



January 24, 2019

**RE: REQUEST FOR LETTER OF INTEREST AND STATEMENT OF QUALIFICATIONS
(LOI/SOQ) FOR PROFESSIONAL CONSULTING/ENGINEERING/ARCHITECTURAL
SERVICES FOR:**

VISION TULSA – GILCREASE MUSEUM RENOVATION AND EXPANSION

Your firm, among others, is invited to submit a Letter of Interest/Statement of Qualifications (LOI/SOQ) and a Design Team and Related Services Questionnaire, (Form TUL-9280) found on the City's website:

<https://www.cityoftulsa.org/media/1048/tul9280.pdf>

to the City of Tulsa on behalf of the Gilcrease Museum Vision Task Force (Committee) to provide Professional Consulting Services for the project referenced above.

The City of Tulsa on behalf of the Committee is requesting qualifications for architecture services for Tulsa's Gilcrease Museum Renovation and Expansion. A scope of work associated with this LOI/SOQ is as follows:

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 - 1.1** Project Description
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1.0 Overview

1.1 Project Description

The Thomas Gilcrease Institute of American History and Art, known as Gilcrease Museum, houses a comprehensive, interdisciplinary collection of art, culture, and history of North America. The museum is home to an American art collection presenting more than 300 years of paintings, sculptures and works on paper, including the largest public collection of art of the American West. The Anthropology collection represents hundreds of Indigenous cultures from across North America, from 12,000 BCE to the 21st century.

Adjacent to the museum is the new Helmerich Center for American Research that houses the vast Gilcrease archival collection. The archive is one of the most extensive collections of rare books, documents, maps, and unpublished material related to the history of the North American continent. THE HELMERICH CENTER WILL NOT BE A PART OF THIS PROJECT.

Gilcrease Museum is owned by the City of Tulsa, which is partnered with The University of Tulsa to steward the museum.

1.2 Approach

Gilcrease has received a \$65 million appropriation from the City of Tulsa for a comprehensive renovation and minor expansion of their existing approximately 119,000 square foot building. An additional \$10 million dollars is provided for this project from a private foundation. Gilcrease has engaged Gallagher & Associates, a museum planning firm, to create an Interpretive Master Plan and financial feasibility study to guide the development of this process. The process resulted in the building program outlined below.

1.3 Program and Budget

It is anticipated that the Gilcrease renovation and addition project will be developed primarily within the existing building in Tulsa, OK. The project's primary scope will be to renovate almost the total building with a minor addition to the lobby and building facade. This comprehensive renovation will result in new world-class exhibition galleries, permanent and changing. In addition, the project is expected to include minor site and landscape planning.

The current program and budget for the project is as follows:

- New Construction: Approximately 10,000 Square Feet ("SF")
- New Construction Sub-grade Collection Storage: 10,000 SF
- Renovation of Existing: Approximately 64,300 SF

It is expected that the new construction will consist of:

- New Entry Lobby 5,000 SF
- Temporary/ Changing Gallery at the front of the building 5,000 SF
- Two-story, sub-grade Collection Storage space 10,000 SF
- New building façade along the entry side of the building.

The renovation spaces are expected to include the following:

- Thematic Exhibit Galleries apx 26,000 SF
- Changing Exhibit Spaces apx 5,542 SF
- Retail and visitor services apx 4,000 SF
- Multi-function Space (Vista Room, Catering and Adjacent spaces) apx 8,600 SF
- Education/Programming (Restaurant) apx 4,140 SF
- Helmerich Hall & Corridors apx 5,166 SF
- Kravis Discovery Center (Floor 2) apx 3,600 SF
- Graphic/ Painting/ Art Storage (Floor 3) apx 3,125 SF
- Administrative Offices (Floor 1) apx 1,825 SF
- Allow for apx 2,000 SF of crate storage (locations to be determined)

Note: The above SF are net square foot estimates

The total capital budget for the project is \$75M. This budget is “all-in” including all hard and soft costs necessary for the design and construction of the building and interior including all functional MEP, FFE, exhibition work and appropriate design and construction contingencies.

Exhibit design is included within the \$75M, but will be handled under separate agreement between Gallagher & Associates and the City of Tulsa.

While the City of Tulsa anticipates fully funding the project, contracts will be awarded based on available funding and amended as funding permits.

2.0 Qualifications

2.1 Firm Capabilities

Please provide information on how your company is organized. A firm organizational chart with roles and responsibilities clearly defined is acceptable.

Provide qualifications and relevant experience of the firm’s work on similar museum projects. Understanding the articulate demands of a project that is primarily renovation and transformation of existing structures.

