

Louisiana Music Museum RFQ Questions

Submitted via lamusicmuseum@acadianacenterforthearts.org

Updated March 26, 2024

Amended RFQ deadline is April 9, 2024 at 5pm Central Time.

All linked files below are included in this Google Drive, linked again here to ensure accessibility:

 **Louisiana Music Museum RFP Documents Public Folder**

- 1. Is the Pre-Bid Site Tour something I need to reserve a space for? Or is the 3-hour block just a general tour that anyone can join?**

Participants are required to register a tour time in advance using this form:

<https://forms.gle/P8JBuu6D3UcuC39V8>

- 2. Is the Pre-Bid Site Tour mandatory in order to submit for the RFQ?**

No, the pre-bid site tour is not mandatory in order to submit for the RFQ.

- 3. Is it correct to assume that we can attend either 3/7 or 3/8, and that it isn't required to attend both?**

You can attend either date, and we ask that you register for a date and time in advance using this form: <https://forms.gle/P8JBuu6D3UcuC39V8>. Attendance at either is not mandatory to submit Qualifications, but it is a historic building and this is an opportunity to see its particulars.

- 4. Is it expected for the Site Tour to last all 3 hours, assuming it's a guided tour, or is it self-guided and open for those 3 hours to bidders?**

The tour will be guided in 1-hour increments, but you are welcome to self-guide for the remainder of the available time.

- 5. Your list of who should respond does not include "architects" or "engineers"**

- a. Is a "lead architect" already selected?**

No, the lead architect is not already selected. The team which would include an architect is the subject of this RFQ.

- b. Is this RFQ intended for a lead architect?**

Yes

- 6. Please define the term "Lead firm" used throughout the RFQ.**

- a. Are you seeking a lead exhibit firm?**

The lead firm could be any discipline, assuming the team includes all needed disciplines. For example, the lead firm could be an architecture firm.

7. What will the fee structure for architectural & engineering (A/E) professional services be?

The fee structure will be a submittal in the RFP stage.

8. Will any of the special systems/vendors (i.e. AV, IT/IS, security, exhibitions, fabrications, etc.) be Owner provided verses Contractor provided?

- a. For example, AcA may choose to use an existing IT vendor who is familiar with the existing AcA IT systems to be connected to and/or utilized.

No.

9. What type of project delivery method is expected?

- a. If public funds are used to realize this project, will a traditional design-bid-build method be used?

Aspects of the project may be subject to Louisiana's public bid laws, pending funding.

10. Will the existing orange brick building located on the rear portion of the site be available to re-purpose for this project?

- a. [See attached photo](#) -and- [Lafayette Parish Assessor map](#) of the property (states owner is AcA)

This building is property of the AcA, but it is not conceived of as part of the scope of this project. It has been recently renovated for secure, conditioned storage.

11. In reference to the possibility of physically connecting the new Louisiana Music Museum -to- the existing AcA Museum building,

- a. Will there be an issue with the AcA lots being owned by Lafayette City Parish Consolidated Govt (as per Lafayette Assessors mapping information)? See attached (3) Lafayette Parish Assessor maps for adjacent AcA properties [\[1, 2, 3\]](#)
- b. May not be an issue in this case, but typically, you would not want to physically connect two properties *owned* by two different entities with a connecting, occupied structure for legal, liability, insurance, and possibly building code reasons.

For the reasons above stated, we consider the connection between the buildings to be a possibility but not a certain element of the project.

7. Are there any known existing environmental issues to be addressed? (for ex: old fuel tanks below grade, asbestos containing building materials, etc.)

- a. Below grade?
- b. Above grade?

All known environmental issues are listed in the following documents, which show no evidence of asbestos, or fuel tanks below grade: [Building Inspection Report](#), [Sanborn Maps](#), [Environmental Report](#)

8. Who will be on the design phase review committee?

The AcA Board of Directors will appoint a Selection Committee including subject matter experts and board representatives. The identity of the committee members will not be released publicly until after both phase 1 and 2 of this process have been completed.

9. Does the cover of our RFQ response count as one of the max. allowed 12 pages?

No, a cover and back cover may be in addition to the 12 pages

10. Will all Consultants be under the lead firm or is any scope anticipated to be directly to the Owner?

The owner reserves the right to contract subject-matter in the development of the exhibition or the facility; however it is possible that all services may pass through the Lead Firm, if appropriate.

11. Will the lead firm need to contract a translator for all graphic content to a language other than English? If so, does the AcA have a preferred partner?

Owner does not have a preferred partner for translation services. The contracting of translation services may fall to the Lead Firm, or it may be contracted directly by the Owner, as appropriate.

12. Is the full program for the venue finalized and approved? For example, are finalized kitchen program and the connector between the existing AcA facility and 121 W. Vermilion mentioned part of the base program?

The full program for the venue is not finalized or approved. The development of the building program is part of the services expected to be delivered from a Lead Firm and team. Any documents or examples shared previously are conceptual references only.

