Center for the Arts

December 12, 2023

Archival Consultant

Request for Information (RFI)

**Scope of Work**

The Midland Center for the Arts, opened in 1971, is renovating its existing spaces to include reincorporation of the Midland County Historical Society into the building and redesign of other areas. Quinn Evans Architects has been hired to design all spaces listed under program requirements. The hired consultant will work with Quinn Evans to assist in creating archive and collection related spaces that meet best practice for archival and museum professions.

New spaces for archival and 3-D collections management and preservation have been designed and need a consultant’s input. The museum has an art collection that requires proper management and preservation which require consultant input. The consultant may be asked to provide advice regarding proper exhibition display components and conditions relating to the multi-level exhibition space during the exhibit design and development phase. These display components will be used to house collection or archival items

The building also has performance spaces, art school studios, meeting rooms, catering spaces, rehearsal rooms, rental spaces, administration, etc. that will not be part of the purview of the consultant.

**Program Requirements**

Administrative/office functions 393.25sf

Public Reading Room 924.08sf

Receiving 808.84sf

Processing sf (not yet listed)

Stacks 2307.20sf

Combined Exhibition Space TBD

**Consultant Requirements**

**Terms**

The consultant should anticipate executing a standard contract for full professional services. The contract will provide for a firm, fixed price for services.

**Proposals**

Consultants interested in providing services to the Midland Center for the Arts should submit a digital copy of their written proposal to the contact written below:

Jake Huss

[Huss@midlandcenter.org](mailto:Huss@midlandcenter.org)

989-631-5930 x 1300

Midland Center for the Arts

1801 W. St. Andrews St.

Midland, MI 48640

Proposals must be received no later than 12:00 pm Eastern Standard time on Wednesday, December 27, 2023. The subject line of the email should be clearly marked:

**“RESPONSE TO REQUEST FOR INFORMATION”**

Each proposal should designate one person as the principal contact for the proposing consultant. Following a review of the responses, some of the responding consultants may be requested to make oral presentations.

Any questions regarding this RFI must be submitted no later than 12:00 pm Eastern Standard time on Monday, December 18, 2023. Questions should be submitted by email to [huss@midlandcenter.org](about:blank).

Although occasional visitations to the site will be necessary for the consultant to evaluate the work to be done, it is likely the bulk of the consultation can be provided through online Zoom meetings.

**Selection Process and Criteria**

Responses will be evaluated based upon the documented ability of the proposer to satisfy the requirements of the RFI in a cost-effective manner. Criteria includes but is not limited to:

More than 10 years work in the archival field

Ability to read and interpret architectural drawings

Demonstrated knowledge of best practice in the archival profession

General knowledge of best practice of the museum profession

Preference will be given those with previous experience working with architects to explain how best practice is incorporated into the building program

Preference will be given to those with experience consulting on 3 or more projects of similar scope

**Proposal Submissions**

The response should address the selection criteria described herein and any other information which the offeror believes is relevant to the selection process. The response should include a statement of the philosophy of the firm’s approach to the project. The response should include examples of projects which are similar to this project, or which address the selection criteria. The response should identify the key person assigned to the project and include a statement of the availability and commitment level for the consultant.

**Questionnaire**

1. Name and address of principal location of the consultant.
   1. A brief history of the firm/individual involved in this team.
   2. Experience, background, or expertise that qualifies you for the project.
2. Indicate how you will provide the services requested in the RFI including time and approach for the program, schematic, design development, and construction documentation phases, and an outline of procedures to be used by the consultant to work with both the client and the architect. Provide any case histories or other information which is available to indicate past performance of similar types of services, including copies of typical reports.
3. References:
   1. List several people who can provide information about similar work you have completed. Include their contact information (references may be contacted).
   2. Provide a list of financial references that can provide information about the firm.
4. Availability and Budget
   1. Provide timeline as to when you believe your firm could begin engagement with the project.
   2. Provide rate of pay/budgetary estimates.