that

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the Oversight Committee, which was convened to advise the City and INHP/NPS, was not formed to perform research and authorship for the selected team.

5. *Question:* The project is defined as design-build, but then the RFQ invites teams to submit for one or more components of the project. Will teams that submit a complete team to address both design and implementation be looked upon most favorably?

Answer: The scope of required services is for the complete design, fabrication/construction and installation of the project, including all related research and interpretive activities.

6. *Question:* Why would a project as important as this be a design/ build in lieu of a qualification base selection of an architectural firm and then design/ bid/ build? In the DBB the owner controls the design and final quality where as in the DB the construction contractor controls the design and final quality.

Answer: The City and INHP compared the design/bid/build process with a design/build process and came down squarely in favor of the design/build process, given the nature of this project. The selected approach is intended to ensure that the design team/artist has a close hand in the fabrication/construction phases and that construction of the highest quality proceeds in a manner that is consistent with the overall vision of the project. In sum, the concern for timeliness, budget, and a high expectation of quality all suggest that the design build approach will deliver a successful project. RFQ responses should reflect this intent.

7. *Question:* Will the Olin Partnership be allowed to submit on the RFQ?

Answer: Yes, this firm is free to submit a response to the RFQ.

8. *Question:* The RFQ states in section IX General Criteria/ Provisions, (g) "The City intends to seek the assistance of specialty consultants to act as the City's 'Owner's Representative'". The passage goes on to list two people with extensive backgrounds in the fields of managing exhibits, design and cultural facilities. Does this mean the City is still looking for an Owner's Representative? Or will these people be assigned to the Owner's Representative team? Or will they be assigned to the design/build team?

Answer: The City has already assigned the owner's representative role to the two individuals mentioned in the RFQ and will utilize their services as needed through the project's implementation.

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9. *Question:* In talking with our potential team members, this matter of the project being design-build has taken on greater weight. Is the intent to provide construction services (which we are taking to be as much or more site civil and landscape construction as exhibit fabrication services) or to provide complete project management and construction administration services to oversee a contractor hired by the City. The RFQ appears to be saying the former, but it would be good to be absolutely clear.

Answer: Please read Section III. SCOPE OF PROJECT in its entirety. There should be no confusion on this point. "The scope of services to be contracted for is the complete design and installation of the project."

10. *Question:* We do not need to submit letters of reference for our past projects, just the client name, address, and telephone number.

Answer: Only the project name, client name, address, and telephone number are absolutely necessary to be submitted.

11. *Question:* The 20 single-sided pages cannot include more than ten photos.

Answer: Correct. No more than ten colored graphics in total (incidental graphics such as text and logos are excepted) are expected to be within your RFQ response.

12. *Question:* Engineering consultant, cost consultant, and construction and construction management consultant's qualifications are not required for this RFQ and SF330. We are allowed to specify them at the NEXT stage of the process (RFP).

Answer: Your RFQ response should be as complete as you feel is necessary to best indicate your team's qualifications with the intent of being selected for the subsequent RFP stage.

13. *Question:* Is there any opportunity for a sculptor to present qualifications without collaborating with a contractor or architect?

Answer: Unlikely. If the sculptor is responsible and qualified for the complete scope of work as described in the RFQ (including installation), however, he or she may be considered.

14. *Question:* This being a city/NPS partnership, it is assumed that stakeholders representing both entities will constitute the "client". Who has final authority of procedural, or creative direction?

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Answer: Through the selection of teams to participate in at the RFP stage, the Oversight Committee, City and Independence National Historical Park will determine the intellectual and creative direction of the project. The procedural process after the selection of the finalists will largely be that of the INHP/NPS in full cooperation with the City of Philadelphia and other relevant Pennsylvania State agencies. The “client” will ultimately be the City and INHP.

15. Question: P9: “Respondents to this RFQ who are selected for the next phase of this process are encouraged to offer new concepts for the project or may embrace elements of the preliminary design.” The "preliminary design" referred to herein is the Final Concept Design, dated March 2003, yes? Is the RFP short-listing process the next phase referred to herein, as when you want to see new concepts?

Answer: Yes, the "preliminary design" referred to is the Final Concept Design, dated March 2003. Yes, the next phase (short-list of finalists to receive RFP) is when we expect to see new concepts. The request in this *RFQ* is for only a written statement of the design team's vision, solely for the purpose of evaluating whether the design team is likely to take the project in a direction consistent with the stakeholders' concerns. The next phase (short-list of finalists to receive RFP) is when we want and expect to see new design concepts described graphically.

16. Question: Could you please clarify "original Concept Design... was influenced by post 9/11 security concerns at INHP that are being handled differently going forward." What are these concerns, and how are they being handled differently?

