

PUBLISH: November 16 and 23, 2018

REQUEST NO. 19-0004

REQUEST FOR PROPOSALS

The City of Sioux Falls, SD, requests proposals for Engaging and Interactive Exhibits for the Kirby Science and Discovery Center at the Washington Pavilion of Arts and Science.

Proposals shall be received by Purchasing, 2nd Floor, City Hall, 224 W. 9th St., P.O. Box 7402, Sioux Falls, SD 57117-7402, not later than 2 p.m., December 20, 2018.

The RFP is available online at siouxfalls.org or from Purchasing at the above address. Cite Request No. 19-0004.

The City of Sioux Falls reserves the right to reject any or all bids, waive technicalities, and make award(s) as deemed to be in the best interest of Sioux Falls, SD.

Request for Proposals

for

***Phase 2, Interactive and Engaging
Exhibits for the Kirby Science and
Discovery Center at the Washington
Pavilion of Arts and Science***

November 16, 2018

City of Sioux Falls, South Dakota

Proposal Request No. 19-0004

Table of Contents

Section 1—Introduction and Instructions.....	1
1.01 Purpose of the RFP	1
1.02 Contact Person, Telephone, Fax Number, and Email.....	1
1.03 RFP Schedule of Events.....	1
1.04 Return Mailing Address and Deadline for Receipt of Proposals	2
1.05 Questions and Addenda	2
Section 2—Scope of Work	3
2.01 Objective.....	3
2.02 Background.....	3
2.03 Scope of Work	5
Section 3—Proposal Format and Content.....	6
3.01 Submittal Requirements.....	6
Section 4—Review of Proposals and Selection of Finalists for Interviews	7
4.01 Selection Criteria.....	7
4.02 Contract Award	8
4.03 Special Conditions	8
Section 5—Standard Proposal Information	9
5.01 Authorized Signature	9
5.02 City Not Responsible for Preparation Costs.....	9
5.03 Conflict of Interest.....	9
5.04 Indemnification.....	9
5.05 Insurance Requirements.....	9
5.06 Offeror’s Certification	10
5.07 No Contact Policy	11
5.08 Special Conditions	11

**Request for Proposals
for Phase 3, Interactive and Engaging Exhibits for the Kirby Science and
Discovery Center at the Washington Pavilion of Arts and Science**

Section 1—Introduction and Instructions

1.01 Purpose of the RFP

This Request for Proposal (RFP) is issued by the City of Sioux Falls (hereinafter referred to as the “City”). The purpose of this RFP is to establish a contract from qualified firms to design, fabricate, and install new and unused interactive and engaging exhibits for the Kirby Science and Discovery Center at the Washington Pavilion of Arts and Science.

1.02 Contact Person, Telephone, Fax Number, and Email

Scott Rust, Purchasing Manager, Finance Department, is the point of contact for this RFP. Unauthorized contact regarding the RFP with other City employees or the management group of the Washington Pavilion may result in the vendor being disqualified.

Scott Rust, Purchasing Manager, Finance Department

Phone: 605-367-8836

Fax: 605-367-8016

Email: srust@siouxfalls.org

1.03 RFP Schedule of Events

This schedule of events represents the City’s best estimate of the schedule that will be followed for this RFP. If a component of this schedule such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate RFP schedule is as follows:

- RFP issued: November 16, 2018.
- Pre-Proposal Meeting: November 30, 2018.
- Proposals due: December 20, 2018.
- Review of Proposals and Shortlist: December 28, 2018.
- Interviews: January 8–9, 2019.
- Contract Intent to Award: January 11, 2019.
- Execute Contract: February 2019.

1.04 Return Mailing Address and Deadline for Receipt of Proposals

Offerors must submit one (1) original hard copy (marked "Original") and five (5) hard copies of the proposal in a sealed envelope or package.

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the City before the deadline for receipt. Envelopes or packages must be addressed as follows:

City of Sioux Falls Purchasing Office
Attention: Scott Rust
Phase 3, Interactive and Engaging Exhibits for the Kirby Science
and Discovery Center at the Washington Pavilion
of Arts and Science
RFP No. 19-0004
224 West Ninth Street
P.O. Box 7402
Sioux Falls, SD 57117-7402

Proposals must be received by the Purchasing Office at the location specified no later than **2 p.m., Central standard time, on December 20, 2018**. Proposals will not be publicly read at the opening.

Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means.

