



**State of Louisiana  
Department of Transportation and Development**



**Request for Qualifications  
for**



**S.P. 745-97-0007  
National Hurricane Museum and Science Center  
Phase III**

Program Development  
Schematic Design  
Marketing Materials

***JUNE 13, 2008***



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## 1.0. GENERAL INFORMATION

This Request for Qualification (RFQ) is issued by the Louisiana Department of Transportation and Development (DOTD) to Consulting Firms interested in assisting DOTD with the implementation of S.P. 745-97-0007, National Hurricane Museum and Science Center( Phase III). One Prime Consultant (Consultant) shall be selected for this Contract. The Prime Consultant may subcontract the specified services with subcontractors listed in the RFP, following written approval from DOTD.

### 1.1 Background

The project calls for the completion of tasks in four (4) phases: A. Architectural Program and Schematic Design – (Main Building), B. Exhibit Program and Schematic Design – (Main Building), C. Architectural Program and Schematic Design, (Hurricane Audrey Memorial), and D. Marketing Materials. The phases in this project shall build on the work completed under Phase I and II which are described in the 2006 NHMSC Master Plan & Feasibility Study. ([http://www.nhmsc.com/master\\_plan.asp](http://www.nhmsc.com/master_plan.asp))

### 1.2 Scope of Services

To be considered, the Consultant must comply with the following instructions:

#### A. Architectural Program and Schematic Design – (Main Building)

Develop Information and Building requirements which will define the type, function, number, nature, size, characteristics, and performance requirements of the overall projects as well as each component area of the proposed Main facility. In addition develop information which will define the goals, objectives, and purpose of the overall facility.

Develop a Building Program which tabulates the net floor area requirements of the required functional areas, spaces and workstations comprising the proposed facility.

Develop a Conceptual Budget estimate describing all costs for the construction of the project. In addition, develop all other related project costs for successful development and operation of the proposed project.

Develop a Time Line Schedule indicative the time frames and milestones for proposed completion of all Design Phases and Construction Documents ready for bid.

Additional Schematic Design effort will be engaged by engineering disciplines for Structural, Civil, Mechanical and Electrical Design. Documentation for engineering disciplines will include drawings, sketches, diagrams which document early conceptual design of the basic engineering systems proposed for the project.

Surveys and reports will be developed to provide site topographic and utility information as well as geotechnical investigation and foundation engineering report.

Work and deliverables include:

 Facilities Program Report with Space Allocations and Tabulation

- Spatial Relationships Diagram
- Conceptual Functional Layout Plan
- Conceptual Cost Estimate for Construction and total Project Cost
- Proposal for Site Survey
- Proposal for Geotechnical Investigation and Engineering Report
- Schematic Design Drawings

## **B. Exhibit Program and Schematic Design – (Main Building)**

Develop Information and Building requirements which define the type, function, number, nature, size, characteristics, and performance requirements of the overall project as well as each component area of the proposed facility. In addition, develop information which will define the goals, objectives, and purpose of the overall exhibits in the facility.

After approval of the Exhibit Program, a Conceptual Budget Estimate will be developed to quantify the cost of the proposed exhibits.

The Exhibit Schematic Design phase will illustrate conceptual and early designs for exhibit and consists of drawings, sketches and diagrams. The general scope, nature scale, complexity and relationship for each Exhibit will be depicted.

The Exhibit Schematic Design will further define storylines, themes and treatments for Exhibits as well as define specific exhibit areas proposed for the building. A media plan will be developed to show treatments, graphics and presentations. An audio / visual brief will further outline multi-media requirements for each exhibit and the facility.

Drawings, sketches and diagrams depicting the proposed exhibit designs will consist of scale drawings and sketches showing plans, sections, elevations and perspective views. A schematic lighting plan will be produced for modeling, testing and cost estimating.

Additional cost estimating will be performed and a report provided for the statement of probable cost relating to exhibit design.

Exhibit schematic design will provide important information which will assist the design team with further development of the facility. With this information the architectural design team can craft, shape and model the scale, volume and spatial relationships of the proposed facility around the exhibits and exhibit plan. This approach to design will produce a functional, dynamic and exciting facility which will aid with its successful operation as a destination attraction.

