

November 31,2017

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL CONSULTING SERVICES**

For the Unites States Olympic Museum

For Technology Consulting Services

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**UNITED
STATES
OLYMPIC
MUSEUM**



**UNITED STATES
OLYMPIC MUSEUM**

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I. INTRODUCTION

A. PROJECT DESCRIPTION/RESPONSIBILITIES/MINIMUM REQUIREMENTS

The US Olympic Museum in Colorado Springs, CO will become a premier cultural destination, welcoming people from near and far, and of all ages and backgrounds, to come together in the spirit of the Olympic and Paralympic Games.

The 60,000-square-foot building will embody the forward-looking values of Team USA, with 20,000 square feet of highly interactive exhibit space, a state-of-the-art theater, gift shop, café. The U.S. Olympic Museum will also be the new home of the U.S. Olympic Hall of Fame, a dynamic tribute to inductees—athletes, coaches, leaders and supporters of the U.S. Olympic and Paralympic movement—and their compelling stories.

Given its rich tradition of the US Paralympic Games, the USOM has a stated goal of becoming the most accessible museum in the United States.

The Exhibit box for the Museum will include approximately 40 unique media experiences for visitors, with an overall Content Management System, RFID system for personalization, including an overall suite of unique Accessibility features triggered dynamically by RFID.

The USOM is requesting a third-party review of, and detailed technology recommendations for, the US Olympic Museum technology design. This review should be appropriate to and cognizant of the current level of design.

Elements examined should include:

- End-to-end visitor experience
- Immersive experiences, to include audio, video, and broadcast technologies
- Exterior building visual technologies, such as projection mapping
- Visitor, employee, and volunteer access and security
- User interfaces to include physical, virtual, and mobile interaction
- Review of ADA-compliant and Accessibility solutions
- Data capture and analytics
- Content delivery and management
- Equipment monitoring and management
- Visitor monitoring, to include heat mapping, facial recognition, and flow and occupancy management

The recommendations should include a methodology to compress end-point equipment costs to create savings that could be invested in enhancing the visitor experience.

B. SELECTION PROCESS

The selection process will involve providing a submittal, which will be screened and scored. The USOM will attempt to negotiate an agreement with the highest ranked firm. Following is additional information relative to the selection process:

1. **Submittals:** Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. To facilitate review, one copy in PDF format of your submittal must be provided. Submittals must not be more than 10 pages. Submittals should be sent by e-mail to:
<mailto:jlawton@usolympicmuseum.org>

Deadline for receipt of submittals is outlined in the below schedule in Section I.C. Schedule.

Late submittals will be rejected without consideration. The USOM assumes no responsibility for costs related to the preparation of submittals.

2. **Screening Panel:** Submittals will be evaluated by a panel of individuals selected in accordance with the requirements of this project. The panel will review and score the submittals.

C. SCHEDULE

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

| | |
|--|-----------------------------|
| Posting-Advertisement | <u>October 31, 2017</u> |
| RFQ Document Available | <u>October 31, 2017</u> |
| RFQ Submittal Due | <u>November 14, 2017</u> |
| Submittal Screening | <u>Week of Nov 14, 2017</u> |
| Selection Announced | <u>November 17, 2017</u> |
| Negotiation of Professional Consulting Services Contract | <u>Nov 20-21, 2017</u> |
| Contract Approval (projected) | <u>Nov 30, 2017</u> |
| Anticipated A/E Professional Services Start | <u>Dec 1, 2017</u> |

II. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. Following are elements that will be used to evaluate each firm's qualifications (**Note that the primary focus of the prequalification evaluation will be the firm's capability and the primary focus of the oral interview will be the proposed management team members' capabilities**):

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and sub-consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience
- Unique knowledge of key team members relating to the project
- Experience on projects as a team
- Time commitment of key staff
- Qualifications and relevant subconsultant experience

B. FIRM/TEAM CAPABILITIES

Provide description of firm's capabilities, including work performed on similar projects.

- Identify essential management functions
- Identify how critical functions are effectively integrated (e.g., subconsultants' role delineated)
- Describe firm's current and projected work load

Note: Organization charts and graphs depicting your capacity may be included.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner's project representative for every project listed. References must be current as of June 30, 2017.

D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how your firm plans to accomplish the following project control and management issues:

- Quality Control Methodology
- Schedule
 - Manage the required work to meet the established schedule

Appendix A

PRELIMINARY SELECTION/EVALUATION FORM
FOR PROFESSIONAL CONSULTING SERVICES

QUALIFICATION BASED SELECTION (This form is to be used in the first step in short listing for a Professional Consulting Services selection process.)

Evaluator #: _____ Date _____ Name of Firm _____

RFQ REFERENCE
MINIMUM REQUIREMENTS Y _____ N _____

If the minimum requirements have not been met, specify the reason(s):

SCORE (PROJECT SPECIFIC QUALIFICATIONS):

Weight² x Rating³ =

Score

1. PROJECT TEAM¹

- | | |
|---|-----------------------|
| <input type="checkbox"/> Qualifications and relevant individual experience | _____ x _____ = _____ |
| <input type="checkbox"/> Unique knowledge of key team members relating to the project | _____ x _____ = _____ |
| <input type="checkbox"/> Experience on projects <u>as a team</u> (as applicable) | _____ x _____ = _____ |
| <input type="checkbox"/> Time commitment of key staff. | _____ x _____ = _____ |

2. FIRM/TEAM CAPABILITIES¹

- | | |
|---|-----------------------|
| <input type="checkbox"/> Are essential management functions identified? | _____ x _____ = _____ |
| <input type="checkbox"/> Are the functions effectively integrated (e.g., sub-consultants' roles delineated, as applicable?) | _____ x _____ = _____ |

3. PRIOR EXPERIENCE/PERFORMANCE

- Demonstrated success on past projects of similar scope and complexity: _____ x _____ = _____
- References: _____ x _____ = _____
 _____ x _____ = _____

4. PROJECT APPROACH¹

- Quality control methodology: _____ x _____ = _____
- Schedule maintenance methodology: _____ x _____ = _____

5. WORK LOCATION¹

- Proximity of firm's office as it may affect coordination with the state's project manager and the potential project location: _____ x _____ = _____
- Firm's familiarity with the project area: _____ x _____ = _____

TOTAL SCORE: _____⁴

NOTES:

1. **Criteria:** Agencies/Institutions are encouraged to include additional criteria that reflect unique characteristics of the project under each category to help determine the submitter's overall qualifications.
2. **Weights:** Agency/Institutions to assign weights, using whole numbers, to all criteria on evaluation forms for inclusion into RFQ document and prior to evaluations.
3. **Ratings:** Evaluator to assess the strength of each firm's qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score:** Includes the sum of all criteria. Note: a passing score (as a percentage of the total points available) is optional and should be assigned by the agency/institution prior to evaluation.