Offerors assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. An Offeror's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

1.05 Questions and Addenda

Questions regarding this RFP shall be submitted in writing to Scott Rust, Purchasing Manager, at srust@siouxfalls.org. Answers to questions will be posted to the City's website at www.siouxfalls.org/business. The deadline for questions is 2 p.m., Central standard time, Friday, December 14, 2018.

Additionally, a nonmandatory preproposal meeting will be held at 2 p.m. on November 30, 2018, at the Washington Pavilion at 301 South Main Avenue, Sioux Falls, SD, for all interested firms to view the areas where the new exhibits will be placed and ask questions regarding the scope of work listed in this RFP.

If deemed necessary, addenda to the RFP will be issued and will be posted to the City's website at www.siouxfalls.org/business. No addenda will be issued after 5 p.m., Monday, December 17, 2018.

Responding firms are prohibited from communicating in any other manner about this project with any other City employee or any employee from the Washington Pavilion from the date of issuance of this proposal until the final selection, unless otherwise directed by the Purchasing Manager. Other means of communications or contact may disqualify the submitting firm.

Section 2—Scope of Work

2.01 Objective

The City is requesting proposals from qualified companies to design, provide, and install interactive and engaging exhibits for the third floor of the Kirby Science and Discovery Center at the Washington Pavilion.

2.02 Background

Mission

The mission of the Washington Pavilion is to inspire, educate, entertain, and enrich our region by creating opportunities for all to explore and experience the arts and science (adopted by WPMI Board of Trustees in 2017). Through this mission, the vision of the Washington Pavilion is to be the region's premier arts and science destination, inspiring lifelong discovery, and inclusive experiences.

History

The Washington Pavilion is an accredited, regional, nonprofit multidisciplinary arts and science center located in downtown Sioux Falls, SD. The Washington Pavilion of Arts and Science opened its doors in June of 1999, in the renovated, historic building that served as Washington High School from 1908–1992. This historic transformation was accomplished through the support of public and private funding. The Washington Pavilion is one of only a few facilities in the world to bring the performing arts, visual arts, and interactive science together in one building, under one 501(c)(3) organizational management team.

Accomplishments

The Washington Pavilion embodies quality while impacting an impressive number of lives across a service area of over 55 counties. Annually, the Washington Pavilion serves over 350,000 people. More than 2 million people have seen a show, attended a conference, or other special events since its inception in 1999, and over 175,000 people have been enriched by the Community Learning Center's programming since 2007. The focus of this proposal, the Kirby Science Discovery Center, has seen over 1.5 million visitors pass through its doors since its inception. More than 1,600 art pieces reside in the Visual Arts Center's permanent collection, and over 20,000 patrons visited its AAM-accredited galleries in the past year. Finally, in 2015 it was estimated that the Washington Pavilion has had an economic impact of over \$205 million on the City over its short 18-year lifetime.

Aside from economic impact, the Washington Pavilion strives to provide outstanding programming with a context that is approachable for all citizens in the region. In 2015, the Community Learning Center's Action Arts and Science Program was recognized by the President's Committee on the Arts and the Humanities with the National Arts and Humanities Youth Program Award, distinguishing the program as 1 of the 12 top after-school arts and humanities-based programs in the nation.

Operational Programmatic Overview

- **The Husby Performing Arts Center** features the 1,800-seat Mary W. Sommervold Hall and 291-seat Belbas Theater. It presents an annual performance series and acts as a rental facility for national and regional touring acts, featuring Broadway musicals, dance, concerts, and comedians, as well as theatrical and family programs. Annually, over 250,000 people attend shows at the Washington Pavilion.
- **The Visual Arts Center (VAC)** is home to seven galleries of exhibits, nearly 10,000 square feet of exhibition space, and produces approximately 20 regional, national, and international exhibitions a year. Approximately 22,000 patrons took advantage of VAC exhibitions and programming in 2016.
- **The Kirby Science Discovery Center (KSDC)** occupies 20,000 square feet of exhibition space and features over 80 interactive, permanent exhibits, and six large-format films annually in the 160-seat Wells Fargo CineDome Theater. Over 90,000 people took advantage of KSDC programming in 2017. The current target audience for the science center is families with children 12 years old and under, though it's our goal to better serve teens and adults through the new programming and exhibit content.