Work and deliverables include:

- Research and Develop Content
- Develop Storyline, Themes and Treatments
- Develop Interpretive Plan and Matrix
- Develop Media Plan, Treatments and AV Outline Brief
- Exhibit Conceptual Estimate
- Schematic Design Drawings

### **C. Architectural Program and Schematic Design – (Hurricane Audrey Memorial)**

As noted above, information developed from the Exhibit schematic design process will be utilized by the Architectural Design team as the basis of Schematic Design for the proposed Memorial. Alternate design concepts will be investigated and presented which respond to the program requirements. After initial review and acceptance by the Owner a single concept will be selected by the Owner and developed further by the Design team.

Schematic Design drawings will be developed to illustrate the general scope, nature, scale, complexity and relationship of spaces and components which comprise the proposed memorial. Drawings, diagrams and sketches showing the early schematic design of floor plans, building sections and elevations will be developed. A conceptual Site Plan will be developed to show the overall building layout, shape, site fit, orientation and site support areas for access, parking and building service areas.

Work and Deliverables include:

-  Narrative explaining Memorial Concept
-  Site and Building Plan
-  Schematic Design Drawings
-  Completion Timeline

### **D. Marketing Materials**

A Marketing Study and Report will include the following items and deliverables:

- 1) **Validation / Revision** of market and financial analysis if any new scale of development is contemplated.
- 2) **Branding and Image Development:** Which would develop a specific brand, image/identity and Logo for the Museum.
- 3) **Pre-Launch Awareness – Building Strategy:** Which would (using the image/identity developed) ensure awareness of the Museum among key target markets and stakeholders, and outline key steps involved in creating / managing expectations and public messaging about the Museum.
- 4) **Launch Strategy:** Planning the series of activities that would be involved in the launch and opening of the Museum (at a high level, strategic perspective rather than tactical at this point).
- 6) **Post Launch Marketing Plan:** Refinement and further analysis of the preliminary marketing plan work that was done in the planning study to determine influence of recent decisions regarding site location, size, exhibits etc. on marketing and attendance.
- 7) **Evaluation Plan:** Which would outline the nature and type of market research that should be undertaken on an on-going basis, and the types of accountability that should be built into the process

## **Marketing Presentation Materials:**

Additional marketing materials are required to assist with showcasing the facilities as a destination attraction and to attract the level of private donor fund raising required to provide significant funds for the construction, and successful operation of the facility.

Important Marketing Materials will include: presentation models, renderings, computer renderings and other multi-media materials.

The Exhibit Design Team will be required to attend and make special presentations to further describe and explain the nature and scope of the project.

### ***1.3 Project Manager***

The DOTD Project Manager is Ms. Val Horton; she may be reached at (225) 379-1585.

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## **2.0 ADMINISTRATIVE INFORMATION**

### ***2.1 Expected Time Period for Advertisement***

The period of advertisement for this RFQ is tentatively scheduled to begin on or about **June 13, 2008**, and to continue through **July 28, 2008**.

### ***2.2 RFQ Coordinator***

Requests for copies of the RFQ and written questions must be directed to the RFQ Coordinator listed below:

Mr. Edward R. Wedge, III, P.E.  
Consultant Contract Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Post Office Box 94245  
Baton Rouge, Louisiana 70804-9245  
Telephone: (225) 379-1889  
Fax: (225) 379-1859

This RFQ is available in electronic form at:

<http://webmail.dotd.state.la.us/AgreStat.nsf/WebView?OpenPageand>

<http://wwsrch2.doa.state.la.us/osp/lapac/pubmain.asp>,

or in printed form by submitting a written request to the RFQ Coordinator.

## **2.3 Calendar of Events (estimated)**

<b><u>Event</u></b>	<b><u>Date</u></b>
Advertise RFQ and mail Public Announcements	June 13, 2008
Deadline for receiving Consultant inquiries	June 27, 2008
Issue responses to Consultant inquiries By posting to DOTD Website	July 3, 2008
Proposal submission deadline	July 28, 2008
Consultant Evaluation/Selection	on or about Aug. 4, 2008

NOTE: DOTD reserves the right to amend and/or change this schedule of RFQ activities, as it deems necessary.