Firms must have experience in the renovation of cultural institutions that are collections rich and understand the environmental and security demands of designing for highly fragile, sensitive and valuable collection. Firms must have a working understanding of the relationship between architecture and exhibition planning and design as that work will be occurring concurrently.

Firms must know how to create a comprehensive team of professionals to execute the work required in this LOI/SOQ.

2.2 Project Team

Identify the project principal, the project manager, key staff and all required sub-consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience working on museum facilities
- Unique knowledge of key team members relating to this project
- Experience on similar projects as a team
- Time commitment of key staff, defined by individual
- Qualifications and relevant sub-consultants experience
- Working understanding of working with exhibition planning and design firms.

2.3 Project Approach

Please describe how you plan to accomplish the following project control and management items:

- Provide an overview of your suggested work plan outlining your approach to completing the project in a timely manner under the integrated design process.
- Demonstrate your team's ability to provide cohesive and creative solutions to the project challenges and constraints.
- Provide an overview of your firm's Quality Control Methodology. How will you ensure procedures are followed related to the deliverables? How will you ensure the project is conceived for durability and sustainability?
- Explain how you ensure efficient and effective communication with the various user groups (Gilcrease National Board, Gilcrease Museum staff, and other development team members as appropriate) throughout the process.
- Explain how you would communicate with exhibit designers and curators and integrate into the design.

2.4 Prior Experience and References

Present Three (3) projects from the firm's portfolio. The selected projects should all be the work of the same lead person proposed for this project. You may include unbuilt work, but the majority of the projects should be completed.

In addition to images of the work, please provide a brief summary documenting:

- Scope of services for the project
- General description of client's needs and goals and how these goals were met
- How excellence in your scope of services was maintained throughout the project
- Any awards or recognitions

References: Include three (3) references for each project profiled above. Include name, title, role in project and contact information (phone number and email address).

3.0 Selection

3.1 Process

The Committee intends to select its design and construction partners in a two-stage process.

Stage One is the Request for Qualifications, from which the Committee will identify a “short-list” of firms that will be invited to interview. Stage Two, the interviews, will take place over a one or two day period in Tulsa, OK.

Representatives from the Committee may choose to visit the offices or previous work of some or all the “short-listed” firms before identifying their top choice. The top-ranked firm will be invited to enter into contract negotiations with the Committee. If terms cannot be agreed upon, the Committee may elect to negotiate with the next highest ranked team but is under no obligation to do so.

Contracts with the selected design team will be executed between design team prime and City of Tulsa.

The Committee intends to select a Construction Manager at Risk through a separate LOI/SOQ for this project.

3.2 Criteria

LOI/SOQ submissions will be judged on the following criteria (list in no particular order):

- Teamwork—The project will thrive on a culture of cooperation. The Committee expects its partners to demonstrate a commitment to-and a history of-cooperative professional relationships. The Committee requires collaborative teams with effective leadership.
- Previous Work—The firm and senior leader for this project must demonstrate a consistent record of peer-recognized excellence and innovation in their previous work. Your team’s ability will be evaluated by examination of the aesthetic, functional, technical, economic and sustainable qualities of built and unbuilt work for other clients. Submissions should include records of commendation and critical review. Where relevant, green or sustainable features of your work should be noted. As this project will feature the Paralympic Movement, your firm’s history in incorporating accessibility into your designs should be highlighted.
- References—Committee will contact a majority of the references each firm provides to obtain information about past performance. Please include a diverse range of references so that the Committee can get a sense of the scope of your practice, how you perform with different stakeholders on projects and the overall quality of the work you produce.

- Understanding Goals—Each firm must demonstrate through their submission, their ability to understand, relate to and realize the Museum's goals for this project. At this stage in the process, written statements are the Committee's closest approximation of a conversation with your team. Your documents should be clear, concise and compelling.
- Approach—The Committee must understand not only what you have done in the past but also the reason why. Please include information that explains clearly and succinctly your methodology, philosophy and approach to your work and how it has met or exceeded your client's expectations.

3.3 Schedule and Submission

Pre-Proposal Meeting / Conference Call:

Two Pre-proposal meetings / conference calls have been scheduled for:

Thursday, February 14, 2019, 10:00 am Central Standard Time
Gilcrease Museum
Helmerich Center for American Research
1400 North Gilcrease Museum Road, Tulsa, OK 74127

and

Thursday, February 28, 2019, 1:30 pm Central Standard Time
Gilcrease Museum
Helmerich Center for American Research
1400 North Gilcrease Museum Road, Tulsa, OK 74127

It is **mandatory** to either call in to or attend at least one of the pre-proposal meetings / conference calls to be able to submit for this proposal.

