

**Pullman National Monument
Visitor Center
Chicago, Illinois**

**REQUEST FOR QUALIFICATIONS
Architectural and Construction Administration Services**

Amended 3/28/17 (change highlighted in red)

Chicago Neighborhood Initiatives, Inc. (CNI) seeks qualifications statements for architectural design and construction administration services for the Pullman National Monument Visitor Center, located at 111th Street and Cottage Grove Avenue in Chicago's Pullman neighborhood. A separate Request for Qualifications (RFQ) is being issued for site planning services for the surrounding 12-acre site.

BACKGROUND AND PROJECT DESCRIPTION

Pullman National Monument in Chicago, Illinois, was established by a proclamation by President Barack Obama on February 19, 2015. The boundaries of the 200-acre Pullman National Monument include much of the historic Pullman neighborhood, a model industrial community constructed by railcar magnate George Pullman in the 1880's. A thriving community today, the historic town design, street layout, architecture, and landscaping design are largely intact and provide a strong visual identity.

The proposed Visitor Center will be located on the first floor of the Administration Building (also known as the Clock Tower Building), which is the only property within the Pullman National Monument owned by the National Park Service (NPS). Historically the heart of the factory and town, the Clock Tower Building was heavily damaged by an arson fire in 1998; subsequently, it was partially reconstructed. The Illinois Historic Preservation Agency (IHPA) owns the remainder of the 12-acre Factory Site, which includes the North Factory Wing (which adjoins the Clock Tower Building), the Rear Erecting Shops, and archeological remains of other factory buildings and infrastructure.

The proposed Visitor Center at the Clock Tower Building will become the center of National Park Service operations at the Pullman National Monument. At present, the Clock Tower Building is an unconditioned three-story steel structure with a masonry shell. This project will rehabilitate approximately 10,000 square feet of the ground floor of the Administration Building to accommodate a Visitor Center and Administrative Offices. The work includes creating finished, conditioned spaces within the existing structure. Functional areas for the Visitor Center will include a Lobby, Multi-Purpose Room, Exhibit Area, Sales Area, Information Desk, Public Restroom Facilities, and Storage Areas. The Administrative Area will include Offices, Work Room Spaces, Meeting Rooms, Break Room, Staff Restrooms, and Storage Areas. The firm will be expected to coordinate design efforts with the Exhibit Designer under contract to the NPS. The completed schematic design provides connection to the North Factory Wing, which is expected to display historic Pullman train cars. The predesign and schematic design have been completed for the project and will be provided to the firms invited to provide a proposal.

Respondents are encouraged to review the Draft Foundation Plan for the Pullman National Monument, which is available electronically at <https://parkplanning.nps.gov/>

GENERAL INFORMATION

Chicago Neighborhood Initiatives, Inc., (CNI) has entered into a Design and Construction Agreement with the National Park Service (NPS) and the National Park Foundation (NPF) to assist in the design and construction of the Visitor Center. It is anticipated that CNI will enter into additional agreements for the construction of adjacent site improvements. Based on the selection process outlined below, CNI anticipates entering into an agreement with the selected architectural firm for services which may include, but are not limited to, design development, construction documents, bidding, and construction administration services.

All work performed shall comply with applicable laws, regulations and National Park Service (NPS) policies and guidelines. The project scope will closely correspond with the sequence of tasks listed on the NPS Denver Service Center's Design-Bid-Build (DBB) Workflows website, available at: <https://www.nps.gov/dsc/workflows/index.htm>.

The selected architectural firm shall provide all personnel, equipment, supplies, supervision, coordination, deliverables, technical expertise, management, and services to perform the tasks necessary for complete design development, construction documents, bidding, and construction administration services.

REQUEST FOR QUALIFICATION STATEMENTS AND SELECTION CRITERIA:

In order to determine the best qualified architectural team, CNI is requesting the following information in response to this Request for Qualifications. Responses will be evaluated in accordance with the criteria and point totals listed.

