

## REQUEST FOR QUALIFICATIONS – DESIGN SERVICES

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Administration of Project: Cincinnati Museum Center

Project Name: Cincinnati Museum Center - Dalton Street Campus (“Treasures”)  
Response Deadline: January 23, 2025  
Project Location: 1518 Dalton Avenue, Cincinnati Ohio 45203  
City / County: Cincinnati / Hamilton County  
Owner: Cincinnati Museum Center

Delivery Model: Design-Bid-Build

Electronic copies requested (e-mailed as PDF)

Submit the requested Statements of Qualifications directly to Rodney Maggard and Jerry Tepe at this email address:  
[rfp@cincymuseum.org](mailto:rfp@cincymuseum.org)

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### Project Overview

#### A. Project Description

Cincinnati Museum Center (“CMC”) is a one-of-a-kind, multi-museum complex housed in Union Terminal, a historic Art Deco train station and National Historic Landmark. CMC's major offerings at Union Terminal include the Cincinnati History Museum, the Cincinnati History Library and Archives, The Children's Museum, the Museum of Natural History & Science and the Robert D. Lindner Family OMNIMAX® Theater. CMC is the largest cultural institution in the city of Cincinnati, with more than 1.4 million visitors per year. Permanent and temporary exhibits are supported and complemented by a state-of-the-art collections and research facility, the Geier Collections and Research Center, educational programs, professional development programs for teachers, day and overnight camps, public lectures and programs, tours of historic sites and community-wide cultural events. CMC’s collections encompass more than 6 million artifacts, art works and archives and is incorporated into our exhibitions, research and educational programs.

This solicitation is for the renovation of a facility (multiple buildings) recently acquired by CMC on Dalton Street in Cincinnati’s West-End neighborhood, immediately adjacent to Union Terminal. These projects constitute Phase I of a multi-phase capital improvements campaign.

CMC has purchased the 200,000 SF facility and surrounding property (formerly Heidelberg Distributing) to consolidate current off-site collections of diverse specimens and artifacts for enhanced research and preservation. In the future, in addition to enabling a constantly growing collection and investing in renowned research, this facility will offer CMC patrons unprecedented access to collections and educational programs in a new state-of-the-art facility. The scope of this RFQ is limited to 85,000 sf of the facility, as identified in the attachments to this RFQ.

Design services shall include programming / space planning, architectural services, civil, MEP, and structural engineering services, building envelope consulting, building & curatorial security consulting, and compact/museum storage consulting.

LEED requirements do not apply to this project. The Owner desires energy efficient and sustainable buildings, but will not be seeking LEED certification. Careful attention shall be given to designing and engineering facilities that are easy and cost effective to maintain and operate.

**B. Owner’s Representative**

CMC has engaged Jerry Tepe of Tepe Consulting Services LLC, as Owner’s Representative. Mr. Tepe will serve as the primary point of contact throughout the design, construction, and occupancy phases of the project. [jerrytepe@tepeconsult.com](mailto:jerrytepe@tepeconsult.com) 513-368-3874.

**C. Scope of Services**

Subject to negotiation, professional design services for which sealed statements of qualifications are invited are anticipated to include, without limitation, programming / space planning, architectural, civil, structural, mechanical, electrical, technology and landscape design and engineering services for the Project(s). Professional design services will cover the Project’s Pre-Design, Schematic Design, Design Development, Construction Document, Bidding/Negotiation and/or general assistance with stated construction delivery method, Construction Administration and Project Close-Out Phases.

A paramount consideration in selecting a design team is the expertise the design team demonstrates to effectively provide environmental controls for the facility, including temperature, humidity, lighting, storage and other elements of facility design required for the preservation of the collections.

**D. Anticipated Schedule Completion Milestones**

Design & Construction Partner Selection	February 2025
Programming & Pre-Design	May 2025
Schematic Design	July 2025
Design Development	September 2025
Completed Construction Documents for Bidding	January 2026
Construction Administration	July 2026 to March 2027

**E. Project Budget**

CMC has allocated \$14.5M for the project. This includes design, construction, FF&E, other soft costs and relocation of existing collections from other locations.

**F. Evaluation Criteria for Selection**

Selection Criteria:

After evaluating the responses to this RFQ based on the criteria included herein, CMC will select a short list of up to three design teams it considers to be the most qualified.

Interview:

CMC will interview the shortlisted teams. During the interview, CMC will meet the proposed Project Team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the project. The interviews should be predominantly led by the actual team members who are proposed to work on this project. Please be prepared to discuss with specificity the firm’s capacity to conduct this work in compliance with the timetable, budget, and other criteria listed. The Owner will notify each short-listed firm to schedule interviews.

CMC intends to select a preferred team based on the interview process and begin negotiations on contract terms with the selected team. Other shortlisted firms will remain in contention until terms are finalized with a firm.

