

STATE OF MISSISSIPPI
DEPARTMENT OF ARCHIVES AND HISTORY
Gulf Coast Field Office 125 Rue Magnolia Biloxi, Mississippi 39530

**Request for Qualifications for Professional Services
Historic Structures Report for the Charnley Summer Cottage Complex,
Ocean Springs, Mississippi**

1. PREFACE:

The Mississippi Department of Archives and History (MDAH) is planning the restoration of the Hurricane-Katrina-damaged Charnley Summer Cottage Complex, designed ca. 1890 by Louis Sullivan and Frank Lloyd Wright in Ocean Springs, Mississippi. The Complex is comprised of a main cottage and a detached octagonal guest cottage, the structural stabilization of which should be completed in early 2009 and is listed in the National Register of Historic Places. MDAH seeks written statements of interest and qualifications from professionals interested in preparing a Historic Structures Report (HSR) for the Complex. Such professionals would include architects, and/or teams of architects and other appropriate professionals (such as landscape architects, architectural historians, and historians.)

2. GENERAL:

Because the HSR will guide restoration of these architecturally significant buildings, the report process and the final report should conform to the National Park Service's *Preservation Brief 43, The Preparation and Use of Historic Structure Reports*. The principals involved should have professional qualifications conforming to the Secretary of the Interior's Professional Qualifications Standards as described in 36 CFR Part 61.

3. DELIVERY:

The deadline for receipt of responses to this Request for Qualifications (RFQ) is Friday, January 31, 2009, 4:00 pm in Biloxi, MS. Once all submitted materials are received and evaluated, a select list of qualified individuals, firms, and/or teams will be invited to answer a formal Request for Proposals.

4. PROJECT SCOPE OF SERVICES

The scope of professional services for the HSR will broadly include site inspection, historical research, developmental history, structural evaluation, historic materials evaluation, determination of character defining features and hierarchy, condition assessment of interior and exterior spaces, and recommendations for structural, architectural, materials, and landscape conservation/restoration treatments, as well as broad recommendations for potential appropriate future uses and recommendations for the extent of appropriate changes to the structures and landscape to accommodate those uses.

The final HSR report should be a bound, printed document, with supporting materials. The expected delivery date should be approximately six months following issuance of a contract for HSR, but is negotiable.

5. SELECTION CRITERIA

MDAH is seeking architects, and/or teams of architects and other appropriate professionals with experience in comparable projects. Applicants should clearly highlight such projects and the similarities to the proposed project. Major considerations in selection for solicitation of Requests for Qualifications will be:

- Staff with demonstrated professional qualifications and experience in preparing HSRs for buildings, sites, or complexes of similar size and/or significance.
- Familiarity with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, as well as the NPS *Preservation Brief 43, The Preparation and Use of Historic Structure Reports*
- Ability to produce the HSR expeditiously.

6. RFQ SUBMITTAL FORMAT

Please index the submittal document with tabs labeled as per BOLD typeface below. Provide 5 copies.

A. COVER LETTER (maximum of two pages)

- Summarize qualifications most relevant to this project
- Identify team (if applicable)
- Provide name of contact person, phone, fax and email address

B. TABLE OF CONTENTS

C. RELEVANT QUALIFICATIONS (maximum of four pages)

- Offer short, focused paragraphs in a summary format by topic. Do not include general information
- If the respondent has multiple offices, qualifications should represent the work of the office proposed for this project, not the firm as a whole.

D. RELEVANT EXPERIENCE (maximum of four pages)

- For each project, provide brief descriptive text as follows:
 - o Project name
 - o Scope of program
 - o Beginning/ending dates of project
 - o Specify the role of key personnel for this project
 - o Provide client/reference contact information

E. PROJECT TEAM SUMMARY (maximum of four pages)

- Identify proposed key team members (Principal in charge, project manager)
- Summarize proposed roles/responsibilities for this project. List experience relative to those roles (reference projects in B & C above if relevant)

F. REFERENCES (maximum of two pages)

- Provide client references relevant to the projects in Sections B & C, in the form of names, titles, current mail and email addresses, and phone numbers

G. APPENDIX A

- Key team member resumes

H. APPENDIX B

- Any relevant HSRs previously prepared by the respondent(s)

I. Bureau of Building forms M54 and M55

- Forms are available on at the Department of Finance Administration website www.dfa.state.ms.us/Offices/BOB/BOB.htm

Please send responses to:

Charnley Summer Cottage Complex Historic Structures Report RFQ

c/o Jeff R. Rosenberg

MDAH Gulf Coast Field Office

125 Rue Magnolia

Biloxi, Mississippi 39530

Please direct questions to:

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