

**BIRMINGHAM MUSEUM OF ART
REQUEST FOR QUALIFICATIONS
PROFESSIONAL ARCHITECTURAL / ENGINEERING SERVICES**

The Birmingham Museum of Art (BMA/Museum) solicits a Request for Qualifications (RFQ) from a professional architect or architectural firm to prepare a feasibility study to determine the viability of expanding on the Museum's current footprint, located at 2000 Reverend Abraham Woods, Jr. Boulevard in Birmingham, Alabama. The proposer must demonstrate, through this RFQ, knowledge and experience in the needs of museum facilities as well as the construction of additions to existing structures.

This Request for Qualifications is the first phase of a competitive two-part process. A subsequent Request for Proposals (RFP) will be the second phase. Only successful applicants selected pursuant to this RFQ will be invited to prepare and present RFP proposals in response to the second phase of the competitive process. The Museum reserves the right in its sole objective discretion to select those applicants who will be invited to respond to the RFP. The formal RFP is anticipated to be published on December 2, 2013. Any invitation to submit an RFP that is issued to an applicant by the Museum should in no way be construed as a contract award.

The work to be considered under this feasibility study includes, but is not limited to, assessing the following aspects of the Museum's current site for potential expansion:

- Architectural
- Structural
- Civil
- Electrical
- Mechanical/Plumbing
- Acoustic
- Environmental/Geotechnical
- Landscape
- Air Space Regulations

All applicants who intend to respond to this RFQ must complete the *Statement of Qualifications* form provided in this RFQ document. Applicants should include any relevant supporting documents which demonstrate evidence of the firm's (and their team's) ability to perform required services; qualifications/expertise of the key personnel on the team; past performance and record of successful completion of similar work; and evidence of availability of staffing to begin immediately upon award of contract. Only electronically submitted applications will be considered. Applicants who advance to the second phase of the competitive process will be selected based upon criteria which include,

but are not limited to: experience, availability, schedule, and response time. The BMA reserves the right to reject any and all proposals, to waive formalities, or to accept any submission which appears to serve the best interests of the Birmingham Museum of Art.

Responses to this RFQ must be received by 2:00 PM on November 1, 2013 in the Birmingham Museum of Art administrative offices located on the third floor of the Museum at 2000 Reverend Abraham Woods, Jr. Boulevard, Birmingham, Alabama 35203. For further information contact Johnny McIntosh, CFO, at 205.254.2367 or jmcintosh@artsbma.org. Additional information can be viewed on the Museum's website at <http://www.artsbma.org/about/request-for-qualifications-rfq> and applicants should check back for updates that may be posted there.

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Project:	Expansion Feasibility Study
Type of Proposal:	Architectural/Engineering Services – Museum
Distribution Date:	September 12, 2013



BIRMINGHAM MUSEUM OF ART

STATEMENT OF QUALIFICATIONS REGISTRATION FORM

Please reference the Expansion Feasibility Study and include this form with all supporting materials submitted to the Birmingham Museum of Art, ATTN: Johnny McIntosh.

All inquiries, whether relating to the RFQ process, administration, deadline, or award, or to the intent or technical aspects of the services, must be submitted in writing to Johnny McIntosh, CFO, 2000 Rev. Abraham Woods, Jr. Blvd., Birmingham, Alabama 35203; jmcintosh@artsbma.org.

Consultants failing to comply with this requirement will not receive addendums that might be issued, resulting in a possible points deduction during the evaluation process.

EMAIL TO: jmcintosh@artsbma.org

Project Name	Expansion Feasibility Study
Firm Name (should also include names of any supporting firms who will provide expertise and services as part of the team)	
Address	
City and State	
Phone	
Fax	
Email	
Contact Person and Title	
Date	

**BIRMINGHAM MUSEUM OF ART
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SECTION 1 – PROJECT OVERVIEW

The BMA is the largest and most comprehensive art museum in Alabama, with a permanent collection of over 25,000 objects and an annual operating budget of \$6.2 million. Education is fundamental to our mission, and the collection supports this mission by serving as the primary basis for exhibitions, programs, and research. Major areas of collection interest include painting and sculpture, decorative arts, Asian art, and arts of Africa and the Americas. The Museum is free to the public and provides a number of adult, youth, and family programs throughout the year. More than 150,000 people are served by our programs annually.

The Museum hopes to embark upon an overall expansion that will contain four (4) phases: (1) expansion feasibility study; (2) design development; (3) capital campaign for fundraising; and, (4) construction administration. The Museum will enter into a professional services contract with the winning consultant for only phase one (1). The applicant who ultimately is awarded the RFP will also be eligible for future architecturally-related contracts, which may include phases two (2) and/or (4) of the overall expansion project. However, there is no guarantee that additional contracts will result from the RFP that results from this RFQ, and all contracts are dependent upon project demand, budget availability, and Board of Trustees approval. Proposers responding to this RFQ do so solely at their expense and the Museum is not responsible for any expenses incurred by entities responding to this RFQ.

SECTION 2 – SCOPE OF SERVICES

The Birmingham Museum of Art is seeking a consultant to provide a comprehensive feasibility study for the potential expansion of the museum on its current property. The Museum has substantially outgrown the current facility and needs to determine whether or not another expansion on the current site is a viable option. Additional space will be needed for staff offices, on-site storage for pieces of the permanent collection not on display, a ceramics study center and conservation lab, new galleries, and more social and gathering space. This study should take into account the needs of the Museum and the viability of the current facility as well as whether or not the current structure and property can allow expansion.

The feasibility study will address as a minimum the following areas of concern: Architectural, Structural, Civil, Electrical, Mechanical/Plumbing, Acoustic, Environmental/Geotechnical, Landscape and Air Space Regulations. The consultant will use the information gathered from the above testing and analysis, and other testing as deemed appropriate, to determine whether or not the current property can safely and effectively accommodate additional structures. After meeting with the staff, the consultant should be able to determine the appropriate questions that need to be

answered for an expansion to be successful. For example, it will need to be determined whether or not the existing building can have additional floors added and, if so, how many. Another example is how close the building can be extended towards the interstate before the vibrations start adversely affecting the artwork.

SECTION 3 – EVALUATION PROCESS & CONSULTANT SELECTION

The Museum’s Expansion Committee will review *Statement of Qualifications* applications. The outcome of this evaluation process may, at the Museum’s sole discretion, result in:

- Notice to applicants of selection or rejection to participate in the Request for Proposals phase of this expansion project;
- Further steps to gather additional information for evaluation (e.g. checking references, notice of placement on an interview list, requesting clarification); or
- Cancellation of the RFQ and either reissuance of the RFQ in the same or a revised form or no further action by the Museum with respect to the RFQ.

The Museum may reject any or all applications and may cancel this RFQ at any time if doing either would be in the public interest as determined by the Museum. The BMA is not liable for any costs an applicant incurs while preparing or presenting their application materials or during further evaluation stages.

Applicants’ RFQs will be evaluated based upon the following described categories. The applicant must describe how each of the requirements specified in this RFQ are met. Responses should be clear and concise.

	Evaluation Criteria	Maximum Score
1	Evidence of firm’s ability to perform required services	30
2	Qualifications/expertise of the key personnel on the team	25
3	Past performance and record of successful completion of similar work	30
4	Evidence of availability of staffing to begin immediately upon award of Contract	15
		Total Points: 100