



300 S. Pepper St., Christiansburg, VA 24073

montgomerymuseum.org

MONTGOMERY MUSEUM OF ART AND HISTORY

Request for Proposal (RFP)

Architectural Services

Issue Date: October 16, 2021

Proposal Due Date and Hour: October 28, 2021 at 3:00 PM

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Architectural Services

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Montgomery Museum of Art and History

RFP

ISSUE DATE: October 16, 2021

(TO BE COMPLETED AND RETURNED)

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Bob Lewit, e-mail: bob.lewit@gmail.com by no later than October 27, 2021 by 12:00 PM. No late questions will be accepted.

DUE DATE: Sealed Proposals will be received until October 28, 2021, up to and including 3:00PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification. Visitation to the Museum Facilities can be scheduled upon request. Contact the Museum during business hours by phone: 540 382-5644 or by e-mail: bob.lewit@gmail.com

ADDRESS: Proposals should be mailed, or hand delivered to: Montgomery Museum of Art and History, 300 Pepper Street, Christiansburg, Virginia 24073. Reference the Due Date and Hour, and RFP number in the lower left corner of the return envelope or package. (RFP# 01-2021)

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print)		Federal Taxpayer Number (ID#)	
Business Name / DBA Name / TA Name and Address			
Contact Name/Title		Signature (ink)	Date
Telephone Number	Fax Number		E-mail Address

MONTGOMERY MUSEUM OF ART AND HISTORY
RFP# 01-2021
Architect Services

I. PURPOSE:

The intent and purpose of this Request for Proposals (RFP) is to establish a contract through a competitive negotiation for conceptual planning and design assistance for the new Montgomery Museum of Art and History building located in downtown Christiansburg. These services are a vital component of the museum expansion planning grant that was received from the Appalachian Regional Commission (ARC). The planning grant will allow the Museum to start the expansion work necessary to pursue the design upgrades, which are necessary for the new museum facility to accommodate current and future needs for the community.

II. BACKGROUND:

The Montgomery Museum is located in the southwestern part of Virginia in the region known as the New River Valley. The existing museum building is situated in the Town of Christiansburg at 300 Pepper Street. The Town is located near the center of the region and is directly south of the Town of Blacksburg, Virginia. According to the U.S. Census, the Town's population is 22,259. The Museum is scheduled to move to a new location situated in the central downtown area of Christiansburg at 4 East Main Street. This new facility is the historic Bank of Christiansburg and will house the Museum exhibits, offices, research facilities and community space.

III. STATEMENT OF NEED:

After 40 years of use, the museum has outgrown its current building and is in the need of more space than the current 2500 sqft. The Museum will be undertaking a renovation to the historic downtown bank building that will be acquired on February 28th, 2022. Since this property will be the new location for the Museum, the Museum had applied for a planning grant from the Appalachian Regional Commission to help plan for the move. Having been awarded the grant, the Museum will use the Planning Grant to generate strategies that will identify how the new property and the current property can be renovated to fit the needs of the museum and the community as a whole.

The Museum is requesting proposals from consultants to provide the following services outlined in the scope of work (below) to assist in planning grant activities for this project. The Museum has approximately \$35,000 available to support this work.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions in **ATTACHMENT B**, as applicable.

