

**Golden Valley Historical Society
Request for Proposal (RFP)**

Services: Museum – Interpretive Exhibit Curatorial Work, Design, Fabrication, & Installation

Project: Golden Valley History Permanent Interpretive Exhibit
Exhibit Plan Implementation Project
Golden Valley, Minnesota

Closing Date: Friday, May 5, 2017

Primary Contact: Crystal Boyd
Project Director, GVHS Exhibit Committee
(612) 247-5283
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A. General

1. Purpose

The Golden Valley Historical Society (GVHS) seeks proposals from qualified contractors to provide professional curatorial and exhibit design, fabrication, and installation services for the development of interpretive exhibits for the Golden Valley Historical Society museum in Golden Valley, MN.

This RFP describes the basic services required and the process for selecting the qualified consulting firm for this project.

2. Submission of Proposal

Prospective consultant firms shall submit one (1) electronic copy (sent via e-mail) of their proposal, fee schedule, and budget/scope template (Appendix A) no later than 5:00 p.m. on Friday, May 5, 2017 to: crystal.boyd@colorado.edu. All proposals must be clearly marked "Exhibit Fabrication – Golden Valley Historical Society" in the subject heading.

Additionally, three (3) hard copies must be postmarked by Friday, May 5, 2017 and sent to: Crystal Boyd, 11653 Horizon Drive, Burnsville, MN 55337.

All submissions must be received by the RFP closing date. Incomplete submissions and submissions received after the closing date will not be accepted.

B. Background Information

The Golden Valley Historical Society (GVHS) was organized in 1974. Its mission is to find, preserve, and disseminate the historical knowledge about the Village/City of Golden Valley,

Minnesota. In pursuit of this mission, GVHS collects oral histories, photographs, video histories, and three-dimensional objects. In 1997, GVHS acquired the City's oldest church as a permanent home and maintains a repository of its collections there. Given that the historic church is often used as a wedding venue (generating much-needed revenue for the Society), there is limited space to store incoming objects, and virtually no space in the building to stage exhibitions. In 2012, the GVHS Board of Directors and membership voted to fundraise for and construct a building addition to house permanent and rotating exhibitions, object storage, and office space. Construction began in late 2013 and was completed in mid-2014.

GVHS seeks to better interpret its regional history and improve the quality of its exhibits by developing new, permanent exhibits featuring objects, images, and archival documents from its collection. The goal of this project is to implement the Permanent Exhibit Conceptual Plan (Appendix B), a comprehensive planning document that presents the overarching form of the 1,130-square foot exhibit gallery, in tandem with the previously compiled Final Script (Appendix C). GVHS will engage a qualified exhibit developer to undertake curatorial work, graphic design, physical design, fabrication of structures, mounts, and exhibit furniture, installation of flooring, graphics, mounts, objects, and cases, and additional building preparations as needed (e.g., painting walls).

During the planning phase, GVHS worked with an external exhibition firm to create a conceptual plan for its exhibit gallery. The plan calls for installation of room dividers and exhibit cases to house objects that will illustrate Golden Valley's most unique stories with artifacts, images, and brief narratives. In addition, GVHS has created an exhibit script, which includes exhibit text and thumbnail images of supporting photographs, archival materials, and objects that illustrate the main interpretive themes. However, additional curatorial work will be required during the implementation phase. The exhibits will be object-based, which provides visitors with an authentic interaction with historic artifacts. The exhibit design, space use, and label text will encourage visitors to interact with one another to share their own unique Golden Valley story.

Exhibit fabrication will incorporate accessible design for all visitors, including those with physical and/or cognitive impairments. GVHS provides visitors an opportunity to learn and explore together, and the proposed exhibit will utilize universal design to encourage participation by visitors of all ages and abilities. A well-designed exhibit will be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. This means that visitors of all ages, experience, and cognitive and physical abilities can participate fully in the experience.

C. Scope of Services & Qualifications

The Golden Valley Historical Society (GVHS) seeks a qualified consulting firm with professional museum services experience to conduct curatorial work and design, fabricate, and install a suite of interpretive exhibits at the Golden Valley Historical Society museum in Golden

Valley, MN. Design, fabrication, and installation will be based on the existing Permanent Exhibit Conceptual Plan (Museology, 2015), with the selected consultant/contractor working directly with the GVHS's Exhibit Committee to finalize all production concepts, built elements, and interpretive text. In addition, the selected consultant/contractor shall:

- Possess the knowledge, skills, and abilities necessary for developing:
 - effective, concise, and high-quality interpretive exhibit labels that connect museum visitors with historic resources and narratives;
 - effective interpretive exhibit spaces that connect museum visitors with historic resources through both active and passive interpretive media;
- Possess experience:
 - installing artifacts and objects within the context of a historic site or museum, utilizing mounting and installation methods that minimize impact on the historic resource;
- Provide a portfolio illustrating past experience with:
 - interpretive label writing;
 - exhibit planning;
 - accessible design;
 - fabrication and installation of interpretive exhibits;
 - small museums;
 - local history; and
- Consult with the GVHS Exhibit Committee in all phases of project development to ensure that the finished project meets organizational standards for excellence.

