



CHARLESTON NAVAL COMPLEX REDEVELOPMENT/NAVAL BASE MUSEUM AUTHORITY

REQUEST FOR QUALIFICATIONS

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MUSEUM PROJECT

RFQ ISSUE DATE: APRIL 22, 2019

RFQ DEADLINE: MAY 29, 2019

The Charleston Naval Complex Redevelopment/Naval Base Museum Authority (RDA) invites proposals from qualified project teams to plan, design and assist during construction of a new museum that will display the H.L. Hunley submarine, the Peery Maritime Collection and other maritime related items. The RDA is currently considering two locations for building the museum and anticipates a decision to be made on the location by late 2019. The project budget is also being determined as the location of the museum will dictate the size and complete function of the facility, but is anticipated to be up to approximately \$80 million.

MISSION

The goal is to develop a world-class maritime museum focused on our nation's naval history that delivers a powerful, educational, and unforgettable experience for its guests. An extensive maritime collection is in place that will help tell the fascinating story of America and her relationship with the sea through the centuries. The museum will also house the H. L. Hunley, the world's first successful combat submarine. The pioneering vessel has survived, is still intact, and will serve as a centerpiece to the museum. The new museum will highlight the significant contribution of the submarine to naval warfare and will follow the pioneering vessel from her inception during the American Civil War to the modern-day efforts surrounding her preservation and study. The museum's mission will be further defined during the strategic planning that will occur as a result of this RFQ.

BACKGROUND

The H.L Hunley Submarine

On February 17th, 1864, the *H. L. Hunley* became the first successful combat submarine in world history with the sinking of the USS *Housatonic*. After completing her mission, she mysteriously vanished and remained lost at sea for over a century. For decades, adventurers searched for the legendary submarine.

Over a century later, the National Underwater and Marine Agency (NUMA), led by New York Times bestselling author Clive Cussler, finally found the *Hunley* in 1995. News of the discovery traveled quickly around the world. A ground breaking effort began to retrieve the fragile submarine from the sea. The *Hunley* Commission and Friends of the Hunley, a non-profit group charged with raising funds in support of the vessel, led an effort with the United States Navy that culminated on August 8th, 2000 with the *Hunley's* safe recovery.

She was then delivered to the Warren Lasch Conservation Center on the former Charleston Naval Base and Shipyard in North Charleston, SC, a high-tech lab specifically designed to conserve the vessel and unlock the mystery of her disappearance. The *Hunley* has since been excavated and proved to be a time capsule, holding a wide array of artifacts that can teach us about life during the American Civil War. The submarine and the hundreds of artifacts found onboard are currently undergoing preservation work while archaeologists use the historical clues they have found to piece together the final moments of the *Hunley* and her crew. It is anticipated that the submarine's preservation will be at the stage to allow movement to and permanent display in a museum within the next few years. For additional background on the Hunley Project, visit <https://hunley.org/>.

The Peery Maritime Collection

The Peery Maritime Collection is an approximately 10,000 piece collection of artifacts from the Civil War era to include drawings from the Augusta arsenal, hundreds of pieces of art, pamphlets and lithographs, more than 400 charts, 3,000 rare books, maps and ship's plans, hundreds of newspapers and rare photographs. This collection is owned by the State of South Carolina and is stored in a climate controlled relic room at the Warren Lasch Conservation Center.

The Charleston Naval Complex Redevelopment/Naval Base Museum Authority

The Charleston Naval Complex Redevelopment Authority (RDA) was created in 1994 by the State of South Carolina Legislature in response to the 1993 U.S. Department of Defense Base Realignment and Closure announcement that closed the Charleston Naval Base and Shipyard in North Charleston, SC. The mission of the RDA is to receive the property from the U.S. Navy and create jobs to replace the jobs lost from the closure.

In 2014, the Redevelopment Authority was given the task of building a museum to house the H.L. Hunley Submarine. In order to accomplish this objective, the Charleston Naval Base Museum Authority was created as a division of the Redevelopment Authority.

The Hunley Commission

The Hunley Commission was created by the South Carolina Legislature to negotiate with appropriate representatives of the United States government concerning the recovery, curation, siting, and exhibition of the H.L. Hunley, which is owned by the United States Navy.

