

Pete Ricketts, Governor

## ADDENDUM ONE QUESTIONS and ANSWERS

Date: July 2, 2015  
 To: All Bidders  
 From: Teresa Fleming/Michelle Thompson, Buyers  
 AS Materiel State Purchasing Bureau  
 RE: Addendum for Request for Proposal Number 5046Z1  
 to be opened July 17, 2015 at 2:00 p.m. Central Time

### Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

QUESTIONS	ANSWERS
<p>1. Will firm that designs the exhibit will also be allowed to fabricate and install them?</p>	<p>The scope of work for this RFP is for the design only. The subsequent work to the NHM exhibits will be determined at a future date.</p>
<p>2. IV. D. 6. Pg. 40            IV. E. 4. Pg. 41</p> <p>After the defined scope of work is complete, what process does the Museum intend to follow for all subsequent work? For instance, who will do graphic design, write final text, build mounts, etc? For any parts of these next steps that will be contracted out, what process do you anticipate for selection and contracting?</p>	<p>Refer to Question 1.</p>

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<p><b>3.</b> General</p> <p>Would the firm selected for the current scopes of work be eligible to bid on the eventual fabrication of exhibits?</p>	<p>Refer to Question 1.</p>
<p><b>4.</b> IV. B Pg. 37</p> <p>Do you have an existing Master Interpretive Plan or similar document driving the long-term development of your exhibit program? If so, is it available for review?</p>	<p>NSHS does not have such a document.</p>
<p><b>5.</b> IV. D. 7. Pg. 40 IV. E. 5. Pg. 41</p> <p>What are the suggested fabrication budgets (\$135,000-\$175,000 and \$300,000) expected to include? Image acquisition? Text writing? Video production?</p>	<p>Fabrication is outside the Scope of Work for solicitation 5046Z1.</p>
<p><b>6.</b> IV. D. 7. Pg. 40 IV. E. 5. Pg. 41</p> <p>Will it be a requirement of the eventual contract that designs must be reasonably able to be fabricated within the suggested budgets, or might there be openness during the design process to different budget options?</p>	<p>Budget for Project A, the North Lobby is intended to be the budget that will produce that exhibit.</p> <p>Budget for Project B, the Sesquicentennial Exhibit, is intended to produce that exhibit, but the project square footage of that exhibit has been reduced to 2,500 Sq. Ft. See Revised Attachment B below.</p> <p>See amended Section IV below. Project B has been revised to <b>2,500</b> square feet.</p>
<p><b>7.</b> IV. D. 7. Pg. 40 IV. E. 5. Pg. 41</p> <p>We ask these last two questions to make sure we and other potential bidders are clear on the budget. Because \$75/square foot is exceptionally low for exhibit fabrication, even if it's largely cabinetry and graphics. Model exhibits typically cost at least four times that.</p>	<p>Refer to Question 6.</p>

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<p><b>8.</b> IV. D. 6. Pg. 40 IV. E. 4. Pg. 41</p> <p>The descriptions of Services Needed/Deliverables in the RFP suggest that in each case there are two deliverables: a draft document and presentation with two options, then a final document. The cost proposal forms suggest that there are three deliverables: Conceptual Plans and Presentation, Design Development Plan &amp; Presentation, and Final Plan. Please clarify.</p>	<p>Please comply with the Cost Proposal and RFP as written.</p>
<p><b>9.</b> II. H Pg. 5</p> <p>If we intend to propose for Option 3, should we also provide cost proposals for options 1 and 2 so that you have the option to review our team for multiple configurations? Or is there a requirement that we only provide one option?</p>	<p>This RFP provides two projects with three options for bidding: OPTION 1: Project A North Lobby Exhibit, OPTION 2: Project B Nebraska Sesquicentennial Exhibit and OPTION 3: Combined Project A and Project B. Bidders may bid on any or all options. In order for a bidder to be considered for more than one option, a complete, separate proposal (Corporate, Technical, and Cost) must be submitted for EACH option. Each proposal submitted must clearly identify which option is being bid. The State will evaluate all proposals submitted within each separate option. The highest scoring bidder will be identified for each option (1, 2, 3). The State will make an award(s) to the highest scoring bidder for the option(s) that are determined to be in the best interest of the State.</p>
<p><b>10.</b> II. G Pg. 4</p> <p>If required, may oral interviews/presentations be conducted via video conference?</p>	<p>Oral interviews/Presentations may be determined at a later date.</p>
<p><b>11.</b> II. P Pg. 8</p> <p>Please clarify what, if any, certifications need to be submitted with the proposal.</p>	<p>No certifications need to be submitted with the proposal.</p>