IV. **SCOPE OF WORK:**

Conceptual planning and design services for a Master Plan

- a. **Kick off Meeting** - Work collaboratively with the Museum Staff and Board of Directors to gather information on the needs of the new museum facility and operations. Assess the current building space and the new facility downtown. Scope shall include determining building code ramifications to changes in both structures, consultations with Architectural Historians to review the buildings for any historic characteristic to be preserved or enhanced as well as review of all existing plans and survey documents for each facility. Majority of the scope of this planning grant shall include not only the new downtown facility but also the existing museum since both facilities will be part of the master plan. The existing building will only be a part of the overall proposal and encompass a basic assessment of the existing property.
- b. **Museum Engagement Plan** - Development of a Museum Stakeholder engagement plan and efforts to learn of market potentials and generate a case for viability. Scope shall include series of telephone conference roundtables with the Town, County and other local Museums, funding representatives, neighborhood leaders and critical stakeholders to learn of the community needs. Gather information and generate a survey for the collective interests in viable Museum programs that the community supports. This phase shall coincide with the Museums Capital Campaign for funds for the new facility.
- c. **Conceptual Design** - Develop a conceptual design to transform the bank building into a state-of-the-Art Museum facility. Scope shall include meeting with Museum staff and Board members to identify the best alternatives for the master plan direction. This includes, allotment of existing space, ADA bathroom facilities, central elevator location, options for separate rental office space, phasing of program space, design of lighting, fire suppression options, furniture and finish selections, review of security and implementation of state-of-the-art audio and visual equipment. The majority of the conceptual designs shall be set up for the new museum facility. A portion of the concepts shall include the existing facility and its surrounding grounds.
- d. **Design Proposal** - Creation of a phasing plan and final retrofitting design proposal, including cost estimates, phasing strategies, timeline, and potential funding sources for the capital campaign. Scope shall include illustrations and descriptions of the renovations, cost estimates for each component and possible phasing. Review with the Museum Board of Directors to make revisions as needed. Work with historic building engineers (structural, electrical, mechanical, civil, etc.) to assess utilities, upgrades and feasibility to both the new downtown building facility and the existing museum grounds.
- e. **Presentation and Documentation** – A report shall be completed of the entire planning process that will include a multi-page draft study that can be used for marketing, public relations efforts, and grant procurement. All documentation shall be in hard copy as well as digital.

Work is expected to begin on or about November 2021. Submittals should address the items above and must be limited to no more than twenty pages, not including references.

V. **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

A. **GENERAL REQUIREMENTS:**

RFP Response: In Order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) digital submittal and three (3) hardcopies of each proposal must be submitted to:

Bob Lewit, ARC Grant Coordinator
Montgomery Museum of History and Art
300 Pepper Street
Christiansburg, VA 24073

Digital submittal may be sent to the following email: bob.lewit@gmail.com

Hard copies to the above address.

Identify on the outside of envelope: Sealed RFP # 01-2021

RFP Due date/Opening date and hour: October 28, 2021 at 3:00 PM

The Offeror shall make no other distribution of the proposal.

1. **Proposal Preparations:**

- a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Grant Coordinator will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals will be reviewed and evaluated by a committee as designated by the Museum Board of Directors.
- c. Proposal should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- d. Proposal should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the

requirements as it appears in the RFP if a response covers more than one page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume. Proposals should be no longer than 20 pages.
- f. Ownership of all data, materials and documentation originated and prepared for the Museum pursuant to the RFP shall belong exclusively to the Museum and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

B. SPECIFIC REQUIREMENTS:

Proposals should be as thorough and as detailed as possible so that the Museum may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal in tabs as noted below:

- 1. The return of the RFP general information form and addenda, if any, signed and completed as required.
- 2. Statement of Qualifications describing the relevant work experience your firm has related to the scope of work described above, and the staff who would potentially be assigned to the project and a description of their experience.
- 3. Proposed Scope of Work based on the description in this RFP.
- 4. Three references with project details, address, owner contact information.
- 5. Please limit your response to no more than 20 pages.

VI. EVALUATION AND AWARD OF CONTRACT:

A. AWARD OF CONTRACT:

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the Offerors so selected. After negotiations have been conducted

with each Offeror so selected, the Museum shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The Museum may cancel the Request for Proposal or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. Should the Museum determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

B. EVALUATION CRITERIA:

The Montgomery Museum of History and Art will designate representatives to serve on a review committee that will assess responses and interview qualified firms based on the criteria described below. The review committee will engage in individual discussions and interviews with two or more Offerors deemed fully qualified, responsible, and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Offerors are encouraged to elaborate on their qualifications, performance data, and staff expertise pertinent to the proposed contract as well as alternate concepts.