In preparing a response to this RFP, the Consultant shall propose and describe the detailed Scope of Services for this specific project based on the information above.

This project is funded in part through a Minnesota Historical and Cultural Heritage Grant, administered by the Minnesota Historical Society. As such, the project must be carried out in accordance with the provisions outlined by the Minnesota Historical and Cultural Heritage Grants manual and must meet the following condition:

The exhibit content must be reviewed either by the grants office or by qualified commentators whose comments are submitted to the Grants Office prior to the final exhibit design and fabrication.

D. Consultant Submittal

Proposals from qualified consulting firms shall include, at a minimum, the following information:

1. Statement of Solution

Describe how your firm proposes to address the challenges of completing this project, including any perceived opportunities that should be considered.

2. Project understanding, approach, and coordination methods:
 - (a) Consulting firm shall describe understanding of project and identify approach to fulfill the scope of services and deliverable requirements.
 - (b) Consulting firm shall summarize the key elements of the proposal and outline reasons why their firm should be selected.
3. Similar Project Experience:

Consulting firm shall identify similar project experience within the last 3-5 years and provide a reference for each. Submitted projects shall represent work of the proposed consulting team and not just that of the firm. By submitting a response to this RFP, the respondent hereby authorizes the Golden Valley Historical Society to contact references and make such further investigations as may be in the best interest of the organization.
4. Consultant Team and Project Manager Qualifications:

Consulting firm shall identify a project manager, work performed on similar projects, and manager qualifications. Additional team members, including sub-contractors if required, shall be identified, including previous experience and qualifications.
5. Schedule

Consulting firm shall identify the key work tasks, milestones, and critical path based upon the Golden Valley Historical Society's proposed project completion date of Friday, April 14, 2018. Any proposals that project work beyond GVHS's preferred project completion date must provide clear justification for the scheduling overage.
6. Fee Proposal

Consulting firm shall identify total fee to complete described work with a breakdown of tasks, estimated hours, and hourly rates. Costs for each phase of service shall be individually delineated. The total fee shall reflect all costs, included but not limited to, sub-contractors/consultants, meeting allowance, specified deliverables, overhead, profit, and reimbursable.

The fee shall be structured "hourly-not-to-exceed" unless an alternative fee structure is proposed as appropriate.

Estimated costs for materials are required to be included in the fee proposal under reimbursable expenses. As appropriate, the consultant shall include costs for coordination of these services in the fee proposal.

E. Evaluation and Selection Process

1. Shortly after the submission deadline a selection committee comprised of the GVHS Exhibit Committee will review all proposals and formulate a recommendation to the GVHS member organizations. At its discretion, GVHS may elect to conduct interviews with prospective consultants as part of the selection process.
2. GVHS utilizes the following criteria in recommending a consultant that provides the best overall value to GVHS member organizations in meeting project requirements:
 - (a) Consultant's Statement of Solution;

- (b) Project understanding, approach, and coordination methods;
 - (c) Previous experience with similar projects;
 - (d) Consultant team member qualifications;
 - (e) Schedule; and
 - (f) Fee Proposal.
3. Upon approval by GVHS member organizations, the successful candidate will be notified and a consultant agreement will be finalized. Unsuccessful candidates will be notified after the consultant agreement has been executed. Work on this project is projected to commence no later than Monday, May 22, 2017.
 4. GVHS reserves the right to cancel the RFP at any time, or for any reason that is in the best interests of the organization. GVHS also reserves the right to reject proposals based on the evaluation of submitted materials, to accept other than the lowest cost proposal, and to negotiate the specified dollar amount or any portion thereof.

F. Project Timeline

Date	Activity
Saturday, April 15, 2017	RFP issued
Friday, May 5, 2017	RFP responses due
Friday, May 12, 2017	Estimated contract award
Monday, May 22, 2017	Project commences
Friday, April 14, 2018	Estimated project completion

Proposals will be evaluated within approximately two weeks of the bid closing, and bidder will be notified of their status as soon as possible thereafter.

G. Delivery Schedule

Production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful Bidder and the Golden Valley Historical Society. To accommodate volunteer schedules, meetings will take place in-person at the Golden Valley Historical Society primarily during evenings and weekends.

H. Anticipated Budget

The anticipated maximum budget for this project is \$177,700. This funding is provided in part by the Golden Valley Historical Society and the Minnesota Historical and Cultural Heritage Grants program of the Arts and Cultural Heritage Fund, created by the Clean Water, Land, & Legacy Amendment.

Grant funds will not be used to pay margin, interest, or indirect costs (commonly referred to as overhead). A total of twenty percent (20%) of the budget will be released as the final payment after work is complete and fiscal documentation and the final report have been reviewed and

accepted by the Golden Valley Historical Society Board of Directors.

I. Appendices

- A. Excel Template: Budget & Scope
- B. Permanent Exhibit Conceptual Plan
- C. Final Script

J. Contact

Questions regarding this RFP or the associated project should be directed to:

Crystal Boyd
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(612) 247-5283
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