QUESTIONS	ANSWERS
<p><b>12.</b> IV-D. Project 'A' p. 40 IV-E. Project 'B' p .41</p> <p>The fabrication/installation budget for 500 sf of Project 'A' is shown as \$135K to \$175K which translates into a \$350/sf maximum cost. The fabrication/installation budget for 4,000 sf of Project 'B' is shown as \$300K which translates into a \$75/sf maximum cost. How can this be since Project 'B' is larger and more complex? The \$75 cost/sf is unrealistically below what the current cost/per sf is for exhibit fabrication/installation on the open market nationally and adversely affects any calculation of design fees further placing in question the viability of the project. Are the scope of work, square footage and budget correct as written?</p>	<p>Refer to Question 6 and also the Revised Attachment B floor plan for Project B, the Sesquicentennial exhibit.</p>
<p><b>13.</b> on page 41 of your RFP, it reads:<b>5. BUDGET:</b> A budget in the range of \$300,000 is anticipated for the "fabrication and installation" of this exhibition design. That amount is over and above the cost for the design work as contained in this RFP for Project B.</p> <p>Am I mistaken or, is this supposed to read (for Project A)?</p> <p>I ask because on page 40, <b>7. BUDGET</b> reads this budget is for design of Project A. There is no BUDGET set for "design" of Project B that I have found.</p>	<p>The fabrication/installation budget figure shown is over and above the design projects which are the subject of this RFP.</p>

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<p>14. The fabrication budget for the lobby is listed at \$175,000 or \$350/SF. This is a realistic budget for exhibits. However, the budget for the main exhibit space is listed as \$300,000 for 4,000sf, or \$75/sf. This is VERY low. Is this information correct? Is there a strategy of designing exhibits for a more realistic figure and then phasing the project with the first phase utilizing the \$300,000?</p>	<p>Refer to Question 6.</p>
<p>15. The schedule calls for contracting to be completed September 1, 2015 and designs to be completed by February 2016, less than 6 months. This is a very short schedule for exhibits of this size and complexity. Is that schedule set in stone or could we propose a more realistic schedule?</p>	<p>The schedule is set as stated in the RFP in order to meet the needs of the State of Nebraska.</p>
<p>16. Will notes be available from the site meeting?</p>	<p>No.</p>
<p>17. By "Final Designs" do you mean exhibit fabrication drawings that are of sufficient detail that a fabricator can bid, build, and install from them?</p>	<p>Yes.</p>
<p>18. I'm looking to see if you have a copy of the pre-bid meeting sign-in sheet for the following project:  <b>RFP - Contractual Services for Exhibits of the Museum</b></p>	<p>All information pertinent to this RFP can be found on the internet at:  <a href="http://das.nebraska.gov/materiel/purchasing/5046/5046.html">http://das.nebraska.gov/materiel/purchasing/5046/5046.html</a></p>
<p>19. Can you please confirm if exhibit designers should provide interpretive planning as part of our team (i.e. research, writing, image sourcing, etc.)?</p>	<p>Work is as stated in the RFP. Bidders should provide the best solution to the requirements of this RFP.</p>
<p>20. Can you please confirm if exhibit designers should provide multimedia design services as part of our team?</p>	<p>That is a matter of the designer's choice in the bidders proposed solution(s). Bidders should provide the best solution to the requirements of this RFP.</p>

