

REQUEST FOR QUALIFICATIONS (RFQ)

Issue Date: December 28, 2009

RFQ#: RFQ FMFADA-109-2010

Title: Restoration Architecture Design Services
Request for Qualifications

Issuing Agency: Fort Monroe Federal Area Development Authority (FMFADA)

Where work will be performed: Fort Monroe, Virginia

Period of Contract: Date of Award through June 30, 2010

Proposals will be received until: Date: January 29, 2010
Time: 12:00 Noon

Pre Submittal Conference: Date: January 14, 2010
Time: 9:30 a.m. to 12:00 Noon

All inquiries for information should be directed to: Yvonne Cash, FMFADA Procurement Manager
Telephone: (757) 637-7778 Fax: (757) 637-7776
Email: ycash@FMFADA.com

Qualifications should be sent or delivered to: Fort Monroe Federal Area Development Authority
151 Bernard Road, Fort Monroe, Virginia 23651
Attn: Procurement Manager

Commonwealth of Virginia Forms AE-1 thru AE-6 are required to be submitted with your proposal. These forms are available on Virginia.gov website, Department of General Services Forms Center or through the following link:

http://www.dgs.virginia.gov/tabid/823/Default.aspx?udt_1673_param_detail=159

Name: _____

Title: _____

Company Name: _____

Address: _____

Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

Web Address: _____

FEI/FIN No.: _____

SWaM No.: _____

Signature: _____

Date: _____

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REFERENCES

Available on Department of General Services Website:

General Conditions of the Construction Contract	DGS-30-054 (10/05)
AE-1 Architectural / Engineering Firm Data - Synopsis of Responding Firm	DGS-30-004 (03/05)
AE-2 Architectural / Engineering Firm Data – Consultant/Other Office	DGS-30-004 (03/05)
AE-3 Architectural / Engineering Firm Data - Project Staffing Organization	DGS-30-004 (03/05)
AE-4 Architectural / Engineering Firm Data - Personnel Qualifications	DGS-30-004 (03/05)
AE-5 Architectural / Engineering Firm Data - Representative Project Data	DGS-30-004 (03/05)
AE-6 Architectural / Engineering Firm Data - Supplemental Information	DGS-30-004 (03/05)

1.0 PURPOSE

The purpose of this Request for Qualifications (RFQ) is to solicit information from those firms, herein "Offerors", interested in providing Restoration Architecture Design Services to Fort Monroe Federal Area Development Authority (FMFADA), the Owner. Fort Monroe is a federal military reservation including a National Historic Landmark (NHL) District located in Hampton, Virginia, and slated for closure by the U. S. Army by the Base Realignment and Closure (BRAC) Commission in 2005. The date set for closure is September 14, 2011. Qualified Offerors will be invited to submit proposals in response to FMFADA's Request for Proposals (RFP).

2.0 BACKGROUND

2.1 FMFADA

The Fort Monroe Federal Area Development Authority (FMFADA), created by Act of the Virginia General Assembly in 2007, is charged with developing and implementing a reuse plan for Fort Monroe. The FMFADA is a political subdivision of the Commonwealth of Virginia. Led by an 18-member appointed Board of Commissioners, the FMFADA serves with the Department of Defense as the Local Redevelopment Authority (LRA) for the scheduled closure in 2011. The Owner has engaged the services of national consultants in the areas of town planning, BRAC law, environmental engineering, civil engineering, historic preservation architectural and planning services, commercial and retail economic analysis, tourism, and public relations/marketing to assist in the reuse planning. The concept reuse plan approved in August, 2008 contains the vision for Fort Monroe. The FMFADA maintains an office at Fort Monroe and works with a small permanent staff assisted by state personnel as needed.

2.2 FORT MONROE

Fort Monroe's current boundaries encompass 570 acres, including 110 acres of submerged lands and 85 acres of wetlands, in addition to more than 180 historic structures and features that contribute to the Fort Monroe NHL District, including the namesake stone fort completed in 1834. Fort Monroe was built for coastal defense and housed one of the Army's first field schools of military education, for the artillery.

