

9/5/19

## City of Sioux Falls

### Addendum No. 3

#### Request 19-0116

### Request for Proposals for Phase 3, Design and Fabrication of Interactive and Engaging Exhibits for the Kirby Science and Discovery Center

Answer to questions received:

- Will selection preference be given to firms who attended the pre-proposal meeting?
  - No
- Will you be issuing an addendum that includes information and/or images that was conveyed during the pre-proposal meeting?
  - Yes
- Is there any flexibility with the project schedule? The schedule of events indicates that the contract will be executed in November, just before the busy holiday season, and that the project will be completed in the spring of 2020. That's very little time for a comprehensive and thoughtful design and fabrication process. For 2600 square feet of science and natural history themed exhibits, we recommend a minimum of 4-6 months for design (schematic, design development, and design detailing), with a fabrication/installation timeline of about six months.
  - Yes see addendum #1
- The first bullet point under Requirements/Scope of Work includes "content" as a required contract service, but at the bottom of this section, it indicates, "exhibit content for each exhibit will be provided by the city." Please clarify, and define what is meant by "content" in this instance. What is the content deliverable from the city? All final written label copy? All high-resolution photographs?
  - The City, in conjunction with the Kirby Science Discovery Center, will provide conceptual images, brand standards, high-resolution photos, educational concepts, and final written copy.
- Please identify all architectural/building elements that must be included within the \$500,000 project budget. Flooring? Lighting? Wall finishes?
  - Flooring and wall finishes may be the only building elements that are needed to satisfy this contract. For example, the SD Water/Land Interactive exhibit may need waterproof flooring to prevent damage to the building. Also, any and all wall murals (vinyl and/or painted) should be included within this budget and provided by awarded Offeror.
- Related to the question above, can you establish an allowance for those architectural/building elements so that proposing firms know your not-to-exceed budget for exhibit design, fabrication, and installation?
  - \$500K is the project budget for all services and materials. In the event all exhibits cannot be purchased for the project budget Firms should price all exhibits individually in their cost proposal including soft expenses to allow the City to choose exhibits that will fit in the project budget.

- One of your goals is to represent relevant science content. Does the museum have education specialists on staff who will be involved in the project? And were they involved in the development of the conceptual designs?
  - Yes, our Education Department was and is directly involved in the process of developing new exhibits for the Kirby Science and Discovery Center. The KSDC also has partnerships with local industry experts that aid in the development of the Agriculture Educational Content.
  
- Please describe the KSDC's team for this project? Who will the selected firm be working with, and how will the reviews and approvals process work?
  - Primarily, you would be working with the Kirby Science Discovery Center's Project Manager, Director of Museums, Director of Education, Senior Development Associate, and CEO. The Project Manager, Director of Museums, and CEO will be reviewing applications and selecting an Offeror based on industry experience, ability to complete the project within budget, scope, & timeline, and through an understanding of the vision of the City and KSDC.
  
- Item 4 of the Submittal Requirements states, "Offer can provide additional conceptual design(s)..." and it accounts for 5 points of your evaluation. Our firm believes strongly in the importance of only doing creative design work in coordination and dialogue with our clients. Also, please know that the National Association of Museum Exhibition's ethics guidelines discourage free or speculative design work. <https://www.name-aam.org/ethics>
  - It has been standard for firms to submit conceptual images in the past to display their vision for the theme and capabilities. Submitting a portfolio of previous projects will more than suffice. The City and KSDC did not want to discourage creativity if an Offeror had strong ideas on interactive Agriculture related exhibits.
  
- If firms are planning to submit as a design-build (exhibit designer & fabricator) partnership, do you have a preference as to which should serve as the prime contractor?
  - No preference.
  
- Some of the concept designs include media elements, such as the theater in the Weather Bin Experience, the drone video in the SD Land & Water Interactive, and the ceiling-suspended monitors in the SD Tractor Experience. Should proposing firms include an AV developer on their teams, or will the AV content be provided by KSDC? And is the cost for media production included in the \$500K project budget?
  - AV content will not be provided by KSDC and should be included within the \$500K project budget. It should be stated that the concept designs are a strong indication of where the City and KSDC would like to go, but can remain as flexible/fluid ideas that should develop and change slightly as we collaborate and progress. The *Weather Bin*, for example, could remain open ended and become something new through the awarded Offeror's recommendations and creative input.

**Sign this form and include with your proposal response.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date