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QUESTIONS	ANSWERS
<p><b>21.</b> If multimedia is included in this portion of the work, will the multimedia designers be excluded from bidding on future stages of this project?</p>	<p>Refer to Question 1.</p>
<p><b>22.</b> Can you please confirm the anticipated completion dates for Project 'A' and Project 'B'?</p>	<p>As stated in the RFP, the dates are for the deliverables specified to meet the needs of the State of Nebraska.</p>
<p><b>23.</b> Pg. 42. Corporate overview b. Financial Statements:</p> <p>Our firm is not publicly held. For other proposals we have included a Balance Sheet, Statement of Income and Statements of Cash flow for the most recent year for this requirement. Will these documents be sufficient to fulfill the financial statement requirement?</p>	<p>Yes, however the bidder should also provide the most recent audit report available.</p>
<p><b>24.</b> It is noted in the proposal on pg. 40 and 41, that the 500 sq. foot lobby space has a fabrication budget of 135,000-175,000 ( which is \$270-\$350 per/sq. ft) and the 4,000 sq. foot Sesquicentennial exhibit space has a \$300,000 fabrication budget (which is \$75 per/sq. ft). Can you please confirm that this is correct?</p>	<p>Refer to Question 6.</p>
<p><b>25.</b> Is media design and production included in the above fabrication budgets?</p>	<p>Refer to Question 1.</p>
<p><b>26.</b> IV E. 5 pg. 41</p> <p>Is the budget for the Sesquicentennial Exhibit: "Nebraska; the 37<sup>th</sup> State" truly \$300,000 for 4,000 square feet, or \$75. A square foot?</p>	<p>Refer to Question 6.</p>
<p><b>27.</b> V E. 5 pg. 41</p> <p>As this has a significantly smaller budget than the North Lobby Entrance, are you anticipating that this will be a collections heavy exhibit?</p>	<p>Refer to Question 6. NSHS does anticipate that the Sesquicentennial Exhibit will be "collections heavy".</p>

QUESTIONS	ANSWERS
<p><b>28.</b> IV E. 3 pg 40</p> <p>Is this a permanent Installation or a temporary installation to be up during the capital campaign?</p>	<p>This will be a temporary exhibition to be in place in 2017-2018.</p>
<p><b>29.</b> IV E. 3 pg 40</p> <p>If this is a temporary installation will this exhibit tour around the state when the permanent exhibit is installed?</p>	<p>No.</p>

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.

Project B has been revised to **2,500** square feet.

**Section IV PROJECT DESCRIPTION AND SCOPE OF WORK:**

**A. PROJECT PURPOSE is hereby deleted in its entirety and is replaced with the following:**

This Request for Proposal (RFP) is issued for the purpose of requesting proposals from qualified museum interpretive design firms for the conceptual design, design development and final design of the North Lobby entrance exhibit of approximately 500 square feet and the Nebraska Sesquicentennial exhibit of approximately **2,500** square feet of the Nebraska History Museum operated by the Nebraska State Historical Society located at 131 Centennial Mall North, Lincoln, NE 68508.

**C. THE MUSEUM RENOVATION PROJECT is hereby deleted in its entirety and is replaced with the following:**

In 2013, the Nebraska Legislature appropriated \$6 million for the renovation of the NHM to which was added \$2 million from the State's 309 Taskforce for Building Renewal and directed to the replacement of the NHM's HVAC system. Therefore, the renovation project totals \$8 million. A call for architectural and engineering services was distributed and a coalition of firms -- Sinclair Hille Architects of Lincoln, Alley Poyner Macchietto Architecture of Omaha and Morrissey Engineering also of Omaha were selected. Design began in the spring of 2014 and bids were advertised for the renovation in August. The successful bid was submitted by the Lund-Ross Company of Omaha. The NHM closed on September 1, 2014 and by the end of October 2014 exhibits had been disassembled and staff moved out of the building.

All temporary and permanent exhibits were removed from NHM in order to provide the contractor with access to all walls for the installation of vapor barriers and related

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improvements. The renovation's general contractor began work on November 3, 2014. The renovation project remains on schedule for a December 2015 completion date.

The Next Steps

The NSHS plans to reopen the NHM on or about February 27, 2016. State funds for new exhibits are not part of the renovation project; in fact an understanding reached with the Legislature was that if public funds were used to renovate the building, private funds would be raised to install new exhibits of the history of Nebraska and its people.

Presently the NSHS Foundation, a private not-for-profit organization founded in 1942 to generate private financial support for the NSHS, is developing plans for a capital campaign and has retained an Omaha-based fundraising consulting group to conduct a feasibility study.