Over the past five years, various areas of the science center have been renovated including the:

- Wells Fargo CineDome Theater with a new 4K digital projection system and new upgraded seating.
 - 4,530 square foot second floor gallery with minor architectural modifications, new space-themed exhibits, and some refurbished space-themed exhibits.
 - 1,570 square foot third floor stage science area with a new stage performance platform including casework, curtains, and audio and visual systems where live science demonstrations are performed by staff.
 - South half of the fourth floor to raise the ceiling height to 18 feet to accommodate taller traveling exhibitions.
 - 2,648 square foot fourth floor gallery with paint, new health/fitness/nutrition-themed exhibits, and some refurbished exhibits.
- **The Community Learning Center** utilizes the wide range of resources within the Washington Pavilion to create exciting educational programming in the areas of visual arts, performing arts, and science. It provides cross-curricular experiences that promote

creativity, individual learning styles, and engagement through hands-on participation in learning.

2.03 Scope of Work

Budget

The total project budget for completion of this project is \$300,000—including but not limited to design and architectural services, electrical, content/graphics, exhibits, new lighting elements (if needed in addition to existing), installation of any necessary modifications to the galleries, shipping, and other expenses.

Requirements/Scope of Work

- Design, fabricate, ship, and install exhibition areas—including any architectural services, floor layout design, exhibits, content graphics/signage (including image procurement), new lighting elements (if needed in addition to existing), and new floor materials (if needed in addition to or in place of existing).
- Design and fabricate interactive exhibits within the content areas and target audience designated.
- Create, manage, and execute a master schedule.
- Fill and execute the role as project manager, also responsible for administrative correspondence, meetings minutes, and submission of documentation.
- Coordinate with any subcontractors, Washington Pavilion, and the City.
- Provide exhibit renderings/images and brief descriptions suitable for fundraising and public relation campaigns.
- At completion of the project, provide exhibit manuals to include:
 - Materials used (manufacture, color, lot numbers, etc.).
 - Users' guides with maintenance information to keep exhibits in optimum working condition.
 - Warranty and customer service support.
- **Note: Exhibit content for each exhibit will be provided by the City. Graphic design of the content will be provided by the awarded Offeror.**

Exhibit and Content Areas

The theme for the exhibits on the third floor of the science center shall focus on science related to the Sioux Falls region and the state of South Dakota, reflecting the interests of the Sioux Falls community, the surrounding region, and tourists, while illustrating key universal scientific concepts.

The City requests 10–12 new permanent exhibits of varying sizes to replace the current exhibits in the approximately 3,000 square feet currently identified as the Nature Works and Light, Sound, Action! (see Exhibit A). Included are concept images (see Exhibit B) Offeror can utilize as a reference point; however, the Offeror is highly encouraged to submit alternate conceptual designs or exhibit ideas for their submission. The exhibits being proposed must focus on science related to the Sioux Falls region and the state of South Dakota. Some topics that must be given strong consideration include agriculture, nature, energy, meteorology, animals native to our region and state and their wildlife habitats, and in general reflect the interests of the Sioux Falls community, the surrounding region, and tourists.

Target Audiences

The exhibits must appeal to general audiences and also serve to meet educational needs for teachers, students ranging in age from PreK–12, and for families visiting the science center.

Goals

- Create fun, hands-on, interactive exhibits that have multiple outcomes.
- Represent relevant science content that is engaging through methods not offered at home or in the classroom.
- Inspire and educate patrons of all ages and abilities to be curious about science.

Outcomes for Washington Pavilion

- Install functional and interactive new exhibits themed as outlined above.
- Present strong content with storylines, relevant vocabulary, and science concepts.
- Increase attendance to the science center by appealing to patrons and the community.
- Deliver and convey effective educational content and programs to patrons including school groups.
- Engage partners, sponsors, and donors through successful communications and participation.

Section 3—Proposal Format and Content

3.01 Submittal Requirements

In addition to pricing, as outlined in Scope of Work, the submittal must contain the following information:

1. **Cover Letter.** Provide name and address of the firm and contact person with address, telephone number, and email address. Acknowledge receipt of any addenda if applicable. Indicate your acceptance of the requirements of this RFP. Any consortiums, joint ventures, or teams submitting proposals must establish contractual responsibility

that rests solely with one company or one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team. The cover letter **must be signed** by a duly authorized official of the firm and the offer must be good for 90 days.