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## **3.0 PROPOSAL INFORMATION**

### **3.1 Proposal Response Location**

Consultants who are interested in providing Consulting services under this RFQ should submit all Proposals containing the information specified in Section 4.0. The fully completed original Proposal with original signatures by an authorized representative must be received in hard copy (printed) version by the RFQ Coordinator designated above by the deadline date specified in the Calendar of Events. Fax or e-mail submissions are not acceptable.

### **3.2 Determination of Responsibility**

Determination of the Consultant's responsibility relating to this RFQ shall be made according to the standards set forth in LAC 34: 136. DOTD must find that the selected Consultant:

- ✓ Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- ✓ Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- ✓ Is able to comply with the proposed or required time of delivery or performance schedule;
- ✓ Has a satisfactory record of integrity, judgment, and performance; and
- ✓ Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

### **3.3 Qualifications of Consultant**

The Consultant must meet all the minimum Qualifications listed in this RFQ.

### **3.4 Withdrawal and Re-submission of Proposal**

A Consultant may withdraw a Proposal that has been submitted at any time up to the date and time the Proposal is due. To accomplish this, a written request signed by the authorized representative of the Consultant must be submitted to the RFQ Coordinator.

### **3.5 Ownership of Proposal**

All materials submitted in response to this request become the property of DOTD. Selection or rejection of a Proposal does not affect this right of DOTD.

### **3.6 Proprietary Information**

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and shall be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

### **3.7 Cost of Preparing Proposals**

DOTD is not liable for any costs incurred by prospective Consultants prior to issuance of a Contract. Costs associated with developing the Proposal, preparing for oral presentations, and any other expenses incurred by the Consultant in responding to this RFQ are entirely the responsibility of the Consultant, and shall not be reimbursed in any manner by DOTD.

### **3.8 Code of Ethics**

Consultants are responsible for determining that there shall be no conflict or violation of the LA Ethics Code if their Company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

### **3.9 Additional Information to be Considered When Preparing Proposals**

Additional information may be found by the Consultant at the National Hurricane Museum and Science Center website – [www.nhmsc.com](http://www.nhmsc.com)

Information on the website includes the NHMSC Master Plan, the Time Line and includes other pertinent data and publications.

## **4.0 RESPONSE INSTRUCTIONS**

### **4.1 Proposal Submission**

One original (**stamped original**) and 10 copies shall be received at DOTD. Any Consultant failing to submit any of the mandatory information requested in this RFQ shall be considered non-responsive.

The proposal should be identified with the State Project No. **745-97-0007, National Hurricane Museum and Science Center** and shall be submitted **prior to 3:00 p.m. CST on Monday, July 28, 2008**, by hand delivery or mail addressed to:

Mr. Edward R. Wedge, III, P.E.  
Consultant Contract Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Post Office Box 94245  
Baton Rouge, Louisiana 70804-9245  
Telephone: (225) 379-1989  
Fax: (225) 379-1859

The Proposal must be signed by those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a Board resolution granting such authority should be submitted in the proposal

It is solely the responsibility of each Consultant to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are not received timely, shall not be considered.

#### **4.2 Cover Letter**

A cover letter should be submitted on the Consultant's official business letterhead explaining the intent of the Consultant.

#### **4.3 Proposal Format**

The Consultant should submit a Proposal as specified in **Attachment I** which should include adequate information that the Consultant has the appropriate experience and qualifications to perform the Scope of Services as described herein. The Consultant should submit a work plan reflecting their understanding of the project. The Consultant should respond to all areas requested.

#### **4.4 Price Proposal**

This proposal is for a **Fixed Fee of \$1,360,000.**

All elements contained in the advertisement will be provided for this Total Amount.

#### **4.5 Certification Statement**

The Consultant must sign and submit the Certification Statement shown in Attachment II.

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#### **5.1 Evaluation Team**

The evaluation of proposals shall be accomplished by a Project Selection Committee, composed of 5 DOTD personnel and 5 Non-DOTD representatives, which shall determine the proposal most responsive and advantageous to DOTD, and the Citizens of Louisiana. Project Selection Committee quorum shall be considered as 3 out of 5 DOTD personnel and 3 out of 5 Non-DOTD representatives.

#### **5.2 Administrative and Mandatory Screening**

All proposals shall be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFQ. Proposals found not to be in compliance shall be rejected from further consideration.

#### **5.3 Evaluation and Review**

Each proposal shall be rated for 6 categories, with 0 being the lowest score and the highest possible score shown for each category on the attached **Evaluation Form**.

