

HJC Questions & Answers

Some questions are duplicative, but were submitted by different companies. Each question is copied and answered as submitted.

1. Are there plans of the Jefferson College site that you can share with bidders?
Yes. General plans with square footage have been uploaded onto the webpage.
2. Do you have an estimate for how many public meetings you would like to have? Should some of the meetings be virtual?
We will work with the awarded firm to determine. We anticipate the meetings to be in person.
3. Can you provide a little information about what resources are already available for the project—historic documents, previous planning documents, visitor/tourism information, etc.?
We are “reinventing” the site. The visitation numbers from when the site was open are not comparable, in our opinion. We can share information on visitation for other Natchez sites with the awarded firm. Other documentation we have is mainly architectural or the history of the school—which we will only have a small interpretation space on.
4. When is the architectural survey of 19th-century outbuildings expected to be done?
It is estimated to be complete in March 2023.
5. What is the total SF for the 8 buildings? Do floor plans or measurements exist?
General plans with square footage have been placed on the webpage.
6. Does MDAH have any existing artifacts that must be displayed, are they digitally catalogued?
A comprehensive list of artifacts has not yet been created. For the most part, our collection is digitally catalogued. Once exhibit topics are better defined, MDAH will begin actively collecting for the exhibits.
7. Does MDAH have existing casework that needs to be considered in the exhibit layout?
No.
8. How many community meetings does MDAH foresee holding? Will MDAH coordinate all of the participants and location of meetings?
We will work with the awarded firm to determine. Yes, MDAH will coordinate logistics for the meetings.
9. Can MDAH share existing branding?
Yes, we will share what has been used in the past and at our other sites. We foresee a completely new branding process.
10. Confirm exhibit topics are needed but not specific content development.
Correct, general exhibit topics are desired and no content development at this time.
11. Can the chosen contractor bid on the exhibit design RFP when released?
Yes.
12. Is MDAH interested in incorporating AV Media?
Yes.

13. What are the wifi capabilities on site at each location?
At the moment, there is no Wi-Fi on the campus. Prior to site opening Wi-Fi will be available for staff and guests.
14. What is your budget for the project?
No budget has been determined.
15. Are there any specific requirements for the content and/or format of the statement of qualifications? If so, what are they?
No.
16. Does “programming ideas” mean ideas for education programs or special events, or both?
Both.
17. Do you expect, as part of the comprehensive plan, any of the following:
-Complete economic feasibility study
-Complete operating plan with staffing, job descriptions, and income/expense pro formas
-Front-end visitor study
-Visitor services/membership plan
-Retail plan
-Food service plan
-Educational program plan
As stated in the “Expectation” section of the RFQ, we are looking for the following components:
- Community Needs Assessment determined through public meetings
 - Development of new name for site, and vision and mission statement
 - Exhibit space recommendations
 - Exhibit topics with preliminary layout
 - Estimate of exhibit cost and schedule
 - Visitor flow ideas for entire site
 - Exterior signage topics
 - Economic impact
 - Staffing plan
 - Programming ideas
 - Other uses for the site (event rentals, store, etc.)
18. Since “planning for an exterior renovation of historic buildings on campus is underway,” we assume that the comprehensive plan will not need to include an architectural assessment of the condition of the buildings, or recommended remediations. Is this correct?
Correct, MDAH is working with an architectural firm on these objectives. We do anticipate a discussion between the awarded firm and the architects.
19. Will the historical research and content development done for the original 1977 project be made available to the planners? Has any additional content research been done?
Yes, any content research that MDAH possesses will be shared with the awarded firm.
20. One of the evaluation criteria is “size of the company.” Will a large company score higher (perhaps because of security) or will a small company score higher (perhaps because of more attention to your project and more direct involvement of principals)?
Each submission will be evaluated individually by the committee. We don’t have set guidelines for scoring company size, but we just like to know the size of the company. We have worked with both small and large firms in the past.

21. One of the evaluation criteria is “cost of bid.” Based on the information at hand it is very difficult to determine a specific fee for services as the services themselves, as outlined in your RFQ, can range widely depending on the depth and breadth of each of the planning processes. Do you expect proposers to define the scope of services (specific tasks, milestones, deliverables, number of meetings, review and approval process, etc.)?