2. **Project Understanding and Approach.** Summarize your understanding and approach to the project. Provide a one- to three-page summary indicating your ability to design and fabricate the interactive exhibits and engaging exhibits for the third floor of the Kirby Science and Discovery Center at the Washington Pavilion of Arts and Science. Describe how your firm is able to meet all other requirements of the Scope of Work and goals detailed in this RFP. Finally, provide a one- to three-page summary of the benefits you believe the City would receive from selecting your firm to provide the engaging and interactive exhibits for the third floor of the Kirby Science and Discovery Center.
3. **Experience and Qualifications.** Provide a listing of information for each person in your firm participating in this project. State the educational background of each individual, years of experience, length of employment with your firm, and experience designing, fabricating, and or installing interactive exhibits.
4. **Design.** Offeror shall provide a conceptual design(s) that meets the intent of the Scope of Work for the third floor exhibit area identified in Exhibit A. (City reserves the right to negotiate modifications of the proposed design with the selected Offeror to meet the needs of the City.)
5. **Experiences.** Each Offeror shall supply any recent examples of similar engaging and interactive exhibits that the firm has designed and or installed within the past three years and provide a reference list with contact information of clients that have your firm's exhibits installed at their location.
6. **Timeline.** Provide a timeline to complete the project after execution of the contract.
7. **Cost Proposal.** Offeror shall submit a detailed cost proposal or budget for each concept that is submitted to include all costs including, but not limited to, design, fabrication, shipping, and installation of new interactive exhibits for the areas identified in the Scope of Work in this RFP.

Section 4—Review of Proposals and Selection of Finalists for Interviews

4.01 Selection Criteria

Upon receipt of the proposals, an evaluation team will determine the best proposal based on the following criteria:

The evaluation team will rely on the qualitative information contained and presented in the proposals, and the ability to perform the work well with other project team members in making the decision to select the most qualified firm to provide engaging and interactive exhibits for the City. Selection criteria will be based on:

Evaluation Criteria (100-Point Potential Score)

- Understanding and approach of the project and demonstrated ability to execute the design, fabricate, and install the interactive exhibits for the third floor of the Kirby Science Discovery Center. 20 pts.
- Firm experience and qualifications 20 pts.
- Conceptual design(s) submitted. 20 pts.
- References and similar services provided by the firm. 5 pts.
- Proposed work plan and timeline to complete the project. 20 pts.
- Ability to deliver proposed designs within proposed budget..... 15 pts.

Upon review of the proposals, the City will score the proposals and may short list and may interview the highest ranking firms. Upon completion of the interviews, the highest ranking firm may be asked to enter into contract negotiations with the City. If an agreement cannot be reached with the highest ranked firm, the City may move to the next highest ranked firm. The same process will be repeated with the other ranked firms if no such agreement can be reached. The City reserves the right to not select a firm as part of this process if an agreement cannot be reached or for any other reason.

Oral Presentations

Offerors determined to be reasonably acceptable for award **may** be required to provide an on-site presentation of their proposal for the evaluation committee. Offerors are encouraged to bring renderings/photos of related examples of work and any other pertinent past project information. If presentations are needed, they will be held at Washington Pavilion. The City will schedule a date and time with each of the Offerors if necessary. Offerors will be responsible for all costs associated with providing the demonstration.

4.02 Contract Award

It is the City's intent to enter into a contract with an Offeror who best demonstrates the ability to design, fabricate, and install interactive exhibits for the third floor of the Kirby Science and Discovery Center. After review of the proposals, if the City decides to not enter into contract, the City will notify all Offerors.

4.03 Special Conditions

Excluding proprietary information, the successful Offeror's proposal and contract are deemed public records and shall be available to the public upon request. In addition, the City shall maintain a "Register of Proposals for this Contract," which shall contain the names of companies who submitted a proposal and the name of the company who was awarded the contract; however, the proposals of the submitting firms not awarded the contract are nonpublic records and will remain confidential.

Section 5—Standard Proposal Information

5.01 Authorized Signature

An individual authorized to bind the Offeror to the provisions of the RFP must sign all proposals.

5.02 City Not Responsible for Preparation Costs

The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

5.03 Conflict of Interest

Offerors must disclose any instances where the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the City). The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the Offeror's proposal. The City's determination regarding any questions of conflict of interest is final.

5.04 Indemnification

To the fullest extent permitted by law, the provider, its subcontractors, agents, servants, officers, or employees shall indemnify and hold harmless the City, including, but not limited to, its elected and appointed officials, officers, employees, and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the firm's performance of the agreement or any other agreements of the firm, entered into by reason thereof. The firm shall indemnify and defend the City, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton, or reckless acts or omissions of the firm, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damaged awards, costs, and reasonable attorney's fees. The indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The firm agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

5.05 Insurance Requirements

The Offeror shall secure the insurance specified below. All insurance secured by the firm under the provisions of this section shall be issued by insurance companies acceptable to the City. The insurance specified in this section may be in a policy or policies of insurance, primary or excess. Certificates of all required insurance shall be provided to the City upon execution of this agreement.

