

Answers to Submitted Questions
RFP Design Firm for Schematic Design Phase

1. *Question: Will the architecture firm selected to design the Museum Complex be responsible for designing the finished interior spaces of the IFC, or just for providing “vanilla-box” tenant spaces for the IFC’s own designers to fit-out as finished exhibit spaces, auditorium, theatre, classrooms, etc.? (The Architect’s RFP from August refers to the architect “designing the core and shell” and producing space fit-out drawings).*

Answer: No, the architecture firm selected to design the Museum Complex in response to the LMDC Architectural RFP will initially be contracted for the feasibility planning and schematic design phase to design the core and shell. The design RFP that you are responding to is looking for a design firm to help plan the design of the interior spaces.

2. *Are you expecting the contractor under this RFP to provide architectural and engineering input and support in order to interact with the architect of the Museum Complex, especially for the follow-on phases beyond Schematic Design?*

Answer: Yes, to the degree that the design firm is qualified to offer such support during the feasibility planning and schematic design phase. It is yet to be determined what will be required once this phase is completed.

3. *Should we include licensed architects and engineers during the Schematic Phase, or only later to fully design the interior spaces and exhibits?*

Answer: Whatever consultants you may need to work with specifically on your design should be included in your proposal. Architects and engineers that will be dealing with the design and construction of the core and shell do not need to be included in your proposal.

4. *Should we include content researchers to identify graphics, artifacts, film footage, etc? Will Kunhardt Productions undertake content research in one or more of these areas?*

Answer: Although Kunhardt Productions will oversee the creative development of the Center, it will be a collaborative process that should include your own content researchers.

5. *Will the Committee of Scholars and Advisors be actively providing historic and curatorial input, or do we need to include historians and/or artifact collection specialists as part of our project team?*

Answer: Both. The Committee of Scholars and Advisors will be actively providing historical and curatorial input on a volunteer basis, but they will not be the sole source of input. Any Historical and curatorial input research will be extremely valuable to the creative process. Additionally, the design firm will help to organize charettes and brainstorming sessions with the Committee and any other consultants to further develop content.

6. *Is the \$35 million mentioned in the RFP the working budget for the exhibits and media?*

Answer: No, the \$35 million applies to the capital construction costs for the entire project (of which your exhibit is a part.)

7. *The scope requires “participation in weekly meetings with IFC, KPI, etc.” Can this be accomplished by teleconferences on a weekly basis and by meeting in person, say on a monthly basis, to save travel time and expenses?*

Answer: The IFC will try to schedule as many meetings via teleconference as possible, but it should be assumed that attendance will be required for at least two meetings a month. These will be working sessions that will be difficult to conduct via teleconference.

8. *The RFP asks us to “provide a list of recommended subcontractors.” How do these differ from the members of our project team? Are these the subcontractors, like structural or mechanical/electrical engineers, we might want to bring on later for follow-on phase(s)?*

Answer: You should only provide a list of subcontractors if there are tasks in the scope of work for the feasibility planning and schematic design phase that your team cannot deliver. Subcontractors for future phases will be dealt with at a later time.

9. *By “fee schedule” do you mean a payment schedule with milestone deliverables identified for each billing?*

Answer: Yes.

10. *Page 8 states we should show “experience where firm has done substantial design for a leading cultural institution with a construction budget of at least \$35 million.” Does our work qualify if the budget for the building and exhibits together exceeds that amount (verus just the exhibit component being valued at \$35million)?*

Answer: Yes, it refers to the capital construction budget of the overall project (of which your exhibit is a part.)

11. *The proposal is limited to 20 pages, not including attachments. The Architect’s RFP specifically flagged which requested response items did and did not count as part of the page limit (like the contact page and fee proposal and work samples all were excluded.) Please tell us which required items are not part of the 20 pages limit, as we are concerned about adequately addressing your many issues in that amount of space.*

Answer: The response items that do not need to be included in the 20 page limit are as follows: overview of the firm’s work, organizational structure of the firm, references, subcontractors information (including the philosophy of working with subcontractors), fee information, contact information, conflict of interest, and non-discrimination policy.

12. *What application can the electronic copy of the proposal be produced in? Quark, In Design, PDF’s, or MS Word preferred?*

Answer: PDF or MS Word.

13. *The proposal document, if it includes images, will be too large to email as requested. Can we put it on disc instead?*

Answer: Yes, as long as it is received before the deadline for submission.

14. *On page 6 you request “3 references for each of clients and subcontractors.” Does this mean you want us to provide 3 of our subcontractors’ names for you to contact as references... Or...that you want our subcontractors also to provide client references.*

Answer: The latter. Each submission must provide reference information for all subcontractors or clients included in the proposal.

15. *The architect’s RFP refers to the need for a Museum Design Consultant (Page 16, 20.vii.), a Specialty Subconsultant “Exhibit Design” on page 17 sub-section v. and “Audio Visual” [design and spec] in Section vi. This seems like both a cost overlap (because we can do all of that) and creative nightmare (if the architect has a full team of their own ready in addition to ours.) How can this be resolved now as it will make fees much higher for both terms?*

Answer: The preliminary design of the interior and public spaces of the IFC will be a collaborative process between the IFC and the lead architect team. Each team will have its own consultants. You will need to provide any consultants necessary to complete the scope of work outlined in this RFP and be prepared to work with any consultants the lead architect has assigned to the project. It may be determined in later phases that only one consultant is necessary, but at this point you should only include what you feel is necessary to complete the scope of work outlined in this RFP.

16. *Will you essentially “shotgun marry” a separately selected architect and exhibit designer or should we team up ahead of time?*

Answer: The architect and the exhibit designer will be selected separately. The exhibit design firm selected for this RFP will work with the master architect selected throughout the planning phase.

17. *What exactly will KPI provide in terms of narratives, workbooks, artifact selections etc? This affects the level of research and writing we need to budget for.*

Answer: KPI and the selected design firm will work both collaboratively and individually on content development for the IFC. KPI will provide the selected design firm with research and information created during the early planning phases, but both groups will work on developing the narrative, programming, and exhibit ideas for the feasibility planning and schematic design phase including historical and artifact research.

18. *Has a visitation study and through-put plan been done or must that be part of the designer’s scope?*

Answer: That will be provided and does not have to be part of the designer’s scope.

19. *You have included study of the Public and support spaces. Isn’t that best done by the lead architect?*

Answer: The public and support spaces will be designed collaboratively with the IFC team and the lead architect. The selected design firm will work with the lead architect on behalf of the IFC as the feasibility planning and schematic design phase unfolds.

20. *The Architect's RFP includes a lighting designer for exhibit lighting. Should we assume no lighting consultant is required on our end as their cost is covered elsewhere? There appears to be the same overlap for acoustical study and design (See pg 17 of the architect's rfp and page 4 of the exhibit design rfp).*

Answer: If your design includes exhibit space with particular lighting and acoustical needs then you need to provide appropriate consultants.