Originally named Point Comfort by Captain John Smith in 1607, the first fortifications at the point were erected in 1609. Further exploration of the James River and Chesapeake Bay led to the early renaming of Point Comfort as Old Point Comfort, the designation it has held until today. The site currently contains one museum, the Casemate, a part of the Army's TRADOC (Training and Doctrine Command) system of museums. The museum interprets the history of Fort Monroe and Old Point Comfort and includes the cell where former Confederate President Jefferson Davis was imprisoned in 1865. Other noted individuals associated with Fort Monroe include Chief Blackhawk, Edgar Allan Poe, Robert E. Lee, Abraham Lincoln, and Ulysses S. Grant. The fort remained in Union hands throughout the Civil War and was a key staging ground for the Union campaign in Virginia and along the Atlantic.

In 1861, Commanding General Benjamin Butler gave sanctuary to three runaway slaves, declaring them free Contraband of War. The decision earned the site the name Freedom's Fortress and led to the Emancipation Proclamation eighteen months later. Fort Monroe gave sanctuary to more than 10,000 slaves who used the decision to seize their freedom during the war. Efforts to educate this newly freed population led to the founding of Hampton Institute, now Hampton University.

2.3 HISTORIC PRESERVATION

The majority of the site was named a National Historic Landmark District in 1960. The Army will undertake further research to expand and update the NHL district prior to its departure in 2011. In addition to immediate LRA activities related to property use, the Authority is a signatory of a Programmatic Agreement (PA) under Section 106 of the National Historic Preservation Act (NHPA). The PA for this action recognizes the US Army's federal undertaking in the closure of Fort Monroe and specifies actions to mitigate the closure's effects on historic properties covered by the NHPA and future requirements in order to avoid, minimize, or mitigate adverse effects.

Fort Monroe is closing September 14, 2011. Provisions of the PA require certain items to be underway or complete prior to that date (completing view shed and cultural landscape studies, hiring a Fort Monroe Historic Preservation Officer, adopting Design Standards, etc.). Responsible parties are identified for each task and performance deadlines are assigned. The Authority will be responsible for completing an interpretive and

educational plan. The Authority has contracted for professional planning services to coordinate a comprehensive planning process for the development of a Long Range Interpretive Master Plan consistent with the model standards adopted by the National Park Service (NPS). The process includes active solicitation of public and community involvement.

There are five key essentials that have driven the FMFADA reuse planning and remain central to all future planning efforts:

1. Respect the site's historic assets
2. Open the site to the public
3. Achieve economic sustainability
4. Create an open space park
5. Allow new development under strict limits.

In addition to heritage tourism potentials, the site offers many outdoor and natural resource-based recreational features. Fort Monroe faces the entrance to the Chesapeake Bay and Hampton Roads Harbor, boasts water on three sides, and has 3.2 miles of waterfront on the Bay, dune beaches, and is home to many birds. Other amenities include access to shallow water suitable for canoeing, sculling, and small boat usage, a 332-slip wet storage marina, and a travel park for recreational vehicles that could be increased in size.

The present operating military base has a beachside former officer's club, a state of the art fitness center, an activity center with lap pool, a regulation basketball court, a craft shop, a bowling alley, tennis courts, a baseball field, and miles of jogging tracks. Given the NHL status of the site, new construction will be strictly limited in amount, height, and design. The historic buildings will be adaptively and creatively reused with some considered for use in organized cultural programs for the public. The reuse plan can be viewed on the FMFADA web site, www.fmfada.com.

3.0 STATEMENT OF NEED

The selected Offeror will need to interface with other FMFADA consultants and take into account studies that impact real estate development, space planning, architecture, historic preservation, economic analysis and institutional management. All proposed activities will be weighed in terms of the five key planning essentials noted above, including their potential to add to the ability of Fort Monroe to achieve sustainable revenue streams.

4.0 SCOPE OF WORK

Early in calendar year 2010, the FMFADA will begin a phased renovation of 14 historic casemates constructed between 1820-1834 and located inside the granite walls of the original fort. Each of these barrel vaulted cannon enclosures vary in size with bare stone walls and either dirt or brick floors. The average usable space per casemate is ~630 square feet. Each casemate has access to the street inside the moat on the front, and a window overlooking the moat in the rear. The casemates are connected to each other through 6 foot passages that run the entire length of the building.