1. Workers' compensation insurance providing the statutory limits required by South Dakota law. In addition, it shall provide Coverage B, Employer's Liability Coverage, of not less than \$1,000,000 each accident, \$1,000,000 disease-policy limits. The required limit may be met by excess liability (umbrella) coverage.
2. Commercial general liability insurance providing occurrence form contractual, personal injury, bodily injury, and a property damage liability coverage with limits of at least \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 aggregate products and completed operations. The required limit may include excess liability (umbrella) coverage. The policy shall name the City and its representatives as an additional insured. If "occurrence form" insurance is not available, "claims made" insurance will be acceptable. The policy shall be maintained for three years after completion of this agreement.
3. Automobile liability insurance covering all owned, nonowned, and hired automobiles, trucks, and trailers. The coverage shall be as broad as that found in the standard comprehensive automobile liability policy with limits of not less than \$1,000,000 combined single limit each occurrence. The required limit may include excess liability (umbrella) coverage.

The Offeror will provide the City with at least 30 days' written notice of an insurer's intent to cancel or not renew any of the insurance coverage. The Offeror agrees to hold the City harmless from any liability, including additional premium due because of the firm's failure to maintain the coverage limits required.

The City's approval or acceptance of certificates of insurance does not constitute the City's assumption of responsibility for the validity of any insurance policies nor does the City represent that the above coverages and limits are adequate to protect any individual/group/business, its consultants' or subcontractors' interests, and assumes no liability therefore.

5.06 Offeror's Certification

By signature on the proposal, the Offeror certifies that it complies with:

- The laws of the state of South Dakota.
- All applicable local, state, and federal laws, codes, and regulations.
- All terms, conditions, and requirements set forth in this RFP.
- A condition that the proposal submitted was independently arrived at without collusion.
- A condition that the offer will remain open and valid for the period indicated in this solicitation and any condition that the firm and/or any individuals working on the contract do not have a possible conflict of interest (e.g., employed by the City).

If any firm fails to comply with the provisions stated in this paragraph, the City reserves the right to reject the proposal, terminate the contract, or consider the contractor in default.

5.07 No Contact Policy

Any contact with any City representatives, related officials, or representatives other than those outlined in the RFP is prohibited. Such unauthorized contact may disqualify your firm from this procurement.

5.08 Special Conditions

This reserves the right to reject any and all proposals, to waive formalities, and to select the proposal and developer(s) that, in the City's sole discretion, are in the best interests of the City.

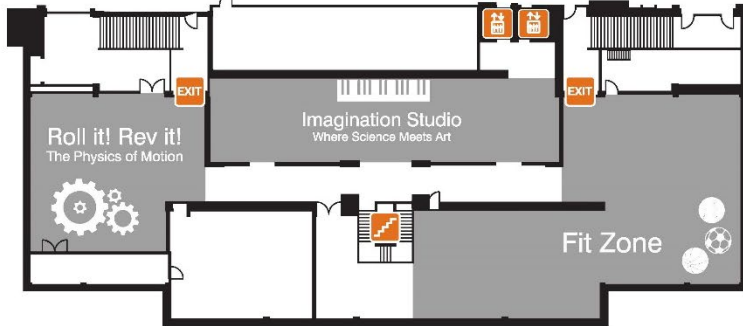
The City reserves the right to:

- a. Amend, modify, or withdraw this RFP.
- b. Revise any requirements under this RFP.
- c. Require supplemental statements of information from any responding party.
- d. Extend the deadline for submission of responses hereto.
- e. Negotiate or hold discussions with any bidder to correct insufficient responses that do not completely conform to the instructions contained herein.
- f. Waive any nonconformity with this RFP.
- g. Cancel, in whole or in part, this RFP if the City deems it is in its best interest to do so.
- h. Request additional information or clarification of information provided in the response without changing the terms of the RFP.
- i. Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked firm.
- j. Not award a contract as a part of, or result of, this RFP process.