We have the “Expectations” section of the RFQ and that is what we expect at the end of the project, so the awarded firm will determine their bid based on these requirements. Once the awarded firm begins work, we would expect the firm to define the specifics for the scope of services. We will evaluate the proposals based on our list of “Evaluation Criteria.”

22. As this is a state project we presume the state has standard conditions for this type of contract. A cost proposal cannot be developed without an understanding of these conditions. Will you supply the general contract conditions, or do you expect the proposers to define the contract conditions?

A contract template has been uploaded to the webpage.

23. Site naming, and mission and vision statements form the strategic foundation for the entire project. Developing these is a painstaking process requiring exceptional thoughtfulness, due diligence, vetting, and consensus building. Due to the formative role of this aspect of the project, we anticipate that this must be completed before much of the other planning work can begin. We estimate three months to complete this key component of the project alone, which is more than half of your proposed project time. Is there any flexibility with the proposed completion date?

At this time, the completion date is firm. If as we progress through the project, and MDAH feels the need for an extension, an addendum can be made to the contract.

24. It is our understanding that the Feasibility Study for this project was never completed. However, in order to do an economic impact study, an attendance analysis will need to be in place. Do you envision that work as an implied/required task?

Correct. No feasibility study took place. MDAH staff along with Visit Mississippi did compile a great deal of data. We hope the awarded firm will evaluate this data and help fill in any holes that we have.

25. Are you anticipating an assessment of architectural conditions for the entire site will be required (all 8 buildings)? Do you envision any Architectural/Engineering services being required?

MDAH is working with an architectural firm on these objectives.

26. Will the MDAH be supplying measured drawings of the buildings on site?

General plans with square footage have been uploaded onto the webpage.

27. Are any new buildings planned for the site? Or would new buildings be an option, if recommended by this work?

A new structure has been discussed and this is something we would like to discuss with the awarded firm and architects.

28. Regarding the Community Needs Assessments, is there a defined community stakeholder group already in existence? Would MDAH assist/be responsible for inviting/convening community members?

MDAH will coordinate logistics for the meetings which will include community invitations.

29. Does the MDAH have in their possession related collections for use in the exhibit space? Are there other collections/repositories that are relevant, in the area?

We do not have a complete artifact list for use in the exhibits. Once exhibit topics are better defined, MDAH will begin actively collecting for the exhibits.

30. Are there other branding requirements needed other than a new name for the site and a vision and mission statement, i.e., logo, brand identity for the site.
Developing new logos is not a requirement for this plan, but we would be open to suggestions.
31. Would you need, as a deliverable, materials to promote the project to stakeholders and potential funders?
This is not part of this plan at this time.
32. Is there a budget for this work? For this project?
No budget has been determined.
33. Is it possible to get a list of bidders?
Bid opening is open to the public. A list of responders will be posted after the submittal deadline of October 1.
34. Regarding the economic impact piece:
 - a. We see that economic impact is requested but that the other necessary planning elements to support economic impact are not requested (i.e. attendance, operating revenue and operating expense projections and the scope needed to support those projections, which include market analysis, comparables analysis and a set of operational recommendations in addition to the staffing and space work elements that you have requested). Do such projections already exist from a previous study or should we include scope to develop them making this project, in effect, a comprehensive master plan?
MDAH staff along with Visit Mississippi compiled a great deal of data for economic impact. We hope the awarded firm will evaluate this data and help fill in any holes that we have.
 - b. Building (in this case renovation) capital costs are also normally needed to generate estimates of economic impact – are we correct to assume you have these figures already? If not, is renovation planning advanced to a level where a capital cost estimator would be able to generate figures?
MDAH is working with an architectural firm on these objectives.
35. There is reference to visitor flow ideas for the entire site. Is it correct that the ideas should be from an interpretive planning/visitor experience perspective and not from a landscape architecture perspective?
Yes, from an interpretive planning/visitor experience.
36. You have asked for exhibition space sizes as well as recommendations regarding certain other space uses.
 - a. Are we correct to assume that existing building room sizes are fixed since these are historic buildings?
Yes. General plans with square footage have been uploaded onto the webpage.
 - b. Does a space program for the buildings exist?
General plans with square footage have been uploaded onto the webpage.
 - c. Assuming such a space program does exist and that the spaces are not alterable, is it correct to say that you are not looking for a full space program, but rather for high-level

recommendations as to which spaces would be best suited for which particular functions (exhibitions, retail, rental, etc.)? **Correct, high level recommendations.**