13. Is the existing Parking Lot to remain as is, or are there any improvements or change in program expected to be included within the \$5M to \$7M budget?

The use of the Parking Lot will be determined by the master planning expected to be delivered by the Lead Firm and team. The \$5M to \$7M budget does not include any specific work on that site however.

14. Does the lead firm need to include a User Experience designer and/or web designer for the virtual environment/museum component?

No, the Lead Firm could identify externally where it would look for these services and list that entity on its team.

- 15. Is the development and design of the temporary exhibition and a traveling exhibition included in this initial scope of work and budget; or will those be developed at a future date, after opening?**

These are excluded from the scope of work and budget and are envisioned as a separate future scope.

- 16. Is the design and implementation of the virtual environment/museum component included in the \$5 million to \$7 million project cost?**

Yes, however, these numbers are preliminary.

- 17. Who will maintain and service any developed virtual/digital content – AcA or a third-party?**

It is not determined whether this would be handled in-house or through a vendor. AcA currently contracts externally for webmaster services.

- 18. The RFQ states that AcA/The Center for Louisiana Studies will be responsible for the creation of exhibitions. Is AcA providing the content to be converted to the physical & multimedia exhibits and virtual museum experience?**

The RFQ identifies The Center for Louisiana Studies as a “partner” on the creation of exhibitions. The design and conceptual development of the core exhibitions is a service to be identified through this RFQ, working with the AcA as owner.

- 19. Does the RFP contain additional information on the types of interactive components that are anticipated to link exhibits/exhibitions to the virtual museum/environment? (i.e. QR/Scannable codes, virtual/digital exhibits, listening stations, etc.)**

The RFP does not contain additional information on specific interactive components. We expect these to be proposed by firms and their teams.

- 20. Is this RFP intended for Architects as lead and their consulting teams? It appears in the RFQ to not include architecture however the building will require an Architect to rehabilitate and change uses.**

An architect may be the lead firm.

- 21. Does the deliverable include Basic Architectural Services plus additional services such as kitchen design, exhibit design, wayfinding, and master planning?**

Correct.

- 22. What consultants are desired to be owner-retained as opposed to architect-retained? It appears in the RFQ that up to 14 consultants could be retained by the owner.**

The owner reserves the right to contract subject-matter in the development of the exhibition or the facility; however it is possible that all services may pass through the Lead Firm, if appropriate.

23. What is the desired delivery method? If state funding, assuming design-bid-build to follow state bid laws.

Aspects of the project may be subject to Louisiana's public bid laws, pending funding.

24. Will State and/or Federal Historic Tax Credits be utilized in the capital stack?

State and/or Federal Historic Tax credits may be utilized in the capital stack.

25. If Historic Tax Credits will be used, is the board open to changes in the proposed block diagram done by GHC Architects in order to adhere to National Park Service / SHPO guidelines?

Yes. The block diagram by GHC Architects is not a building program or architectural diagram and should ONLY be used for conceptual reference.

26. Any capital outlay monies or grants?

Funding may include capital outlay and grants for specific aspects of the project.

27. Can you confirm \$6 million budget and square footage (10,000 SF existing)

Confirmed.

28. Any FP&C guidelines/components?

There are no Owner-identified Facility Planning and Control guidelines at this time. Aspects of the project may be subject to requirements by state capital outlay and local government public support.

29. Please provide feedback back on the Funding for this project? Are the funds already secured? Will this be funded by the state, federal, and privately? If the funds are not secured yet, will they be secured before groundbreaking of construction or during the pre-construction phase?

The project is approximately 50% funded as of the issuance of this RFQ. The owner expects the project to be 100% funded at \$6M prior to groundbreaking. Exceptions may apply, especially regarding certain exhibition and virtual elements.

30. Will DBA participation be required?

Owner is not specifying any DBA participation. Project is subject to any requirements by state and local capital outlay.

31. Would the cover and end pages count toward the 12 page count limit for the Qualifications document?

No, a cover and back cover may be in addition to the 12 pages

32. Does the Museum currently have a desired opening date in mind?

Sept 1, 2026 is considered a possible target; however, the formal timeline will be developed during the RFP and contracting stages.

33. Your RFQ states “Lead firms should be capable of leading all aspects of development, design, contracting, construction, and implementation through to the final completion of the project, working with identified sub-contractors and team members to deliver specialized scopes of work. ... Candidates will be asked to identify the disciplines and/or subcontractor specialties that they anticipate they will need to complete the project scope. They will be required to name specific subconsultants or partnering firms.”

Later in the RFP it states that one of the goals of this process is: Expand our network of potential partners, and help us think beyond our thinking. Identify/create a list of additional firms and independent professionals with specifically relevant skills and knowledge related to Louisiana’s music communities.

Does this mean that if we are a firm that does some of this work, but not all of it, we should form teams for this qualification response or are you looking to form your own team from the respondents to the RFQ?