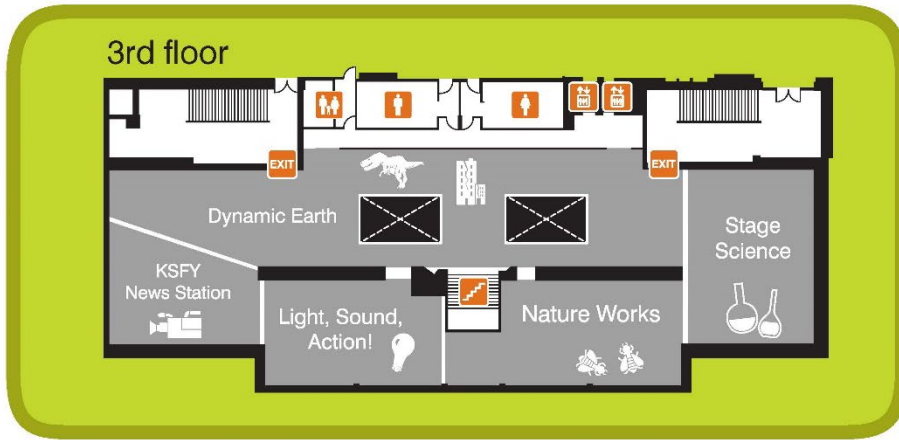
The City may exercise the foregoing rights at any time without notice and without liability to any bidder, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.

Exhibit A

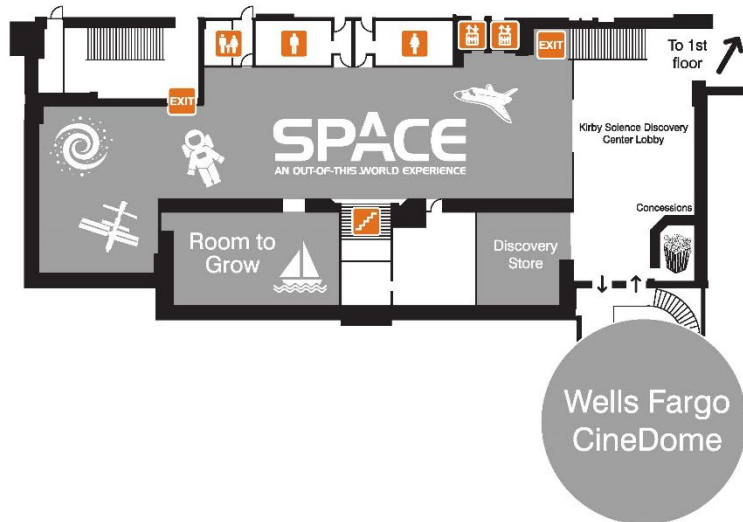
4th floor



3rd floor



2nd floor



-  **Emergency Exit**
-  **Women's Restrooms**
-  **Men's Restrooms**
-  **Family Restrooms**
-  **Elevator**
-  **Stairways**

Kirby Science Discovery Center

Interactive exhibits | Fun and educational for all ages
New, incredible programming

2ND FLOOR EXHIBITS

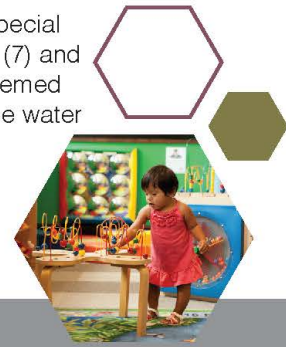
Space: An Out-of-this World Experience

Engage in the extraordinary conditions of space exploration from operating a robotic arm to launching a rocket and building a colony on Mars. Discover what is possible and what awaits in orbit and beyond.

Presented in English and Spanish text.

Room To Grow

Come and play in this special room for children seven (7) and under. Explore nature-themed interactives, including the water table, flower wall and insect specimens.



3RD FLOOR EXHIBITS



Dynamic Earth

Touch a tornado, meet "Stan," our 40-foot Tyrannosaurus rex replica, excavate dinosaur bones and see how earthquakes shake buildings.

Bring \$1 to feel the simulation of an actual prairie tornado in the Prairie Storm!

Light, Sound, Action!

Freeze your shadow, bend light and generate electricity! Then step into our KSFY Broadcast Exhibit and learn more about news, weather and technology as you become the reporter or weather meteorologist.

Nature Works

How do owls hear? Find out in Nature Works' interactive animal exhibits including a live, working beehive and animals native to South Dakota.

4TH FLOOR EXHIBITS

Coming in Spring 2018!

Health Quest by Sanford Health

Exhibits and programming with a health and wellness focus.



fit Zone fueled by Sanford Health

Recently upgraded exhibits include dance gaming system, fun physical activities and virtual reality bicycles. Try the popular horizontal rock wall and wheelchair racers.



Exhibit B