Please RSVP to Mary Kell prior to 48 hours in advance of the meeting / call. Call-in phone number to be provided upon emailed request as it becomes available to:
Mary Kell, AIA, mkell@cityoftulsa.org

A **non-mandatory** site visit of Gilcrease Museum will follow the meetings / conference calls. This site visit is not mandatory but strongly encouraged to allow potential proposers to become familiar with the Project facility and Project team.

Existing floor plans in pdf to be sent upon emailed request to Mary Kell.

Interpretive Master Plan / Programming Study created by Gallagher and Associates to be sent upon emailed request to Mary Kell.

Questions are due via email to Mary Kell by Tuesday, March 5, 2019, 5:00 pm central time. Addendums will be issued as needed to those attending pre-proposal meetings / conference calls.

The submittal shall be limited to Thirty (30) single-sided pages, excluding Form TUL-9280. Submit Thirty (30) copies of the LOI/SOQ and Form TUL 9280 to the City of Tulsa PCSSC, 2317 South Jackson, Room S-200, Tulsa, OK until 5:00pm, March 14, 2019 central time.

3.4 Evaluation of Proposals

Each LOI/SOQ shall contain the following information, which the Committee will evaluate and award the contract based on the criteria as described below:

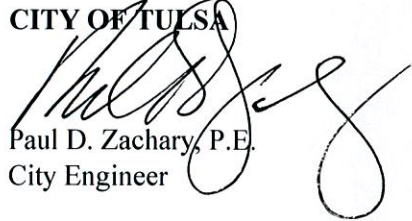
1. **FIRM QUALIFICATIONS AND PROJECT APPROACH:** Name, address, phone, and a brief history of the firm(s). Describe your firm's understanding of the project and approach to the scope of work. Describe services anticipated to be provided by your firm along with services to be provided by outside consultants. Describe your team's history of collaboration. (20 points)
2. **EXPERIENCE CONSIDERATIONS:** Experience of the Consultant or Consultant team, including the relevant experience of the key individuals who will be assigned to the project, as indicated by prior successful completion of similar projects, including projects in communities with populations similar in size to Tulsa (est. population 642,940). (20 points)
3. **PAST PERFORMANCES FOR PUBLIC PROJECTS:** Demonstrated ability to work effectively on a complex public project with the participation of multiple stakeholders and broad-based public input, and to bring such projects to successful completion within the restraints of time and budget. Describe your firm's project budgeting and cost estimating procedures with results. (20 points)
4. **TEAM ORGANIZATION AND RESUMES:** Resumes shall note licensures, certifications and professional memberships. (15 points)
5. **ABILITY TO PERFORM WORK:** Availability of staff. Projects in progress. Projects currently, or anticipated to be, under contract with City of Tulsa. Services to be provided by others. Percent of work to be done in Tulsa Metro area. (15 points)
6. **REFERENCES:** Provide verifiable references with current contact information. (5 points)
7. **SMALL BUSINESS ENTERPRISE PARTICIPATION;** Your understanding of the City of Tulsa SBE utilization policy and planned use. (5 points)

The Committee reserves the sole right to evaluate the submittal, waive any irregularities, select firms for submittal of proposals / interview or reject any and all firms that submitted should it be deemed in its best interest. All parties selected to submit proposals will be notified by mail. Please direct comments, questions, and requests for information/clarification to Mary Kell at the above email address or by phone 918.596.2582. Comments must be in writing.

Your interest in our capital program is appreciated.

Sincerely:

CITY OF TULSA


Paul D. Zachary, P.E.
City Engineer

4.0 Appendices

APPENDIX 1: ARCHITECT

The Architect LOI/SOQ response should address the following:

- Experience with high-profile projects.
- Programming expertise.
- Development Plan expertise.
- Demonstrated ability to produce high-quality Construction Documents for complex architectural designs.
- Ability to coordinate complex systems between disciplines.
- Prompt and thorough submittal reviews.
- Ability to communicate design intent in early design phases in a way that facilitates accurate CM/GC building system cost modeling.
- Ability to balance the tension between Architect imagination and budget considerations.
- Ability to ensure building design meets architectural ambitions while serving program requirements.
- High-Performance Building experience and expertise.
- Ability to deliver timely and accurate bid documents in a fast-track delivery scenario.
- The design embraces and enhances the exhibits it houses.
- The design respects the project budget.
- It considers and accommodates other planned elements of the re-development.
- The design is both environmentally sustainable and maintainable.

Subject to negotiation with the Board, please propose a complete team of consultants with whom you have developed a successful relationship capable of delivering a technically complex, publicly visible, architecturally important, and sustainable project.

The Architect will share responsibility with the Exhibit Designer for program confirmation.

The Architect will be selected on the basis of qualifications with fee negotiated upon selection. If fee negotiation is unsuccessful, the Committee reserves the right to negotiate with other finalists in the selection process, but is under no obligation to do so.