The Friends of the Hunley

The Friends of the Hunley is a partner of the Hunley Project and is dedicated to the preservation and display of the submarine and its recovered contents. It is the fundraising partner that currently operates a Hunley Museum, gift shop and provides tours of the submarine at the Warren Lasch Conservation Center on the former Charleston Naval Complex.

SCOPE OF WORK

This Request for Qualifications calls for the preparation of a **strategic plan** for the museum that will assist the Agency in aligning its mission, vision and goals for the museum and a **master plan** for executing the core directions provided by the strategic plan. This planning shall include preparation of a **business plan** to investigate the financial viability of the museum and shall include such items as an operating proforma, complete estimated project development costs, recommendations for needed financing/fundraising and any other pertinent information that impacts the financial viability of the project. The scope also includes complete A-E basic design services to include all architectural, building envelope, structural, civil, mechanical, plumbing, electrical, fire protection engineering and landscape architectural services required to construct a museum and exhibit spaces and all required ancillary structures, to include but not limited to parking facilities, storage facilities, access road, etc. required for a complete operational facility. This will include the following phases:

Phase 1

- Strategic and Master Planning (to include a Business Plan)
- Programming/Conceptual design (to include conceptual level construction cost and schedule estimates)

Phase 2

- Schematic design
- Detailed design/Design Development
- Construction drawing development
- Construction bidding
- Construction administration (submittal/RFI review, progress review, etc.)
- Project closeout

The firms shall assemble an experienced project team with specific experience in museum and exhibit space planning and design. Responses to the RFQ shall delineate firms/personnel to be involved in planning, those to be involved building design and those to be involved in exhibit design.

It is the intent of the RDA to select and award an Agreement to one project team to provide Phase 1 and Phase 2 services. However, the initial fee award will be for Phase 1 services only so the RDA will only request a fee proposal for these Phase 1 services from the top ranked project team. Upon completion of the Phase 1 services, the deliverables will be provided to the RDA Board who will then determine if the

project proceeds into Phase 2. Should the RDA Board decide to proceed, the selected project team will be asked to provide a fee proposal to provide Phase 2 services and will commence these services upon RDA acceptance of this fee proposal.

ANTICIPATED PROJECT SCHEDULE

Issue RFQ:	April 22, 2019
RFQ Responses Due:	May 29, 2019
Listing of Firms Selected for Interviews Issued:	July 11, 2019
Interviews Conducted By:	August 9, 2019
Listing of Rankings of Interview Firms:	August 16, 2019
Design Agreement Executed/Design Start:	October 1, 2019
Phase I Services Complete	April 30, 2020
Commence Remaining Design	July 2020
Construction Documents Advertised:	January 2022
Construction Bid Opening:	February/March 2022
Construction Award:	March /April 2022
Construction Notice to Proceed:	May 2022
Construction Completion:	May 2024

These anticipated dates are subject to change. Dates assume a design-bid-build delivery method which is also subject to change

REQUIRED RFQ PROPOSAL CONTENT

1. Letter of Interest: Include a summary of interest in this project and concise response as to why your team should be selected.
2. Federal Standard Form 330 for each member of the team.
3. Certification stating whether the firm's principal place of business is located in the State of South Carolina.
4. Ability of professional personnel: Provide a description and organizational chart of your team. List the firm names, names of individuals involved, resumes, and the roles that each firm and individual will perform. Clearly identify each key individual's experience with similar projects, the specific role that individual performed and the firm they were employed with at the time.
5. Past performance on similar projects: Provide examples of work that demonstrate the team's experience in museum and exhibition space planning and design. Projects should have been completed within the past 10 years. Provide the name and contact information of the owner for each project and the overall project cost. Examples shall clearly indicate which members of the proposed team participated in project examples and the role of each firm.
6. Creativity and insight related to this project: Demonstrate, in detail, that the team understands the scope and objectivities to be performed in this project. Detail current thoughts that the

team may have generated in regard to size, shape, color, function, relationship to existing site features, etc. for the facility given the general scope of work provided herein.