Proposals shall be evaluated by the Museum using the following criteria:

EVALUATION CRITERIA	WEIGHT
1. Expertise, experience and qualification of the firm's personnel in providing services as related to the Scope of Services.	40%
2. Overall suitability to provide the services for this project within the time, budget, and operational constraints that may be present, and the comments and/or recommendations for the firm's previous clients, references and others.	30%
3. Familiarity with the Appalachian Regional Commission's program procedures and requirements, including the documentation necessary to pursue funding for the projects identified in this Scope of Service.	20%
4. Current and projected workloads and ability to complete the work in a timely manner.	10%

VII. RESERVATION OF RIGHTS:

The Museum reserves the right to award in part or in whole, to one or more vendors, or to reject any or all proposals, whichever is deemed to be in its best interest.

VIII. CONTRACT ADMINISTRATION:

Bob Lewit (ARC Grant Coordinator), or designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or designee, shall determine the amount, quantity, acceptability, fitness

of all aspect of the services and shall decide all other questions in connection with the services. The Contract Administrator, or designee, shall not have the authority to approve changes in the services which alter the concept, or which call for an extension of time for this contract. Any modifications made must be authorized by the Museum Board of Directors through a written amendment to the contract.

IX. **PAYMENT PROCEDURES:**

The Museum will authorize payment after receipt of Contractor's correct invoice for services rendered. Invoices shall be sent to:

Bob Lewit
300 Pepper Street
Christiansburg, VA 24073
bob.lewit@gmail.com

ATTACHMENT A
MONTGOMERY MUSEUM GENERAL TERMS AND CONDITIONS

Terms and Conditions will be jointly agreed upon by the Museum Staff and the winning bidder upon contract agreement.

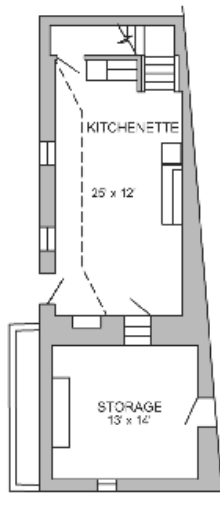
ATTACHMENT B
CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER
FEDERAL AWARDS

Winning bidder will comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, found at 2 C.F.R. 200.317-326.

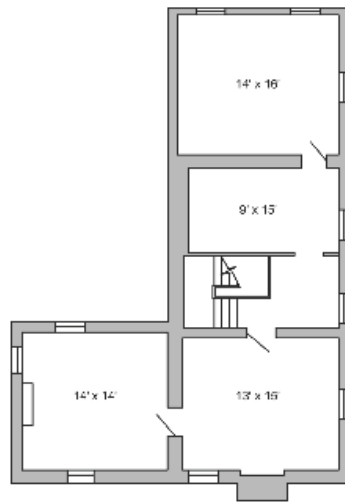
ATTACHMENT C
Building Layouts

Existing Museum Building
Pepper House, c.1854

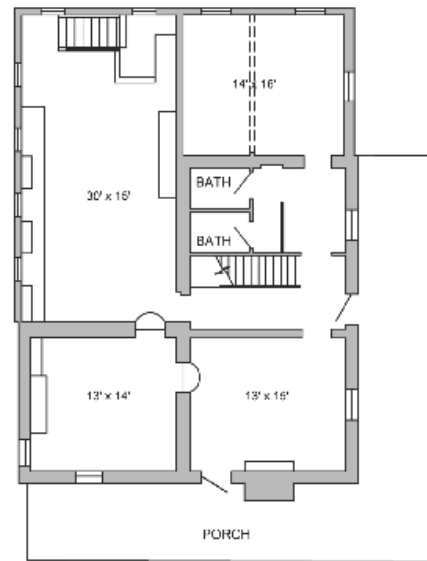
300 PEPPER STREET, SE.
CHRISTIANSBURG, VA 24073



LOWER LEVEL



SECOND LEVEL



MAIN LEVEL

**Proposed Adaptive Reuse of
4 East Main Street, Christiansburg
Former Bank of Christiansburg, 1964**

