



Request for Proposals (RFP)

New Museum Exhibit Design Services

Issue Date: March 20, 2024

Responses Due: May 15, 2024

- Issue Date **March 20, 2024**
- Notification to MSWCD of Interest in Submitting a Proposal **April 15, 2024**
- Distribution of Exhibit Concept Design to Interested Parties **April 15-19, 2024**
- RFP Due Date **May 15, 2024**

Introduction

The following Request for Proposal (RFP) is being issued by the Morrison Soil and Water Conservation District (MSWCD) for exhibit design services (Exhibit Designer) for a 2,500 square foot room within a museum facility.

The project will provide exhibit design services for MSWCD to implement an exhibit design concept plan that has been completed for an environmental learning center within the Minnesota Military and Veterans Museum to be constructed in the next two years. The concept plan will be provided to those firms that respond with a notification of interest to the MSWCD.

Scope of Project

The MSWCD provides leadership and direct assistance for conservation management of soil and water to all types of landowners and is the primary partner to Camp Ripley on community outreach for environmental stewardship activities.

Camp Ripley is a state-owned 53,000-acre military training center located on the Mississippi River just north of Little Falls. While primarily a National Guard facility, it provides year-round training for all military service branches and components. Community interests across the spectrum of Minnesota life utilize Camp Ripley for its resources, expertise, and commitment to environmental stewardship.

The Minnesota Military Museum seeks to strengthen public understanding of how armed conflicts and military institutions have shaped our state and national experience. This is done by documenting, preserving, and explaining military history as it was lived by the people of Minnesota.

The Minnesota Military Museum is constructing a 40,000 square foot, world class museum, and exhibition space near Camp Ripely Training Center, Little Falls, Minnesota. The museum will have approximately 2,500 square feet dedicated to telling the story of Camp Ripley's partnerships and the environmental conservation program.

Exhibit Design Services Scope of Work

This project will provide exhibit design services for 2,500 square foot environmental conservation and partnerships classroom to the Minnesota Military Museum.

Services to be provided will include project management services for the exhibit and media

design throughout all phases of work (schematic design, design development, construction documents and construction administration during the exhibit fabrication and installation phase).

The selected firm/team will participate with MSWCD and Camp Ripley environmental program staff, the museum construction manager to guide and coordinate the overall architectural design and delivery of the Museum project. The overall project floorplan is illustrated in Figure 1.

