



REQUEST FOR PROPOSAL

Robert Hoag Rawlings Memorial Exhibit

REQUEST FOR PROPOSAL DATE: November 6, 2018

PROPOSALS DUE NLT: December 6, 2018

RFP # 5-2018

1. General Information:

A. Overview: The Pueblo City-County Library District, herein after (“PCCLD”) is soliciting proposals from qualified exhibit design/fabrication firms.

B. RFP Schedule:

RFP issued:	<u>11/6/2018</u>
Questions Due by 3:00 pm:	<u>11/19/2018</u>
Proposals due by 3:00 pm:	<u>12/6/2018</u>

C. RFP Submittal: Proposals are to be submitted electronically, clearly identified with the RFP number and title in subject line, with all attachments, no later than 3:00 pm local time on December 6, 2018 to:

Sherri Baca
Pueblo City-County Library District
Sherri.baca@pueblolibrary.org

Each complete submission is to include a signed original with all required attachments. All proposals are to be created using a recent version of Microsoft Office Word and/or .pdf file. Proposals delivered after the above required date and time will be received, but will not be considered and will be rejected for lateness.

All proposals submitted will become property of the PCCLD and will be considered a public document under applicable Colorado State law.

D. Points of Contact: Questions and requests for clarification regarding this RFP must be sent via email by 3 pm 11/19/2018 to:

Pueblo City-County Library District
ATTN: Maria Tucker
Email: maria.tucker@pueblolibrary.org

Questions and requests for clarifications may be sent via email, provided that the RFP number, Title, and the words “question” and/or “clarification” are identified in the subject area of the email. Questions and requests without this subject identification may be considered routine emails, and may not get properly addressed.

All questions and requests for clarification will be responded to on PCCLD’s web site <http://www.pueblolibrary.org/about/requests> (click on request for bids) to **all** respondents by 11/26/2018. Any responses by the PCCLD that are considered to be a change in the terms, conditions, and specifications of this RFP will be posted on the web site as an addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless posted as an official addendum on the web site.

Communication from any other source, other than the above, should be considered as invalid with regard to this RFP.

2. General Terms & Conditions:

- A. Interested Parties:** All interested vendors are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein.
- B. Tax Exemption:** PCCLD, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of PCCLD. Following the contract award, an exemption certificate will be furnished by PCCLD if the vendor requests.
- C. Expenses:** PCCLD assumes no liability for payment of expenses incurred by vendors in the preparation and submission of proposals in response to this invitation.
- D. Non-Discrimination:** The vendor agrees not to refuse to hire, discharge, promote, or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
- E. Governing Law:** The laws of the State of Colorado shall govern any contract executed between the successful vendor and PCCLD. Further, the place of performance and transaction of business shall be deemed to be in the County of Pueblo, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be Pueblo County in the State of Colorado.
- F. Confidentiality:** Proposal submitted to PCCLD for consideration shall be subject to Colorado Open Record Law, Section 24-72-201, et seq., C.R.S., after award is made.
- G. Termination of Contract:** PCCLD may, by written notice to the successful vendor, terminate the contract if the vendor has failed to perform its service in a manner satisfactory to PCCLD per specifications defined in the contract and/or RFP. The date of termination shall be stated in the notice. PCCLD may cancel the contract upon thirty days written notice for any reason other than cause. This may include, but is not limited to PCCLD's inability to continue with the contract due to the elimination or reduction in funding.
- H. Non-Appropriation:** PCCLD presently intends to carry out and perform all of the terms and conditions of an awarded contract, and reasonably believes that funds in amounts sufficient to pay all amounts payable hereunder can legally be provided and made available for that purpose, and PCCLD shall include in its annual budget request amounts sufficient to pay all sums payable pursuant to

an awarded contract. Notwithstanding the foregoing, the parties hereto recognize that it is possible that in any given fiscal year of the PCCLD funds might not be available. PCCLD shall have the right to cancel any awarded contract at the end of any calendar year during the term hereof that governmental funding from Pueblo County, Colorado is not granted for the subsequent calendar year. PCCLD shall advise vendor of its intention to cancel the awarded contract due to lack of funds on or before the end of any such calendar year and submit therewith to vendor satisfactory evidence showing PCCLD's inability to obtain the required revenues for the coming calendar year. Upon such cancellation PCCLD shall be released from all further liability under any awarded contract. The right granted to PCCLD by this provision may only be exercised for the express reason stated and for no other reason.

- I. **Confidentiality of Information:** The vendor acknowledges that the vendor will, or may, be making use of, acquiring or adding to information about certain matters and things which are confidential to PCCLD and which information is the exclusive property of PCCLD, including, but not limited to: Internal personnel and financial information, vendor names and other vendor information (including vendor characteristics, services and agreements), purchasing and internal cost information, internal services and operational manuals, and the manner and methods of conducting PCCLD's business.