All proposals shall be evaluated as indicated for Items A thru F. The Consultant's ratings in each category shall be added to arrive at the total Consultant's score. (Maximum 100 points) The Project Selection Committee shall compile the scores and make a recommendation to the Secretary based on highest score.

#### **5.4 *Announcement of Successful Consultant***

DOTD shall notify the successful Consultant and proceed to negotiate terms for final Contract. Unsuccessful Consultants shall be notified in writing accordingly.

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### **6.0 CONSULTANT REQUIREMENTS**

#### **6.1 *Corporation Requirements***

Upon the award of the contract, if the Consultant is a Corporation not incorporated under the laws of the State of Louisiana, the Consultant shall have obtained a Certificate of Authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana prior to the execution of the Contract. Upon the award of the Contract, if the Consultant is a for-profit Corporation whose stock is not publicly traded, the Consultant shall ensure that a Disclosure of Ownership form has been properly filed with the Secretary of State of Louisiana.

#### **6.2 *Billing and Payment***

**Lump Sum** - Payments to the Consultant for services rendered shall be made monthly based on a certified Invoice directly proportional to the percentage of completed work as shown in the monthly progress schedule **developed during the initial scoping meeting with the DOTD Project Manager and the selected Consultant**. The monthly progress schedule shall: a) show in detail the status of the work; b) be subdivided into appropriate Tasks with unit prices for each Task, and c) be of a form and with a division of items as approved by DOTD. The allowable costs shall be in accordance with the cost principles and procedures set forth in 48 CFR 31, as appropriate.

The Monthly Invoice, reflecting the amount and value of work accomplished to the date of such submission less five percent for Retainage, shall be submitted directly to the Project Manager. The Retainage shall be released following completion of the work for each Task, or upon written authorization by the DOTD Consultant Contract Services Administrator. The Invoice shall also show the total of previous payments-on-account to this Contract and the amount due and payable as of the date of the current Invoice.

#### **6.3 *Contract Terms & Conditions***

The Consultant shall be required to enter into a Contract with Sponsor that is basically the same as Attachment III. Any changes to those terms shall be negotiated if state law allows such negotiation.

#### **6.4 *Confidentiality***

All financial, statistical, personal, technical and other data and information relating to DOTD's operation which are designated confidential by DOTD and made available to the Consultant in order to carry out this contract, or which become available to the Consultant in carrying out this Contract, shall be protected by the Consultant from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to DOTD. The identification of all such confidential data and information as well as DOTD's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by DOTD in writing to the Consultant. If the methods and procedures employed by the Consultant for the protection of the Consultant's data and information are deemed by DOTD to be adequate for the protection of DOTD's confidential information, such methods and procedures may be used, with the written consent of DOTD, to carry out the intent

of this paragraph. The Consultant shall not be required under the provisions of the paragraph to keep confidential any data or information, which is or becomes publicly available, is already rightfully in the Consultant's possession, is independently developed by the consultant outside the scope of the contract, or is rightfully obtained from third parties. Under no circumstance is the Consultant to discuss and/or release information to the media concerning this project without prior express written approval of the DOTD.

## ATTACHMENT I PROPOSAL FORMAT

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### 1. Executive Summary

This section should serve to introduce the purpose and scope of the Proposal. It should include administrative information including, at a minimum, response date, Consultant contact name and phone number, and the stipulation that the proposal is valid for a time period of one year from the date of submission. This section should include a summary of the Consultant's qualifications and ability to meet the DOTD's overall requirements.

It should include a positive statement of compliance with the Contract terms. If the Consultant cannot comply with any of the Contract terms, an explanation of each exception must be supplied. The Consultant should address the specific language in Attachment IV and submit whatever exceptions or exact contract modifications that their firm may seek to the sample contract. While final wording shall be resolved during Contract negotiations, the intent of the provisions shall not be substantially altered.