Answer: Immediately post 9/11, Independence National Historical Park had very tight perimeter security, including the area of the project site. While security of course remains a concern for the Park, there is no longer a requirement for a secure perimeter around the site of the President's House project.

17. Question: Section X, " Selection Process" states, "All submissions will be acknowledged and the short-listed teams will then be invited to submit proposals in response to an RFP they will receive from the City. Short-listed teams will be provided a monetary stipend (amount to be determined) to underwrite the preparation of preliminary design materials." What is the general timeframe and stipend range that you are considering for the RFP process?

Answer: Specific commitments will be determined and defined in the RFP stage (next stage) of the process which will be distributed to the short-listed teams. As stated in the RFP:

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Announcement of short-list of finalists to receive RFP and design stipend:
November, 2005

Announcement of final selection: February, 2006

Completion of Project: July 2, 2007

It is generally expected that the conceptual submissions will be due towards the end of January and that the offered stipend will be in the range of \$15,000.00.

18. Question: Section X further states "All respondents should understand that, at various stages of the next phases of the process (culminating in a final design product), significant opportunities for public input and comment will be provided, and the Oversight Committee may want to meet one-on-one with applicants. Respondents will be expected to participate fully in such opportunities." What is the nature and extent of these public input opportunities? Are they being scheduled and coordinated by the Client, or Designer?

Answer: The City and INHP will coordinate the public responses. It is expected that the short-listed design teams will have to make one presentation to the INHP/City/Oversight Committee. It is also anticipated that when the models/display material are submitted by the semi-finalists, they will be put on public view in a designated building in Independence National Historical Park, at which time semi-finalists will be asked to explain their presentations. A process of capturing responses from visitors to the site will be developed. More information regarding the expectation in regards to time commitment (and therefore cost) will be given at the next stage.

19. Question: Are the general cost ranges, and distribution of estimates, and percentage allowances (e.g. Contractor General Conditions) approved?

Answer: The maximum available contract budget is \$4.5 million. This amount must be inclusive of any and all costs relating to the design and installation of a complete project.

20. Question: The budget presented in the Olin Partnership documents has no provision for escalation, on 2003 numbers. Does the overall scope of the design therefore need to be scaled back to meet a fixed budget, in say, 2008 dollars?

Answer: The maximum available contract budget is \$4.5 million. This amount must be inclusive of any and all costs relating to the design and installation of a complete project.

21. Question: How will Client/stakeholder expectations be managed, so that they can be achieved in 2008, with a 2003 unescalated budget?

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Answer: See answer to Question # 14 and #18 above. The maximum available contract budget is \$4.5 million.

22. *Question:* Does the March 2003 Final Concept Design represent a reconciliation of all stakeholders concerns? Or does this document reflect what the stakeholders were concerned about?

Answer: The March 2003 Final Concept Design was a collective process in which the major stakeholders participated. Those participants continue to be active in this project. The appropriateness of the five themes identified in that document was tested at a public forum on October, 2004. The themes continue to be relevant. A sixth theme, history lost and found, was added as a result of ideas expressed in the public forum. The cultural values identified in the forum represent stakeholders concerns. Additional public forums as part of this process are a continuing effort to capture everyone's concerns. At this point, we do not anticipate a radical shift in either the themes or the values that would alter the design process. Please refer to Section V of the RFQ, "Core Design Requirements."

23. *Question:* Will the selected Designer be allowed to define a methodology (and budget) for stakeholder input, or will their energies be required "on demand?" If the latter, can that be budgeted on a Time and Material basis?

Answer: See answers to Question #14 and #18 above. More information regarding the expectation in regards to time commitment (and therefore cost) will be given at the next stage.

24. *Question:* As we understand your RFP, you want all design, construction, fabrication, and production services under a single entity, the project prime. Do we understand this correctly?

Answer: Yes.

25. *Question:* And if we do, are there any specific contractual or procedural obligations (from contract forms to payment schedules, from prevailing wage considerations to costing procedures) that must be met?

Answer: Yes, additional details will be available in the RFP stage.

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26. *Question:* And if the project comes in under budget, what happens to the unspent funds?

Answer: Additional details will be available in the RFP stage.

27. *Question:* Section VII states, "The submittals shall include a letter of interest and include at least three similar recent projects with pertinent project data (including references) but no more than ten colored graphics in total. Submittals should also include (but are not limited to) a concise statement of the design team's vision for the project, and a description of how the team will include the City, INHP, and the public in the design and review process." This phrasing could be construed as implying that the statement of the design team's vision be graphic at this RFQ stage. Please clarify.

Answer: See answer to Question #15 above.

[Click here to go to the RFQ](#)