3. Proposal Preparation:

- A. **Exceptions and Deviations:** Any exceptions to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. PCCLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the vendor.
- B. **Substantive Proposals:** By submitting a proposal, the vendor guarantees that (1) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (2) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (3) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other vendor or over PCCLD.
- C. **Minimum Qualifications:** To be considered for selection, vendors must meet at least the following minimum qualifications:
 - (1) **Established Business.** Vendor must have been engaged as a place of business 2 years prior to the release date of this RFP.
 - (2) **Customer Satisfaction, Financial Resources and Ability to Perform.** Vendor must be able to show proof that they have an established satisfactory record and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services to be performed per this RFP.

(3) Legal Compliance. Vendor must be in compliance with all applicable laws, rules, regulations, and ordinances of the City of Pueblo, the State of Colorado and the United States.

(4) Insurance:

The vendor shall not commence work until it has procured, maintains, and provides proof of the policies of insurances and liabilities listed below. The vendor will not be relieved of any liability, claims, or other obligations in conjunction with the signed agreement with the Library by reason of its failure to procure or maintain the necessary insurance and liabilities. Failure on the part of the vendor to obtain such insurance and liabilities prior to, and during the term of the contact, will constitute a breach of contract in which the Library has the right and may immediately terminate the signed agreement. The Library reserves the right to request and receive a copy of any policy related to services provided to the Library.

(a) *Commercial General Liability:* The vendor shall secure and maintain, during the term of agreed contract and for such additional time for service being performed, Commercial General Liability Insurance issued to and covering the liability of the vendor with respect to all work performed by vendor and its third party vendors under the contract, to be written on a comprehensive policy form. This insurance shall be written in amounts not less than \$1 million for each occurrence and aggregate for personal injury including death and bodily injury and \$1 million for each occurrence and aggregate for property damage. This policy of insurance shall name the Pueblo City-County Library District, its agents, officers and employees as additional insured. This policy shall have all necessary endorsements to provide coverage without exclusion for explosion and collapse hazards, underground property damage hazard, blanket contractual coverage's, as well as Owners' and vendors' Protective Liability (OCP) coverage. The policy shall also provide coverage for contractual liability assumed by vendor under the provisions of the contract and "Completed Operations and Projects Liability" coverage.

(b) *Workers Compensation Insurance:* The vendor shall procure and maintain Workers Compensation Insurance, fully complying with the provisions of the Worker's Compensation Act of the State of Colorado, during the period of this contract and for such additional time as work on this project is being performed

D. Submission Information and Documents: The following information and documents shall be included in the proposal submission:

(1) Name of company, address, telephone number, facsimile number, email address, website URL, and contact person's name.

(2) Vendor awarded the contract must submit a completed and signed IRS Form W9 to PCCLD before contract begins.

E. Signatures: The proposal must be submitted in ink, signed by an officer or person qualified to bind the proposing company.

F. Withdrawal of Proposal: A Vendor may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no vendor may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.

4. Selection:

A. Vendor Selection: No proposal will be considered unless it is complete. All proposals submitted will be first screened to determine minimum vendor qualifications as outlined in this RFP. The proposals will be ranked, based on total cost and the ability of the proposing vendor to provide the required services effectively. Proposals that do not meet these minimum requirements will automatically be rejected and shall not undergo further evaluation.

B. Right of Acceptance and Rejection: PCCLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PCCLD. PCCLD is not bound to accept the lowest priced proposal, but will select the proposal that represents the best value for PCCLD.

C. Negotiation: Subsequent to the Proposal due date, PCCLD reserves the right to negotiate terms and conditions with vendors. PCCLD reserves the right to negotiate modifications to a proposal with a single vendor without obligation to negotiate similar modifications with other vendors.

5. Key Personnel: PCCLD prefers a single account relationship manager. In the vendor's proposal, list names, titles and locations of the primary and backup employees who will be assigned to PCCLD's account. Also include certifications, education, experience and qualifications of personnel. The vendor must establish one person to serve as project manager and liaison to the PCCLD project manager. PCCLD looks to the vendor to inform the needs of the project, maintain a cohesive schedule, and coordinate, oversee and manage work produced. Therefore, the vendor must establish a work schedule for all parties to ensure timely completion of the project. In addition to the start and completion of various construction stages, the schedule shall also show percentages of work to be completed at any given time, as well as significant dates that will serve as check points to determine compliance with approved schedule.