### 2. Corporate Background and Experience

**The purpose of this item is to provide information to evaluate the relevant experience, resources, and qualifications of the Consultant.**

In this section the Consultant should provide:

- a. An organizational chart displaying overall organizational structure, including sub-consultants.
- b. A record of prior successful experience in services similar to that sought through this RFP. Proposals should include the number and a concise description of projects and inclusive dates successfully completed. Proposals shall specify the extent of responsibility of key proposed project staff on these prior projects
- c. A customer references listing for related work completed in the last twenty-four (24) months. Each reference shall include the name and telephone number of a contact person.
- d. A Statement of the Consultant's other business or contractual obligations and the involvement in any past or current litigation.
- e. A Statement that the firm is financially solvent and capable to provide needed services over the two-year project period.

DOTD reserves the right to contact references to verify information in the proposal.

### 3. Proposed Project Staff

The Consultant should provide detailed information about the experience and qualifications of the Consultant's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address and telephone number) should be provided for the cited projects in the individual resumes.

#### **4. Approach and Methodology**

Consultants should provide:

- Consultants understanding of the nature of the project and how their Proposal will best meet the needs of the DOTD.
- Consultants should define their functional approach in providing the Services. (including )
- Consultants should define their functional approach in identifying the tasks necessary to meet requirements.
- Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, staffing.

#### **5. Cost Information**

A. This is a fixed fee Project, for \$1,360,000.

#### **6. Administrative Information**

Provide a completed Certification Statement as shown in Attachment II.

**ATTACHMENT II**  
**CERTIFICATION STATEMENT**

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The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualifications (RFQ), including attachments.

**OFFICIAL CONTACT:** DOTD requests that the Consultant designate one person to receive all Documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly):

Date: \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Facsimile Number with area code: (\_\_\_\_\_) \_\_\_\_\_

C. US Mail Address: \_\_\_\_\_

D. Telephone Number: \_\_\_\_\_

Consultant certifies that the above information is true and grants permission to DOTD or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, Consultant certifies that:

- 1) The information contained in its response to this RFQ is accurate;
- (2) Consultant complies with each of the mandatory requirements listed in the RFQ and shall meet or exceed the functional and technical requirements specified therein;
- (3) Consultant accepts the procedures, evaluation criteria, contract terms and conditions, and all other administrative requirements set forth in this RFQ.
- (5) Consultant understands that if selected as the successful Consultant, he/she shall have (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final Contract Document.

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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SIGNATURE of Consultant's Authorized Representative                      DATE

**ATTACHMENT III**

**CONSULTING SERVICES CONTRACT**

**STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**CONTRACT FOR SPECIAL SERVICES  
STATE PROJECT NO. 745-97-0007  
National Hurricane Museum and Science Center**

Be it known, that on this \_\_\_\_\_ day of \_\_\_\_\_, 2008, the Southwest Louisiana Convention & Visitors Bureau, hereinafter sometimes referred to as "Sponsor" and \*\*\*\*\* , hereinafter sometimes referred to as "Consultant" do hereby enter into Contract under the following terms and conditions.

**SCOPE OF SERVICES**

Attachment I details the Scope of Services and the Functional and Technical Requirements of the Consultant.

**COMPENSATION**

In consideration of the services described above, DOTD hereby agrees to pay the Consultant an amount of \$1,360,000.00 for the actual work performed.

**PAYMENT**

Payments to the Consultant for services rendered shall be made monthly based on a certified invoice directly proportional to the work performed.

The monthly Invoice should be submitted directly to the Project Manager, Valerie Horton. The Invoice shall show the total amount due and payable as of the date of the current Invoice. Payments to the Consultant for services rendered shall be made monthly based on a certified and itemized invoice showing line item costs incurred. The original and five copies of the Invoice shall be submitted to the Project Manager. The Invoice must be signed, dated, and sealed by a principal member of the Consultants firm. Upon receipt of each invoice, DOTD shall pay the amount due within 30 calendar days, according to Louisiana R.S. 251.5.

**TAXES**

Consultant hereby agrees that the responsibility for payment of Taxes from the funds thus received under this Contract shall be Consultant's obligation and identified under Federal Tax Identification number \*\*\*\*\* .

## **TERMINATION FOR CAUSE**

The DOTD may terminate this Contract for Cause based upon the failure of the Consultant to comply with the terms and/or conditions of the Contract; provided that the DOTD shall give the Consultant written notice specifying the Consultant's failure. If within thirty (30) days after receipt of such notice, the Consultant shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the DOTD may, at its option, place the Consultant in default and the Contract shall terminate on the date specified in such notice. The Consultant may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the DOTD to comply with the terms and conditions of this contract; provided that the Consultant shall give the DOTD written notice specifying the DOTD's failure and a reasonable opportunity for the state to cure the defect.