7. Recent, current and project workload of the firms: Describe in detail how this project will fit into the total workload of the team during the project period and its capability to undertake this project.
8. Demonstrated ability to meet time and budget requirements: Please describe your process for ensuring that project milestones are met and that budget thresholds (design and construction) are not exceeded. Provide specific project examples demonstrating successful implementation of your process.
9. Proximity to and knowledge of the project area: Indicate any knowledge/familiarity regarding the proposed project area, which includes Berkeley, Charleston and Dorchester Counties. Specify the office location that the team will manage the project from and location of supporting firms. Describe your plan for client engagement and your process for efficiently routing information to your team and the client.

Questions Prior to Qualifications Submittal

Questions shall be submitted via e-mail to Sean P. McDonell, PE, RDA Operations Director at smcdonell@charlestonrda.com. Responses will be provided as promptly as possible. Questions should be limited to the requirements of the qualifications submittal. Responses will be sent only to the team generating the particular question(s).

THE SELECTION PROCESS

The Selection Committee

The selection committee for this procurement is:

RADM William L. Schachte, Jr. (Ret.) RDA Board Chairman and Selection Committee Chairman
Ronnie M. Givens, RDA Board Member
Robert M. Ryan, RDA Executive Director
Kellen Correia, President and Executive Director of Friends of the Hunley
Sean P. McDonell, RDA Operations Director (Selection Committee Point of Contact)

Short-Listing Professionals for Interviews

A. The RDA will advertise this Request for Qualifications (RFQ) and allow a reasonable amount of time for teams to review the requirements of the RFQ, prepare their responses and submit their responses to the RDA.

B. Upon receiving submittals in response to the invitation for professional services, the RDA will review them for completeness. Each submittal will include the information required in the “Required RFQ Proposal Content” portion of this RFQ.

C. In the event of an incomplete submittal, the RDA may contact the project team to obtain the required information provided the submittal due date has not passed. Project teams must submit any such supplemental information before the submittal due date. The RDA may disqualify any project team that fails to supply required information before the due date from further consideration for non-responsiveness.

D. The Committee must evaluate all submittals prior to conducting any interviews.

E. After evaluating the submittals, the Committee will create a short-list of project teams considered most qualified for the Committee to interview.

F. The Committee will select a minimum of three project teams for interviews. If fewer than three project teams respond to the invitation, the Committee will should interview each project team. If only one submittal is received, the Committee should evaluate the project team’s qualifications. The committee may or may not conduct an interview.

G. The Committee must prepare a written report supporting its determination as to which project teams it chose to interview.

H. The RDA must immediately send a copy of the Notification of Selection for Interview to all project teams that responded to the Invitation for Professional Services and post it on the public bulletin board at the RDA office (1096 Navy Way, North Charleston, SC. 29405).

Site Visit for Shortlisted Teams

A site visit will be conducted for the shortlisted firms at a time and date to be determined. The firms will be invited to attend to discuss the project and visit the submarine being preserved, view elements of the Peery Maritime Collection and the existing museum and gift shop at the Warren Lasch Conservation Center, 1250 Supply Street, North Charleston, SC 29405. Site visits to the two current site possibilities will also be conducted.

Interviewing and Evaluating Short Listed Professionals

A. No later than ten days before the interview date, the Committee will send written notice of the date and location for interviews to the short-listed project teams.

B. All interviews should occur on the same day if possible.

C. If the Committee will be interviewing the project teams in various locations, the Chair should make sure that each location is similarly equipped and furnished.

D. Each voting member of the Committee must be present for each interview. Only members of the Committee may be present during interviews and interviews should be held in “executive session”.

E. During the interviews, the Committee must evaluate the project teams on the following criteria:

1. Ability of professional personnel.
2. Past performance on similar projects.
3. Creativity and insight related to this project.
4. Recent, current and projected workloads of the firms;
5. Demonstrated ability to meet time and budget requirements.
6. Proximity to and knowledge of the locality of the project sites.

F. The Committee must not discuss fees and compensation with the project teams during the interviews.

G. After the close of all interviews, each committee member must complete an evaluation of all interviewed project teams using the Professional Services Selection Committee Member A-E Evaluation form. If a committee member determines two project teams to be equally qualified, the committee member must re-evaluate their rankings to break any ties in scores prior to submitting the evaluation to the Committee Chair.

H. After each committee member has completed and submitted their evaluation to the Chair, the Chair must compile these rankings into a committee ranking using the Professional Services Selection Committee Summary form.