6. Competitive Position: Describe what differentiates the vendor's service from that of other competitors. Include in the discussion how the vendor keeps abreast of current and future trends. Discuss the vendor's approach to communication.

7. Customer References: Provide references from at least three (3) customers to which the vendor has provided the services required under this RFP. These should be recent customers with needs comparable to those of PCCLD. Select a mix of long-standing and new customers. Library or other governmental references are preferred. References should include a contact name and phone number and address of reference.

8. Project Background: Robert Hoag Rawlings was born in Pueblo Colorado, in 1924, son of John and Dorothy Hoag Rawlings. He was reared in Las Animas and graduated from Bent County High School in 1942. Rawlings graduated with a Bachelor's Degree in Economics in 1947 from Colorado College. He was in the United States Navy from December 1942 to July 1946 serving in the South Pacific. Rawlings started as a reporter for *The Pueblo Chieftain and Star-Journal* in 1947. In 1951 he became an advertising salesman; in 1962 he was named General Manager and in January 1980 he was appointed Publisher and Editor; in 1984 he was elected president of The Star-Journal Publishing Corporation. He passed away in May of 2017 as Chairman and Editor of *The Pueblo Chieftain*. *The Pueblo Chieftain* is the oldest daily newspaper in Colorado. The circulation area of The Pueblo Chieftain comprises approximately 25,000 square miles in Southeastern Colorado from the Kansas border to the Continental Divide, and from Pueblo south to the New Mexico border. Mr. Rawlings contributed \$4 million dollars to the building of the Robert Hoag Rawlings Library of the PCCLD and additionally funded the InfoZone News Museum. The InfoZone News Museum is an interactive news museum that is free and open to the public and located on the 4th floor of the Robert Hoag Rawlings Library.

Robert Hoag Rawlings was a champion for water rights and an important philanthropist who supported the Pueblo community. As a result of his distinguished career, contributions to the community, and the library, PCCLD would like to honor him with an exhibit that highlights his many contributions. The Robert Hoag Rawlings Foundation has contributed \$25,000 to support this project.

9. Scope of Work:
Design, fabrication and installation of the Robert Hoag Rawlings Memorial Exhibit

All respondents must be able to provide professional exhibit design and fabrication experience as well as any other specialty services needed to design, fabricate and install the exhibit and associated components. It is anticipated that all work be completed by June 31 of 2019.

All proposals must be made on the basis of and either meet or exceed the requirements contained in the bid package. Electrical, lighting and data will be coordinated with a subcontractor as needed.

Specific Tasks

1. **Initial Concept Phase:** The Vendor will participate in a discussion with the PCCLD exhibit team as needed to gain knowledge of the details of the proposed exhibit.

Deliverable: An approved initial concept of the memorial exhibit with a conceptual drawing and text describing the concept.

2. **Concept Phase:** Develop the final exhibit concept, and establish the exhibition design and presentation approach. The Vendor will hold discussions with the PCCLD exhibition team as needed to finalize the exhibition's conceptual framework, design approach and presentation techniques. The vendor will assist with research, text and graphic design as needed to develop the exhibit. The Vendor will coordinate all Electrical/Data requirements with the PCCLD Facilities Supervisor.

Deliverable: An approved conceptual design and plan for the exhibition. This should include concept drawings and elevations and a written set of design parameters for exhibition-related needs and requirements such as (though not limited to) typography, colors, graphic format treatments, artifact display techniques, materials, furnishings, reproductions, computer or audiovisual/interactive needs, language and readability levels and adjustments to ensure accessibility under ADA requirements.

3. **Design Development Phase:** The narrative of the conceptual design is established to fully develop the exhibition's design approach. The Vendor will prepare exhibition design drawings, text, graphics and accompanying written instructions or specifications and submit to the PCCLD exhibit team for review; make any necessary changes and submit revised drawings and specifications in a timely manner for approval.

Deliverable: A build-ready set of exhibition drawings.

4. **Fabrication and Installation Phase:** Oversee, with PCCLD, the on-time and on-budget execution of the approved design up to and through the fabrication and installation of the exhibition by the fabrication vendor. Fabrication shall be museum quality with particular attention paid to high quality fit and finish, durability, and ease of maintenance.

Deliverables: As indicated below

Exhibit structures: fabricate all exhibit elements, including, but not limited to: cabinetry, panels, platforms, vitrines, or other elements which constitute the basic structural elements of the space. All components must be easily serviced and repaired (particularly access to lighting and audio/video equipment) by established contractors.

Component construction shall allow PCCLD/InfoZone maintenance staff to make repairs when possible. Component parts of each element shall be easily replaceable, rather than having to replace the entire exhibit.