## **TERMINATION FOR CONVENIENCE**

The DOTD may terminate the Contract at any time by giving thirty (30) days written notice to the Consultant. The Consultant shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

## **REMEDIES FOR DEFAULT**

Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA - R.S. 39:1524 - 1526.

## **OWNERSHIP**

All records, reports, documents and other material delivered or transmitted to Consultant by DOTD shall remain the property of DOTD, and shall be returned by Consultant to DOTD, at Consultant's expense, at termination or expiration of this contract.

## **NONASSIGNABILITY**

No Consultant shall assign any interest in this Contract by assignment, transfer, or novation, without prior written consent of the DOTD. This provision shall not be construed to prohibit the Consultant from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the DOTD.

## **AUDITORS**

The DOTD Auditor, State Legislative auditor, federal auditors and internal auditors of the Division of Administration, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the Contract for a period of five (5) years from the date of the last payment made under this Contract. Records shall be made available during normal working hours for this purpose.

## **COST RECORDS**

The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred relative to this project. Costs shall be accordance with 48 CFR 31 of the (FARS), as modified by DOTD audit guidelines, and which are incorporated herein by reference as if copied in extensor. The FARS are available for inspection through [www.transportation.org](http://www.transportation.org). Records shall be retained until such as an audit is made by DOTD or the Consultant is released in writing by the DOTD Audit Director, at which time the Consultant may dispose of such records. The Consultant shall, however, retain such records for a minimum of five years from the date of payment of the last estimate under this Contract or the release of all retainage for this Contract, whichever occurs later, for inspection by DOTD and/or Legislative Auditor and the FHWA or General Accounting (GAO) under State and Federal Regulations effective as of the date of this Contract.

## **TERM OF CONTRACT**

This contract shall begin on **August 1, 2008** and shall terminate on **July 31, 2010**, unless modified by a fully executed supplemental contract.

## **DISCRIMINATION CLAUSE**

The Consultant agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Consultant agrees not to discriminate in its employment practices, and shall render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Consultant, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

## **ORDER OF PRECEDENCE CLAUSE**

In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFQ and Consultant's proposal) shall constitute the Consultant's proposal.

## **ENTIRE AGREEMENT CLAUSE**

This Contract, together with the RFQ and Addenda issued thereto by the Department, the proposal submitted by the Consultant in response to the Department's RFQ, and any exhibits specifically incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter.

**DOTD ARCHITECTURAL PROCEDURES MANUAL**

**ADAPTED FROM**

**FPC LOUISIANA CAPITAL IMPROVEMENT  
PROJECTS PROCEDURE MANUAL FOR  
DESIGN AND CONSTRUCTION**

**2007**

LINK:

<http://notes1/ContWeb.nsf/0fd2bfbfb8ac2fa986256b9d00531748/64a94bd3595304d686256e39005986b5?OpenDocument>

## A.

### **Museum Buildings** (Text Only)

The Main Building Complex will be located in Calcasieu Parish at a site, on Lake Charles, to be determined. The NHMSC Master Plan indicates that this facility will be approximately 113,000 sq. ft.

Please indicate the Museum Buildings you are working on or have worked on (up to 10) in the past that you think are relevant to this project.

**Note: Graphic information should be provided in “Section A” of the single attached CD.**

Museum Name	Location	Project Cost	Current Status	Contact Person/Phone#
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**B.**

**Science Exhibits** (Text Only)

These Exhibits will be critical to the success of the National Hurricane Museum and Science Center.

Please indicate the Science Exhibits you are working on or have worked on up to 10 in the past that you think are relevant to this project

**Note:** Graphic Information should be provided in “Section B” of the single attached CD.

Exhibit Name	Location	Exhibit Cost	Current Status	Contact Name/Phone#
1				
2				
3				
4				
5				
6				
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8				
9				
10				

**C.**  **Memorial / Visitor Center** (Text Only)

The memorializing of the events and effects of Hurricane Audrey (1957) on Cameron Parish, was the genesis of the National Hurricane Museum and Science Center project.

This component of the entire Project will occur in Cameron Parish and will consist of both a Memorial and a Visitor Center.