This does mean that if you are a firm that does some of this work, but not all of it, you should form teams for this qualification response. Owner does not plan (but reserves the right) to invite firms to form new teams for the RFP stage.

34. Goal # 2 on page one is, “To assemble a list of specialized firms and independent professionals as potential future collaborators with the lead firm and/or the Museum. And the first paragraph under the RFP section says that if shortlisted, lead firms “will be given ample time to consider and engage subconsultants in conversation with ACA.” So my question is: Are lead firms expected to list their entire proposed team as part of the RFQ response or should it only focus on the lead firm?

Firms should list their entire team to the extent one is assembled. Lead firms may list types of firms or disciplines to be engaged where a specific firm is not identified.

35. Is it possible that ACA would mix and match team members from multiple response submissions?

Owner does not plan (but reserves the right) to invite firms to form new teams for the RFP stage.

36. Are architectural services or master planning services requested as a part of this contract?

Both disciplines are expected in addition to all others listed in the RFQ

37. Will fabrication services for the exhibit be bid at the conclusion of design, or is a design-build approach in consideration? Will design-build firms be eligible for fabrication if they completed design?

Design-build firms are eligible for fabrication within the constraints of the requirements of funding.

38. What is expected during the construction administration phase?

The services of construction administration will be part of the lead firm or a specific team member's contract for services and will cover all aspects permitting, fabrication, and completion of the physical project.

39. Is there a breakout of the \$5-7 million budget available to better understand the project scope?

The budget is an estimation based on a formula for the square footage of the building (10,000 SF) and the price per square foot for historic rehabilitation (\$300) and exhibition development (\$200-\$500)

40. Will the University of Louisiana at Lafayette Archival staff be providing all content for the Exhibits including script research and writing, photographic images, artifacts and collections, and film and video?

No, these are services that will be primarily led by an exhibition designer to be identified in this RFQ/RFP. The Center for Louisiana Studies will provide access and expert assistance.

41. The RFQ states that "Up to 6,000 square-feet of core exhibition space at the Louisiana Music Museum" are expected to be developed. What is the approximate square footage of the temporary exhibit space on the first floor?

The building program is not set and will be subject to architectural direction. 6,000 SF is estimated based on 60% of the space being dedicated to the core program.

42. Is the virtual exhibition a mandatory requirement for the launch in 2026?

Yes.

43. There were two documents with links that didn't work in the RFQ in Section IV page 9. Would you re-link these documents or send as attachments?

These documents are updated and re-linked here. Please note the update of the Executive Summary Memo in particular which was recently expanded:

[Executive Summary Memo](#)

[Site Documentation](#)

44. We would like to request the cost estimate from 2021 for reference mentioned in the RFQ.

[Linked here](#)

45. We would like to request the structural report from 2021 for reference mentioned in the RFQ.

[Linked here](#)

46. What are comparable projects that can be referenced for this project?

Reference projects in the development of the Louisiana Music Museum include, but are not limited to the following three. These are references particularly for their subject matter, recency, and scale:

[National Museum of African American Music, Nashville, TN](#)

[Entertainment Nation, Ray and Dagmar Dolby Hall of American Culture, National Museum of American History](#)

[GRAMMY Museum, Cleveland MS](#)

47. Who was in attendance at the Pre-Bid Site Tours on March 7 & 8, 2024?

Pre-Bid Site Tour Attendee	Firm Name	Email
Jason Broussard	Kat Design Build	jbroussard@kentdesignbuild.com
Seth Thomas	Ryan Gootee General Contractors	sthomas@rggc.com
Shawn Viator	MBSB Group	shawn@mbsbgroup.com
Mark Stielpen	MBSB Group	mark@mbsbgroup.com
Rachel Helminger	Vermilion Architects	rachel@vermilionarchitects.com

Angelique Hernandez	Vermilion Architects	angelique@vermilionarchitects.com
Greg Damio	AQ Studios	greg@aqteam.com
Khoa Le	AQ Studios	khoa@aqteam.com
Peter Dehart	Makemade	peter@makemade.com
Stephen Ortego	SO Studio	stephen@sostudioarchitecture.com
Erica Washburn	Art Processors	erica.washburn@artprocessors.net
Jaron Young	GHC Architects	jyoung@ghc-arch.com
Kelley Courville	GHC Architects	kcourville@ghc-arch.com
Scott Chappuis	ABM	schoppuis@archbm.com
Elizabeth Chen	Concordia	echen@concordia.com
Josh Rodriguez	Lamar Johnson Collaborative	rodriguezjos@theljc.com
Lindsay Pritchard	Trapolin-Peer Architects	lpritchard@trapolinpeer.com
Gene Guidry	Trapolin-Peer Architects	gguidry@trapolinpeer.com
Nic Bourque	Holly and Smith Architects	nic@hollyandsmith.com
Coury Courtney	Parish Engineering	ccourtney@parisheng.com