Electrical and mechanical: purchase (except where noted that PCCLD/InfoZone or other vendors will provide), fabricate, assemble, and install into exhibit structures, and thoroughly test, all electrical and mechanical devices.

Graphics: review and prepare all -furnished material; final placement of text and graphics, adjustments to graphic layouts, and conversion of digital files for specified imaging system output.

Graphic production: includes, but is not limited to, digital images, screen printing, label copy plaques, frisketed and spray painted shapes, vinyl graphics, photo etched or sandblasted images, porcelain enamel panels, fiberglass-embedded panels, and cut-out graphic images of letters.

Set up and Installation: setup and install on-site all elements and materials.

Training on operation, maintenance and upkeep of the installed components: shall be included in the project scope. Training shall be provided to designated PCCLD staff during run-in.

Project closeout: preparation of all closeout components including, but not limited to, assembly manual, maintenance manual and closeout package (including electronic and hardcopies of all drawings). Product data are to be provided to PCCLD in the form of an Operations and Maintenance Manual at the completion of the project. Product data includes: standard printed information on materials, products and systems, not specially prepared for the Project. Product data may include information indicating the range of standard products for selection to be used in the finished work.

Warranties for installed components shall be provided as follows: utilities shall be warrantied for two years from the date of project acceptance by PCCLD/INFOZONE. Exhibit components shall be warranted for one year.

Project Management

The Vendor must establish one person to serve as project manager and liaison to the PCCLD project manager.

PCCLD/INFOZONE looks to the Vendor to inform the needs of the project, maintain a cohesive schedule, and coordinate, oversee and manage work produced. Therefore, the vendor must establish a work plan (work breakdown structure) and schedule for all parties to ensure timely completion of the project. A critical path schedule shall be prepared by the Vendor and submitted in reproducible form. In addition to the start and completion of various construction stages, the schedule shall also show percentages of work to be completed at any given time, as well as significant dates that will serve as check points to determine compliance with approved schedule.

Each respondent should indicate critical anticipated dates for work by others which impacts exhibit fabrication.

Regular meetings with the PCCLD team (in person and/or by telephone/and computer) are an integral part of the overall process and must be indicated in the project schedule. These meetings will report on and track the fabrication process, and establish and implement mechanisms for ongoing communications.

What PCCLD Staff Will Provide

The PCCLD project manager will be intimately involved in the design, fabrication and installation process from contract signing through opening. PCCLD has a track record of developing complex interactive exhibitions, on time and on budget. The core team for this exhibition will include the Manager of Special Collections and Museum Services, Museum Coordinators, Digitization Coordinator and select stakeholders.

10. Selection Process/Schedule

The following is the anticipated Selection Process Schedule.

- Request for Proposals issued November 6, 2018
- Questions/queries in writing to PCCLD by 11/19/2018
- Answers provided to potential bidders by
- Proposals Due 12/6/2018
- Contract Award by January 4, 2019

Response Requirements

Please number your responses exactly as the questions are presented below, and limit to 15 one-sided pages, including work samples (#2, below) and fee proposals (#9,below).

The response must include the following elements.

- 1) Letter of interest.
- 2) Experience of the firm/team as Designer/ fabricator of exhibits of similar scale, complexity,and budget, emphasizing firm's record of meeting estimated budgets and schedules. Limit to 3 relevant examples.
- 3) Rough conceptual idea/s for memorial exhibit. Past work concepts can be submitted
- 4) Identification and bios of personnel to be directly involved in this project: principals, project manager and professional staff, and others expected to perform work, including those in affiliation.
- 5) Experience in fabricating exhibits which meet the Americans with Disabilities Act requirements.
- 6) Identify your in-house fabrication capabilities and those services that you would

outsource. Include a list of all proposed subcontractors, and a statement of the subcontractors' qualifications.

7) Proposed work plan describing individual tasks to be performed and the relative scheduling of those tasks. All deliverable items should be identified and described.

8) Hourly rate and expense schedule.

9) Fixed price Fee proposal providing itemized costs.

10) Demonstrate experience in coordinating the integration of warranties, operations and maintenance manuals.

11) References from at least three similar projects, to include: key owner personnel and contractors project manager.

The proposal may not exceed **15 8.5"** by **11"** single-spaced, one-sided pages in length.

All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content, and not on volume or elaborate presentation materials. Proposals must give the full firm name and address of offeror. Person signing the proposal should show title or authority to bind the firm in a contract. Proposals shall be signed in ink by authorized person(s).

By submitting a fee proposal, the respondent firm authorizes PCCLD/InfoZone to contact any or all of those firms or individuals listed as references or contacts of the information provided.

Photo of proposed space for exhibit