Please indicate the Memorials and / or Visitor Centers you are working on or have worked on, up to 10 in the past , that you think are relevant to this project.

**Note: Graphic Information should be presented in “Section C” of the single attached CD**

Project	Location	Memorial/Center Construction Cost	Current Status	Contact Name/Phone#
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**D.**

**Marketing Materials** (Text Only) Please indicate Marketing Materials, you have worked on, that are relevant to the Project.

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_
- 5. \_\_\_\_\_  
\_\_\_\_\_
- 6. \_\_\_\_\_  
\_\_\_\_\_
- 7. \_\_\_\_\_  
\_\_\_\_\_
- 8. \_\_\_\_\_  
\_\_\_\_\_
- 9. \_\_\_\_\_  
\_\_\_\_\_
- 10. \_\_\_\_\_  
\_\_\_\_\_

**Note:** Graphic Information should be presented in “Section D” of attached CD

**E.**

 **Relevant Awards** (Text Only, up to 10)  
International ,National ,Regional ,State ,Local

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
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4. \_\_\_\_\_  
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5. \_\_\_\_\_  
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6. \_\_\_\_\_  
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7. \_\_\_\_\_  
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8. \_\_\_\_\_  
\_\_\_\_\_
9. \_\_\_\_\_  
\_\_\_\_\_
10. \_\_\_\_\_  
\_\_\_\_\_

**Note:** Graphic Information should be presented in “Section E” of an attached CD





# National Hurricane Museum and Science Center

## Phase III Application

Consultant Name \_\_\_\_\_

### Evaluation Form

#### Consultant's Capacity To:

	<b>Program</b> (Define Problem)		<b>Schematics</b> (Design Solution)	
	<b>A. Museum Buildings</b>	(Max. 12 pts) _____ pts	(Max 23 pts) _____ pts	
<b>B. Science Exhibits</b>	(Max. 8 pts) _____ pts	(Max. 17 pts) _____ pts		
<b>C. Memorial / Visitor Centers</b>	(Max. 5 pts) _____ pts	(Max. 10 pts) _____ pts		
<b>D. Marketing Materials</b>		(Max. 10 pts) _____ pts		
<b>E. Relevant Awards</b>		(Max 9 pts) _____ pts		
<b>F. NHMSC Master Plan Understanding</b>		(Max. 6 pts) _____ pts		
	<b>(Max. 100 Points)</b>	<b>Consultant Total</b>	_____ pts	

Evaluator Name \_\_\_\_\_  
Print

Signature \_\_\_\_\_ Date \_\_\_\_\_

PRIME CONSULTANT

**Fee Breakdown**

 **National Hurricane Museum and Science Center**

<b>Program Completion Phase</b>	<b>Fee</b>	<b>Percentage</b>
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 **Architectural Program  
Development (Main Bldg & Memorial)**      **\$219,507 = 16.140%**

 **Exhibit Program  
Development (Main Bldg & Memorial)**      **\$188,265 = 13.843%**

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<b>Schematic Design Phase</b>	<b>Fee</b>	<b>Percentage</b>
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 **Architectural Schematic  
Design (Main Bldg & Memorial)**      **\$439,015 = 32.280%**

 **Exhibit Schematic  
Design (Main Bldg & Memorial)**      **\$376,530 = 27.686%**

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<b>Marketing Study / Materials</b>	<b>Fee</b>	<b>Percentage</b>
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 **Study / Report  
Presentation Materials  
(Main Bldg & Memorial)**      **\$136,683 = 10.500%**

<b>TOTAL FEE</b>	<b>\$1,360,000 = 100%</b>
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**Note:**

A single CD ROM can be submitted to provide additional supportive information on Consultants Relevant Sections:

**Section A Museum Buildings**

**Section B Science Exhibits**

**Section C Memorial/Visitor Center**

**Section D Marketing Materials**

**Section E Relevant Awards**

**Section F NHMSC Master Plan Familiarity**

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**Note:**

**Information on this CD-ROM must be organized in the above Sections A thru F.**

Allowable formats on CD-ROM:

1. Microsoft Word
2. Adobe PDF
3. Microsoft PowerPoint
4. Microsoft Windows Media Player

CD must be securely attached to the Proposal package, and not submitted separately