



January 20, 2025

Notice of Request for Qualifications (RFQ) for On-Call Architectural Services for San Xavier del Bac Mission

I. Overview

Over the next several years, Patronato San Xavier intends to move forward with major projects across the mission campus, including the updating of systems within the mission and the rehabilitation of ancillary buildings. We are in the process of developing a short list of qualified architects that will be invited to provide proposals for the design and construction contract administration of the future improvements. We would like to invite your team to submit qualifications for consideration. This is a qualifications-based selection process. Neither design proposals nor fee proposals are required at this time.

II. Background

Patronato San Xavier (PSX) is a non-denominational, non-sectarian 501(c)(3) corporation with a mission that supports the preservation of San Xavier del Bac Mission church located at 1950 W San Xavier Rd, about nine miles south of Tucson, Arizona. PSX funds and directs ethical conservation, conducts scientific research, and conveys the significance of Mission San Xavier del Bac, a National Historic Landmark, in the community of *Wa:k*, part of the Tohono O'odham Nation. Built between 1783 and 1797, the site is significant for its exemplary Spanish Colonial architecture and Baroque decoration. Today, the mission continues to be an active church and represents an intersection of faith, tradition, and culture and holds a deep spiritual meaning to those who worship there. In addition to the 18th century church building, the mission campus includes several other outbuildings ranging in age, some of which are historically significant. San Xavier del Bac still hosts daily mass, is staffed by and home to members of the Order of Franciscan Friar Minor and is one of the most visited tourist destinations in Arizona.

Since 1978, PSX has supported the preservation of the mission church, focused on an extensive campaign to restore the interior artwork and remove Portland-cement-based renders on the building's exterior to be replaced with traditional lime-sand plaster. Now, as we work to develop and implement a regular maintenance schedule for the church, we are focusing on parts of the structure and campus that have not seen comprehensive treatment in several decades.

III. Scope of Work

PSX is seeking statements of qualifications from registered architects in the State of Arizona and their team specialists and associates to provide on-call architectural services for ongoing priority preservation projects

On-Call Architectural Services

The PSX staff and Conservation Committee have identified a set of priority preservation projects for the period of 2025-26 for which specific teams of design professionals and technical specialists will be contracted for studies, assessments, design services, and possible implementation under the guidance of the PSX Director of Preservation. These projects will be funded through existing funds and include, but are not limited to:

1. Interior Climate & Environmental Comfort Study focused on finding creative and safe ways to improve thermal comfort for church users without drastically altering the interior environment, which poses risks to the paintings and other materials. Estimated cost: \$50,000
2. Space/Use Planning and Capital Needs Assessment for Museum and Granjon Wing. Estimated cost: \$50,000.
3. Lighting System Upgrade to improve the quality of the interior environment for the visitor experience, lower operational costs, and reduce safety hazards. Estimated project cost: \$250,000.

The Architect may also be called upon to provide the following professional services:

- Historic preservation research, evaluation and design
- Existing building measurement; preparation of existing building drawings
- As-Built record drawings documenting existing or recently completed work
- Cost estimating after each phase. Number of phases to be determined by Patronato on a per project basis.
- Specifications writing, bid package preparation

- Construction Administration services
- Sub-Contractor management and coordination of annual maintenance activities
- Contractor bidding, negotiation, contract and process assistance to the owner
- Illustration rendering package and 3D design modeling

IV. Required Coverage

Commercial General Liability

1. The Architect shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$1,000,000 Products/Completed Operations Aggregate and a \$1,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of the contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011093 or any replacements thereof. The coverages shall not exclude X,C,U. Such policy shall contain a severability of interest provisions, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims. The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form B, CG 20101185, and shall include coverage for the Architect's operations and products and completed operations.
2. If required by the contract, the Architect subletting any part of the work, services or operations awarded to the Architect shall purchase and maintain, at all times during prosecution of the work, services or operations under the contract, an Owner and Architect's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the Architect's work, service or operations under the contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Proposer's Commercial General Liability insurance.

V. Historic Preservation Standards

All work performed at the Mission shall conform to the US Secretary of Interior's Standards for the Treatment of Historic Properties (STHP) and Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings; STHP Guidelines for the Treatment of Cultural Landscapes; and STHP Guidelines on Sustainability for Rehabilitating Historic Buildings.