The NSHS has laid out its approach to reintroducing its museum services in the remodeled NHM as follows:

1. Installation of a variety of temporary exhibits drawn from its own collections or available as traveling exhibits in 2016. (Not included in this RFP)
2. Adding two (2) particular features to the Museum as funding becomes available:

**PROJECT A:** A welcoming North Lobby entrance exhibit of approximately 500 square foot.

**PROJECT B:** Nebraska Sesquicentennial Exhibit: "Nebraska; The 37<sup>th</sup> State" of approximately **2,500** square foot.

**E. PROJECT B: GUIDANCE FOR DEVELOPING THE DESIGN FOR A NEBRASKA SESQUICENTENNIAL EXHIBIT: "NEBRASKA; THE 37TH STATE" IS AS FOLLOWS: is hereby deleted in its entirety and is replaced with the following:**

1. **SCOPE OF SERVICES SOUGHT:** Utilizing an exhibit narrative prepared by the NSHS and lists of historical materials (two and three-dimensional artifacts, audio recordings, films, etc.) as prepared by the NSHS, provide professional services to develop a conceptual exhibit plan, provide design development and the final design for an approximately **2,500** sq. ft. historical exhibit, "Nebraska: The 37<sup>th</sup> State" to be installed in the NHM in Lincoln, NE in 2017. The area is outlined on the attached drawing which is included and made part of this RFP (Attachment B).

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2. CONCEPT: The NSHS seeks to offer its NHM audiences of general visitors, schools and other groups of young people and visitors to the state an historically-accurate and engagingly-designed exhibition featuring artifacts, historical images, well-conceived text exhibition with opportunities for interactive involvement that traces key stories that include:
  - a. The Plains landscape and features of the place that became the State of Nebraska;
  - b. The interaction of cultures of the indigenous peoples and the Europeans and Americans who moved into this place as well as the outcomes of that interaction;
  - c. The experience of state-making in Nebraska;
  - d. The role and meaning of Statehood in the subsequent Nebraska experience;
  - e. Statehood today in the minds and hearts of the present Nebraska population;
  - f. Relationships with the federal government, other states and local units of government in Nebraska;
  - g. Themes and issues for the future of statehood in Nebraska.
3. GOALS FOR THE EXHIBITION:
  - a. Address the misconceptions contained in the words “discover”, “claim”, and “settle” in the population of the Nebraska landscape by non-Native peoples.
  - b. Open to the visitors the dynamic of becoming a state in the Union with the duties and responsibilities that entailed in 1867.
  - c. Explore the concepts of statehood today, of the Union of States today and what those concepts mean and require from present day Nebraskans as well as looking ahead to future citizens.
  - d. Provide interactive learning for visitors of all ages, on a self-selected basis.
  - e. Provide spaces and resources for docent-led school visit experiences to the NHM. This is primarily a fourth-grade audience.
  - f. Put visitors in touch with the things of history, two and three- dimensional in nature and with the evidence and analysis involved in historical thinking.
  - g. Encourage and enable all visitors to learn and enjoy in a comfortable exhibition with generous use of various communications techniques and opportunities for visitor interaction and learning.
4. SERVICES NEEDED/DELIVERABLES:
  - a. Analyze the project guidelines and the identified exhibit space on the NHM’s third floor.

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- b. Utilize the exhibit narrative and the objects/materials list prepared by the NSHS.
- c. Interview stakeholders including but not limited to NSHS staff, NSHS docents and volunteers, teachers and youth leaders who bring groups to the NHM, NSHS members, individuals involved with planning the Nebraska Sesquicentennial and select general public.
- d. Develop for presentation a preliminary floor plan and design approach to the subject matter and the exhibition goals and present that to the NSHS's review committee for comment and feedback.
- e. Based on feedback from that presentation, prepare a detailed design solution and present that to the review committee for comment and feedback.
- f. Finalize the detailed design solution and prepare renderings and drawings to include a final floor plan and elevations as well as a cost estimate for the implementation of the design solution.

Note: Specific elements in this final deliverable may include, but are not restricted to scaled drawings and floor plans, scaled elevation renderings, designs for interactive devices, designs for audio-visual and/or audio programming exhibit elements and equipment for such, color schemes, text specifications and font selections.

- 5. **BUDGET:** A budget in the range of \$300,000 is anticipated for the fabrication and installation of this exhibition design. That amount is over and above the cost for the design work as contained in this RFP for Project B.

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