I. If the Committee determines two project teams to be equally qualified, the Committee must re-evaluate their rankings to break any ties in final rankings.

Final Determination and Notification of Selection

A. The Committee’s decision on the ranking of each project team is final, subject only to the RDA’s internal approval process.

B. Once the RDA determines its ranking report is final, the RDA must prepare a Notification of Selection for Contract Negotiation letter, listing the highest ranked project team.

C. The Agency must immediately send a copy of this letter to all project teams that responded to the Invitation for Professional Services and post a copy of the letter on the RDA public bulletin board located at 1096 Navy Way, North Charleston, SC 29405.

D. The Agency must support the selection of a non-resident with a written determination explaining why they selected that firm.

Negotiating Professional Services Contracts

A. The RDA must attempt to negotiate with the project teams with the highest ranking. The highest ranked project team will submit a cost and time proposal for Phase 1 Services only for RDA review. The RDA will respond with any questions or requests for clarifications and both parties will negotiate as necessary to reach an acceptable agreement.

B. Unsuccessful Negotiations

1. If the RDA is unable to negotiate a contract with the highest ranked project team, the RDA may terminate negotiations.
2. The RDA must provide the highest ranked project team with written notice of the termination of negotiations.
3. Upon providing written notice of termination to the highest ranked project team, the RDA must prepare and post a new Notification of Selection for Contract Negotiation letter showing the intent to negotiate a contract with the project team receiving the next highest ranking. This new Notice must be provided to all project teams responding to the invitation.
4. The RDA may then attempt to negotiate with this new project team.
5. If the RDA is unable to negotiate a contract with this project team as well, the RDA may continue the process in the same manner until the RDA is able to negotiate a contract. At no time, however, should negotiations include more than one project team.

GENERAL PROVISIONS

- A. Any cost incurred by proposers in preparing and/or submitting a RFQ for this project shall be the proposer's sole responsibility.
- B. All responses, inquiries, or correspondence relating to this RFQ will become the property of the RDA.
- C. All work shall be in compliance with all local, state and federal codes. The local municipality of the site selected will be the Building Official for the project unless it is constructed on State of South Carolina owned land, in which case the Office of State Engineer (OSE) will be the Building Official.

PROFESSIONAL LIABILITY INSURANCE

- A. All design professionals working for the State will carry professional liability insurance.
- B. The SCOSE AIA Document B101 set forth the recommended minimum amount of insurance. This document will be the design agreement that will be utilized for this project. These amounts take into

account the State's limited liability under Sovereign Immunity. Proposers may view the SCOSE AIA Documents B101 at http://procurement.sc.gov/files/ose/B101-2007.SCOSE_sample.pdf to review the insurance requirements.

DESIGN PROFESSIONAL ERRORS AND OMISSIONS

A. The RDA should notify the Design Professional whenever the Agency believes the Design Professional's work product contains errors or omissions. The A-E must correct any error or omission without cost to the RDA.

B. When the Design Professional's error or omission results in costs to the RDA over those the RDA would have paid had the error or omission not occurred, the Design Professional is responsible for such additional cost. For purposes of determining costs, each error or omission constitutes a separate event.

C. If some or all of the increased costs due to an error are owed to a third party, such as a contractor, the Design Professional may elect to negotiate directly with the contractor and pay the contractor directly.

D. All work added due to an omission must be negotiated through the RDA to be sure the additional work is included in the construction contract by change order.

SUBMISSION OF QUALIFICATIONS

Complete qualification packages must be received by **4:00 PM, May 29, 2019**. Interested project teams shall submit five (5) bound copies and one (1) electronic copy PDF format of their proposal to the following address:

Charleston Naval Complex Redevelopment/Naval Base Museum Authority

ATTN: Sean P. McDonell, PE, Operations Director

1096 Navy Way

North Charleston, SC 29405

(843) 747-0010

Questions can be addressed through e-mail to Sean McDonell: smcdonell@charlestonrda.com (843) 747-0010.

RESERVATION OF RIGHTS

A. The RDA reserves the right to reject all project teams, decline to proceed with selection of any candidates, to request additional qualifications, to waive any irregularities therein and to make inquiries as necessary to verify qualifications.

B. Nothing in the RFQ document will require the RDA to proceed with planning, design or construction of this project.