



Westerville Public Library

REQUEST FOR QUALIFICATIONS: MUSEUM MASTER PLANNING

Westerville Public Library History Center & Museum (HC&M), located in Westerville, Ohio, announces its intent to contract for a master plan for the museum.

The HC&M invites firms interested in providing the required services for the Project to submit their qualifications, including the firm's experience, statement of interest in the applicable service and components of master planning.

SCOPE OF WORK

The scope of work will include, without limitation, (1) developing a phased plan for interior renovations to create a more coherent and unified floor plan for the HC&M focused on visitor experience, use patterns and way-finding, which also includes museum-standard archival spaces for collections and museum staff offices; (2) compiling data including current cost estimates and services needed for each phase into an executive summary with supporting documentation; (3) providing a proposed timeline associated with each phase; (4) providing architectural and planning expertise to HC&M in the master planning process

QUALIFICATION REQUIREMENTS

1. Information about the firm's history;
2. Education, technical training, and experience of key personnel;
3. The firm's experience in providing similar services in Ohio (*i.e.*, master planning for museums or other public entities)
4. Ability of the firm to provide services as needed by the Board
5. List of consultants used to provide any services not performed by the primary firm;
6. Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:
 - a. Consultant, name of project and location;
 - b. Brief description of the project;
 - c. Year services were completed or anticipated completion date;
 - d. Other relevant information about the project and the firm's services;
 - e. Reference contact person and phone number;
7. The firm's past experience with the HC&M, if any;
8. The firm's location and proximity to the site for purposes of attending meetings at the HC&M.

ADDITIONAL INFORMATION REQUESTED

In addition to the above requirements and information listed above, the firm's submittal should include the following:

1. Available start date of master plan and projected completion date.
2. Provide information about the insurance coverages carried by the firm, including professional liability insurance.

EVALUATION CRITERIA FOR SELECTION

The evaluation of the statement of qualifications will be based primarily on the following: (1) competence of the firm to perform the required services, as indicated by the technical training, education and experience of the firm's personnel who are likely to be assigned to perform the services; (2) ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; (3) experience of the proposed personnel in performing the specified services; (4) past performance as reflected in evaluations of previous clients with respect to factors such as quality of work and meeting deadlines; and (5) other similar factors.

HC&M will evaluate the proposals submitted and short-list no fewer than 3 firms that it considers to be qualified to provide the required services. HC&M intends to interview the short-listed firms to explore further their proposal, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the work. The Board or Board designee's reserve the right to reject, in whole or in part, any and all proposals that are not in the best interest of the Library and/or fails to meet the requirements of the RFQ. Following this evaluation, HC&M will rank the firms in the order it considers to be most qualified to provide the required services and initiate contract negotiations with one firm.

Firms wishing to submit qualifications for the outlined services must do so in writing before **4 p.m. on Friday, April 30, 2021**. **Submit 1 copy** of the firm's qualifications by mail, overnight delivery, or electronically to:

Nina Thomas
Westerville Public Library History Center & Museum
126 South State Street
Westerville, Ohio 43081
Email: nthomas@westervillelibrary.org

Submit all questions regarding this RFQ in writing to Nina Thomas at nthomas@westervillelibrary.org with "Museum Master Planning" in the subject line (no phone calls please). Questions will be answered and posted to the Westerville Public Library website at <https://www.westervillelibrary.org> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.