1. **PROJECT TEAM:** Identify all project team members/subconsultants, including but not limited to: Architect; Structural, Mechanical, Electrical, and Plumbing (MEP) Engineers; Specialists in acoustics, lighting, building security, phone/data, cost estimating, and others as appropriate. Describe each firm's capabilities in relation to this project and why this team, specifically, has been assembled for this project. Teams will be evaluated according to demonstrated professional qualifications necessary for the satisfactory performance of required services. Preference will be given to teams in which either 1) the principal architect and/or 2) other team members have offices located in the Chicagoland area. (30 points)
2. **SIMILAR EXPERIENCE:** Provide information, including a narrative and photographs, outlining the team's experience with three (3) similar Visitor Center / Administrative Office projects **or similar projects** in the last five (5) years. Include each team member's role (firm and individual) in the projects provided. Teams will be evaluated based on the provided, similar, relevant experience. (10 points)
3. **SPECIFIC EXPERIENCE:** Provide information about the team's experience working with the National Park Service. "Experience" includes:
 - a. Prior project experience National Park Service projects, specifically Visitor Center facilities.
 - b. Prior experience preparing design and construction documents using the Denver Service Center's Workflows, available at: <https://www.nps.gov/dsc/workflows/index.htm>.

Teams will be evaluated based on technical expertise and specialized experience of team members on other National Park Service projects. It is a requirement that at least one senior team member have experience on similar NPS Visitor Center projects. Having additional team members with NPS project experience is considered an advantage. (15 points)

4. **FIRM CAPACITY:** Provide a description of each firm's current and anticipated workload for the next 24 months, with a clear narrative and supporting graphics of how this project will receive the attention needed. Responses will be evaluated based on the capacity of the team and professional staff to accomplish the work over the next 24 months. (10 points)
5. **KEY PLAYERS / ORGANIZATION CHART:** Provide a one page resume for each key player of the proposed team. Provide a graphic organization chart that describes the roles of the key team members. Responses will be evaluated based on the qualifications and experience of key players. (10 points)

6. **REFERENCES:** Provide three (3) references associated with the “Similar Experience” projects listed in Item 2. Include the current contact name, telephone number, and e-mail address for each individual or organization. The references must have direct experience working with the “Key Players” identified in Item 5. Teams will be evaluated based on references from other clients, attesting to firm’s past performance, including quality of work, adherence to project schedules, and adherence to project budgets. (15 points)

7. **QUALITY CONTROL:** Provide information that demonstrates the effectiveness of the firm’s quality review and assurance procedures. Include examples of Quality Control processes that describe the firm’s procedures to ensure that document deliverables are complete, meet codes and standards, and include the information required for the stage of submittal. Teams will be evaluated based on the effectiveness of the quality control processes. (10 points)

SITE PLANNING:

CNI is issuing a similar RFQ for Site Planning services for the surrounding 12-acre site. The selected Site Planning team will provide site planning, civil engineering, and landscape design services for the project, in accordance with the design alternative that is selected by NPS following the Environmental Assessment (EA) public comment period. More information about the EA is provided at:

<https://parkplanning.nps.gov/PullmanConcept>.

Architectural firms with relevant site planning experience are welcome to also respond to the separately issued Site Planning RFQ. The selected Architectural firm, if not also selected for site planning services, must indicate its willingness to subcontract with the selected site planning team for the project. Provide a statement that communicates this arrangement is acceptable.

COMMITMENT TO DIVERSITY:

CNI is an equal opportunity organization. We value the diversity of the communities we serve, and we strive to create professional opportunities for minority-owned businesses, women-owned businesses, and disadvantaged businesses.

SELECTION PROCESS:

Please submit your qualifications no later **than 5 p.m. on April 11, 2017**, to CNI Vice President Angie Marks, via email, at: amarks@cniigroup.org.

Responses will be evaluated in accordance with the evaluation criteria provided. The selection committee will interview at least three firms and rate the qualifications of each firm.

Based upon the recommendation of the selection committee, CNI anticipates entering into an agreement with the selected architectural firm for services which may include but are not limited to design development, construction documents, bidding, and construction administration services.

If additional information is needed, please contact Angie Marks, amarks@cniigroup.org. All questions must be submitted in writing, and answers will be posted at www.cniigroup.org. It is the responsibility of each team to check www.cniigroup.org for any additional information posted related to this RFQ.