The casemates are embedded inside the original seven-sided granite fort designed by French engineer Simon Bernard, who served under Napoleon. After advances in ordnance made the casemates obsolete, they were converted into apartments and later into offices and shops by the Army before their current use as storage facilities. The Army will perform environmental remediation before leasing them to the FMFADA early in 2010 for renovation into offices for the Authority.

Four of the casemates must be ready for occupancy in July 2010, so the time frame for architect selection, design, state SHPO approval, contractor selection and completion of the project is extremely tight.

Qualified Offerors will be invited to submit RFPs for design, bidding, and supervision services for the design and renovation of the interior spaces, including all mechanical, electrical, damp proofing, ventilation, air and heating

systems, flooring, a bathroom, a kitchenette, and a reception area. Exterior work will involve reworking and updating an original drainage system from the earthen roofs to the ground through downspouts, and minimal landscape designs for the “front yards,” which are accessed through doorways located along Bernard Road inside the moat. The exterior walls on the moat side consist of gun ports converted to windows. The casemates are internally connected by interior tunneled vaults. The system is on view at the Casemate Museum, which is open daily, free of charge, daily.

The Owner conceives that the renovated offices will have an open plan with enclosures for restrooms and kitchenettes. Since the casemates feature windows only at the entries and on the moat, artificial lighting will be an important consideration in the design. Their location, in part, below the water line of the moat will require creative but reversible approaches to damp proofing and ventilation challenges. Elements of the post-Civil War colonnade that faced Bernard Road survive, but the initial phasing will not include their restoration.

5.0 MINIMUM QUALIFICATIONS REQUIRED

- 5.1 Minimum 10 years experience in adaptive reuse of historic buildings according to the Secretary of the Interior's standards, with appropriate licenses and certifications.
- 5.2 Evidence that all key individuals involved in the project have adequate experience to work on the project according to the above national standards.
- 5.3 Minimum five years experience in LEEDs or comparable “green design,” with particular attention to environmentally sustainable electrical, mechanical, ventilation, drainage and landscape systems.
- 5.4 Evidence of a highly creative approach to the design for adaptive reuse of unique architectural spaces in an economically efficient manner.
- 5.5 Conformity to the doctrine of reversibility and other aspects of the DOI Standards.
- 5.6 Proven ability to complete projects in a tight schedule on budget.

6.0 QUALIFICATION SUBMISSION REQUIREMENTS

- 6.1 In order to be considered for selection, Offerors must return the completed RFQ cover sheet along with Commonwealth of Virginia Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 completed as required. All forms shall be signed by an authorized representative of the Offeror.
- 6.2 Ownership of all data, materials, and documentation originated and prepared for the FMFADA pursuant to the RFQ shall belong exclusively to the FMFADA and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

7.0 SELECTION PROCESS

The FMFADA will have a pre-submittal conference on January 14, 2010, from 10:00 a.m. to 12:00 Noon. A review of original plans for the casemates and tours of the project spaces will be available at that time. Parking will be in the bayside parking lot on Fenwick Road across from the East Gate entrance into the fort. FMFADA offices are located in Old Quarters One, 151 Bernard Road, immediately inside the East Gate. Offerors should contact Josh Gillespie, AICP, FMFADA Project Manager, at jgillespie@fmfada.com, or by calling 757-637-7778 x 105 at least four days before the pre-submission conference to confirm attendance. Participants should bring flashlights and wear protective footwear and clothing, because the interiors have not yet been cleaned. Photography is allowed inside the casemates only.

Upon receipt and evaluation of the RFQ proposals, the FMFADA will select five or more qualified firms and invite them to prepare and submit proposals for design and supervision services. The Commonwealth of Virginia Construction and Professional Services Manual – 2004 Edition, Chapters 1 through 10 (the A/E Manual) shall apply to the contract awarded through the ensuing Request for Proposals.