US Preservation law recognizes specific periods of significance for historic sites, while Native Americans may believe that defining a specific period of significance is inappropriate, as historic and pre-historic sites are considered sacred and therefore timeless. Historic preservation standards and Tribal beliefs/needs must both be taken into account. Collaborative engagement and compromise among the Mission stakeholder groups allows project plans to meet the intent of Section 106 of the Historic Preservation Act, with some flexibility. It is acknowledged that aspects of the STHP may run counter to cultural practices of the Tohono O'odham community. Where conflicts exist, the cultural values of the tribal community should be allowed to overrule the federal guidelines on preservation. Community members and the Tribal Historic Preservation Office (THPO) will review the various STHP guidelines and identify any conflicts that should be acknowledged

VI. Submission Requirements

- Statements of Qualifications are due February 28, 2025 by 3:00pm MST and must be submitted digitally to:

Miles Green

Executive Director

Patronato San Xavier

miles@patronatosanxavier.org

and

Starr Herr-Cardillo

Director of Preservation

Patronato San Xavier

s.herrcardillo@patronatosanxavier.org

All communications and questions concerning the RFQ must be directed via email to Starr Herr-Cardillo, s.herrcardillo@patronatosanxavier.org.

- Please include the following information;
 - Include a Cover Letter highlighting the Firm/Team's unique qualifications for this project. Also indicate the name, telephone number, and email address for the primary point-of-contact.
 - Firm description, history and key qualifications related to this project including Arizona State Board of Technical Registration ~~how~~ and their ability to meet the NPS Professional Qualifications Standards (<https://www.nps.gov/articles/sec-standards-prof-quals.htm>)
 - Describe your firm's experience working as part of a collaborative, multi-disciplinary team in addressing preservation challenges.
 - Describe your firm's experience with the Historic Preservation Fund or similarly federally funded projects
 - Identify Key Individuals from the Firm and all key Subconsultant Members of the Team, who will be assigned and contractually obligated to this project, during the pre-construction and construction phases. Include those individuals who will be assigned to the project to help provide responsiveness and knowledge of local conditions.
 - Provide an organizational chart that graphically represents the intended roles, responsibilities, authorities, and relationships.
 - Identify Key sub-consultants who will be part of your team and their qualifications related to this project including how they meet the NPS Professional Qualifications Standards (<https://www.nps.gov/articles/sec-standards-prof-quals.htm>)
 - Project Profiles of a minimum of 3 similar projects your Firm/Team that provide examples of how unique requirements and circumstances comparable to those of this project, have previously been successfully addressed. Describe each project by providing the specific information requested below:
 - Brief narrative of the project, including any unique feature(s) relevant to this project
 - Visual images that illustrate the features and character of the project
 - Key team members who are proposed for involvement in this project
 - Project location
 - Project size (in gross square feet)
 - Project scope
 - Project's historic status
 - Cost (original construction budget and final construction budget)

- Construction delivery method (CM@R, design-bid-build, design-build, etc.)
 - Client reference (provide full name, title/position, and email)
- All members of the Firm/Team must make a commitment to providing timely and responsive service to the project.
 - Describe how the Firm/Team will ensure that the project and the Patronato are thoroughly supported from the earliest planning stages through all stages of the projects.
 - Describe your approach to working cooperatively and responsively with the many associated stakeholders. Describe your firm’s clear understanding of the goals and requirements associated with providing the services and the sensitivity of working at Mission San Xavier, including use of the Secretary of the Interior’s Standards for the Treatment of Historic Properties and working with multiple and diverse stakeholders.
- Resumes of Key Personnel

Submissions should be no longer than 20 pages, excluding CV/Resumes.

Submissions will be evaluated by a review panel including representatives from the Patronato San Xavier Staff and Conservation Committee, Tohono O’odham Tribal Historic Preservation Office (THPO), and the State Historic Preservation Office (SHPO). The following is the selection criteria and scoring for RFQ statements:

Firm Description & Team Qualifications	30 points
Collaborative Project Management Experience	20
Comparable Project Examples	30
Project Understanding	10
Overall Proposal Quality	10
TOTAL MAXIMUM POINTS	100 points

In addition, preference will be given to firms that demonstrate experience in:

- Consultation with multiple and diverse partners in the design-construction process, including SHPO, affiliated tribes, object conservators, etc.
- Attendance at the pre-submittal site visit.

VII. RFQ Schedule

RFQ posted:	January 20, 2025
Pre-Submittal Site Visit:	January 31, 2025, 3pm 1950 W. San Xavier Rd, Tucson AZ 85746
Pre-Submittal Zoom:	February 3, 1:00pm MST
ZOOM LINK:	https://us02web.zoom.us/j/82395923222
Questions to Patronato due:	February 21, 2025 by 3:00pm MST
Submittal due date:	February 28, 2025 by 3:00pm MST
Panel Review begins:	March 7, 2025
Notification of Review Results (expected):	March 21, 2025
Firm Selection and Project Start Date:	April 2025