37. Does the site include an associated collection (other than the historic buildings themselves) and if so, is documentation available to help inform the interpretive planning?
We do not have a complete artifact list for use in the exhibits. Once exhibit topics are better defined, MDAH will begin actively collecting for the exhibits.
38. Can you let us know your budget for this project?
No budget has been determined.
39. What is the approximate square footage of the exhibitions across all 8 buildings?
General plans with square footage have been uploaded onto the webpage.
40. Regarding the Community Needs Assessment element of the master plan scope - how many stakeholder and community groups do you envision approaching? How many rounds of community engagement do you anticipate?
This is unknown at this time; we would work with awarded firm to determine.
41. Do you have an approximate budget for the Comprehensive Master Plan Phase? And, can you share it?
No budget has been determined.
42. Do you have an approximate budget for the subsequent development and implementation phases? And, can you share it?
No budget has been determined. We hope the comprehensive plan will assist us in determining this budget.
43. Do you have a timeline in mind for this Comprehensive Master Plan? Do you have a timeline in mind for the subsequent development and implementation project for the HJC?
We hope to have comprehensive plan on April 15, 2022. Timeframe of development and implementation of plan is to be determined.
44. The scope includes a requirement for "economic impact, staffing plan, and programming ideas." Can you provide more detail about what is expected in terms of depth of analysis and types of programming?
MDAH staff along with Visit Mississippi compiled a great deal of data for economic impact. We hope the awarded firm will evaluate this data and help fill in any holes that we have. We are looking for general ideas of programming and a recommendation for the number of staff we should have onsite.
45. Are there recommended milestones for a number of meetings and/or interim submittals prior to the April 2022 project completion date?
Nothing is currently set. We would work with awarded firm to determine.
46. Are there subject matter experts who will be advising on content?
MDAH will provide general topic lists and provide specialists for awarded firm to consult with, if desired.
47. Are public stakeholder meetings envisioned? If so, who will be responsible for identifying participants, scheduling, and facilitating the meetings? Will MDAH provide meeting spaces?

MDAH will coordinate logistics for the meetings which will include community invitations.

48. The description notes several other sites in the region. Will representatives from these sites—especially those outside of MDAH—be involved in this process?

They will not play an active role, but can be consulted, if desired by awarded firm.

49. Is there a budget established for this phase of the project?

No budget has been determined.

50. What level of cost detail is requested?

A detailed budget for the bid is not needed. The firm can provide as much or as little budget information as it would like.

51. Will there be interviews or will the selection be based wholly on the submitted material?

No interviews are planned at this time.

52. How large is the exhibit space in the Visitor Center? How large is the retail space? Are there any other main spaces that MDAH has identified within the campus that are likely to house exhibits? If so, can you provide approximate square footage or a site map highlighting these buildings?

We are looking forward to the awarded firm's recommendations. General plans with square footage have been uploaded onto the webpage.

53. What is the budget for the comprehensive plan?

No budget has been determined.

54. How is the comprehensive plan funded? Through what state or other sources?

MDAH is a state agency and this will be funded through our regular operating budget.

55. Has a budget for building and exhibit construction and implementation has been established? If so, how much capital funds are available?

No budget has been determined.

56. What role has the National Park Service played in project planning and development to date? What role will the NPS play in the future interpretation, programming or implementation?

This is a state owned property. We will consult with NPS and bring them in for community meetings and other times when appropriate.

57. To what extent should the study evaluate non-historic uses, such as housing or commercial space that might be appropriate for the site?

MDAH is open to recommendations.

58. Is audience assessment and market potential desired as a component of project planning?

Yes, to some extent. We will work with awarded firm to determine.

59. Are campus operating costs needed along with the staffing plan?

Yes, a projection is welcomed at the end of the project.