### Selection Schedule:

Issue RFQ	December 16, 2024
Site Visit/Pre-proposal conference	January 7 and January 9, 2025 times TBD
RFQ Responses Due:	January 23, 2025
Short List Identified:	February 7, 2025
Short List Interviews at CMC:	Week of February 17, 2025
Selection of Firm:	February 28, 2025

### Cancellation and Rejection:

The Owner reserves the right to reject all submissions and cancel this solicitation, any portion of this solicitation or any phase of the project at any time and for any reason. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process. Any costs incurred by the respondents in preparing or submitting a response shall be the respondent's sole responsibility.

### **G. Statement of Qualifications**

Statements of qualifications should be no longer than fifty (50) pages and should include the following:

#### 1. Summary:

- a. Provide a summary, on two pages, describing why your firm/team is the most qualified for the project.
- b. Provide a two-page written description that clearly articulates how your firm will work with CMC. Describe your approach to developing a design that will ensure a functional, aesthetic, safe, budget-conscious, and high quality project.

#### 2. History of firm and any associated design firm: (2-page limit)

- a. Name of firm and primary point of contact name with phone number.
- b. Location of principal and branch offices.
- c. Length of time in business.
- d. Firm ownership structure.
- e. Annual design service volume of similar projects for each of the past four years.
  - (1) Number of projects.
  - (2) Total design service volume.
- f. List total number of firm's personnel, other than administrative, by professional or skill group.
- g. Describe your firm's professional liability insurance coverage for design services proposed to be rendered.

#### 3. Relevant Experience: Provide project data sheets and information including owner references for relevant or comparable projects on which your firm served as design service provider.

- a. Experience with the planning, design and systems engineering for museum collections and/or archival facilities with sensitive environmental and security controls to preserve delicate materials
- b. Experience modifying existing building envelopes for archival quality environments with elevated humidity and rigorous environmental tolerances
- c. Experience planning and optimizing collections storage equipment for diverse collections material
- d. Experience in the planning and design of collections conservation labs and processing spaces
- e. Experience in alternative funding to provide environmental and energy managing infrastructure for clients
- f. Experience with institutional master plans and campus planning to meet long-term goals.

Include owner name, location, and phone number, and a brief description of the project, indicating how it is comparable. Provide this information for no more than (5) projects, completed within the last (5) years.

4. Proposed Staff: Provide resumes of your firm's key personnel and any associated design firm's proposed design service and engineering staff for the project, including the Principal-in-charge and Project Architect, and key consultants. For each key staff member, include a resume which identifies their role(s) on the project and summarizes:

- a. Education, including name of institution(s) field(s) of study, degree(s) earned, and year(s) received.
- b. Professional registration(s) and/or professional society membership(s).
- c. Design or engineering service project experience.
- d. Firms are requested to identify professional registrations, memberships and credentials including but not limited to: AIA, PE, LEED, CCCA, CCM, CCS, CDT, DBIA, etc.
- e. Additional relevant information.

5. Provide an organizational chart that illustrates the relationship between CMC, the lead firm and their proposed consultants. Identify the primary point of contact for each firm.

#### **H. Evaluation Criteria**

CMC will base its evaluation on the following:

1. competence of the design firm to perform the required professional design services, as indicated by the technical training, education and experience of the firm's personnel who are likely to be assigned to perform the services – the ability to complete the professional design services competently and expeditiously;
2. experience of the firm with comparable projects for similar clients, based on, among other things, the size and nature of the project;
3. past performance as reflected in evaluations of previous clients with respect to factors such as control of costs, quality of work and meeting deadlines;
4. effectiveness of the proposed team, including engagement of local firms for more cost-effective design services, and for more responsive Construction Administration support.
5. level of M/WBE participation on the proposed Project Team

#### **I. Submittal Instructions**

Submit all questions regarding this RFQ via email [jerrytepe@tepeconsult.com](mailto:jerrytepe@tepeconsult.com) with the project name included in the subject line (no phone calls please). Questions will be answered and posted via addendum as applicable. The name of the party submitting a question will not be included on the Q&A document. Questions must be submitted in writing by January 16, 2025.

Electronic submittals should be combined into one PDF file named with the project name listed on the RFQ and your firm's name. If possible, please reduce the file size of the PDF.

Responses received after the stated date and time may be disqualified.

#### **J. Attachments**

The following documents are included as additional information to assist in understanding the project scope:

- [Treasures Site plan design rfq 11.13.24 \(pdf\)](#)
- [REVISED Collections Spaces and Needs \(Excel\)](#) (This document represents an assessment of CMC's programmatic needs as developed by CMC staff. This information should be considered a starting point for the design team's programming efforts. Confirmation / adjustments to this program should be based on design team experience and best practice.