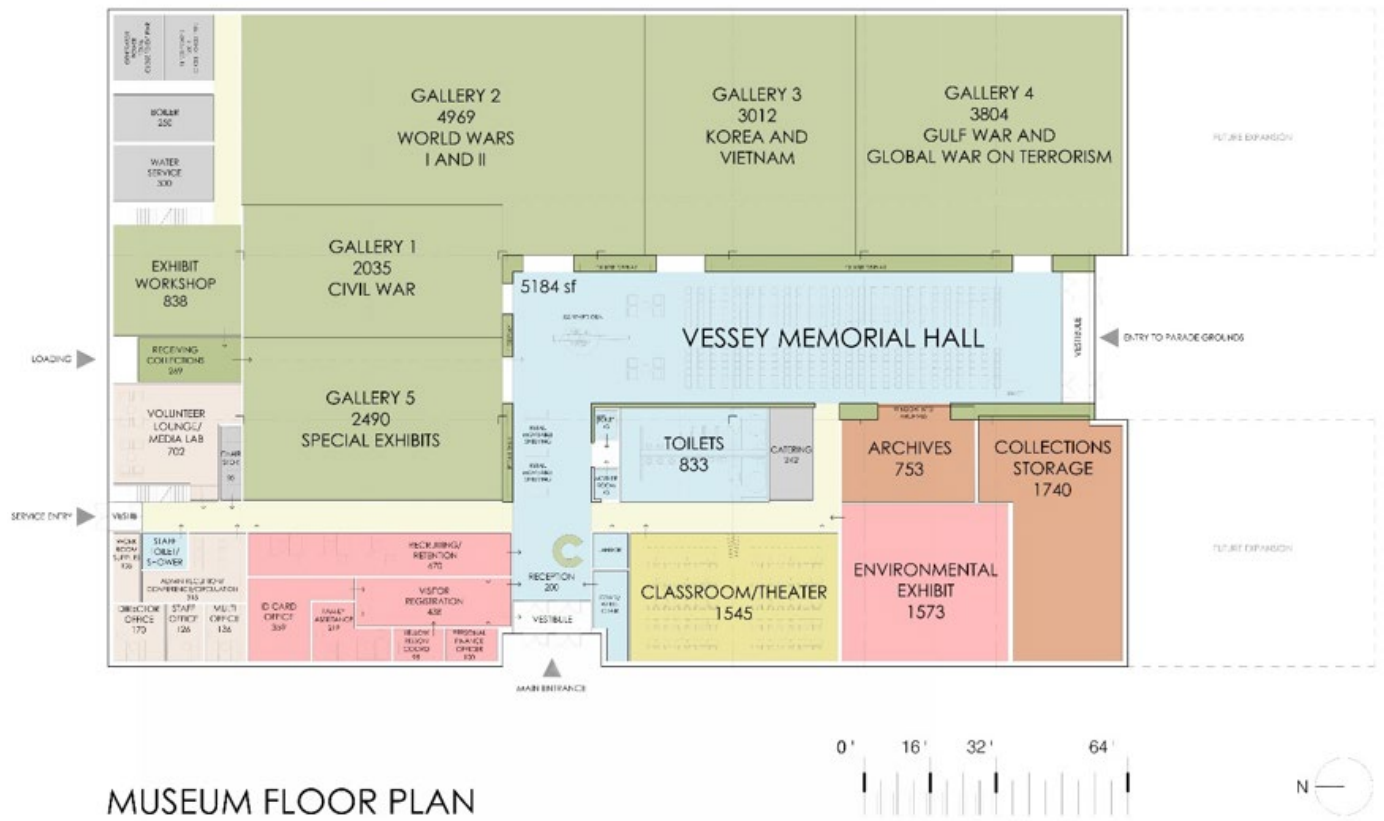
The exhibit designer will be expected to develop and provide the agreed-upon deliverables on schedule and on budget throughout the project, including fabrication phase. Concepts, plans, narratives, and designs will be fully developed and shall include detailed narratives and full exhibition design drawings including plan views, elevations, and exhibition object layouts, as well as specifications for exhibit graphics and label systems. The exhibit designer will also be asked to provide illustrations and presentations to support development activities for the new museum.

The successful proposer must design the exhibits for the new museum facility. MSWCD Board of Directors, Camp Ripley Garrison Command and environmental program has endorsed the vision and plan to develop and operate this space within the Military Museum. The following design attributes are intended to showcase Camp Ripley as both a Military Training Site and State Wildlife Refuge. The following considerations will be incorporated into the new classroom displays.

- Highlight the Natural History of Central Minnesota and the ecological uniqueness that contributes to the biological diversity.
- Develop a timeline with descriptive events ranging from the Historic Fort Ripley to modern day Camp Ripley.
- Describe Tribal relations with Camp Ripley as they appear today and highlight current events from Tribal partnerships.
- Describe the interaction between military training and environmental stewardship.
- Showcase the successful integration of conservation and natural resource protection programs with military training.
- Communicate past and current wildlife and outreach and educational efforts conducted on Camp Ripley, including hunting programs, events, etc.

- Recognize partnerships that assist with land management activities that assist in facilitating military training.
- Communicate programs and partnerships such as the ACUB and Sentinel Landscape programs.

Figure 1: Minnesota Military Museum Floorplan: This RFP is in regard to the environmental exhibit.



The new facility will support MSWCD’s and Camp Ripley’s educational and partnerships mission, supporting a network of programs and exhibits in partnerships. Major space components are envisioned as follows:

Exhibit Categories		Approximate Square feet
Landscape Orientation, partnerships, awards		100
Mississippi River History		500
Bridge display with diorama		300
Land management and usage		300
ACUB/Sentinel Landscape		300
Wildlife/recreation programs		300
Non-game wildlife		300
Kids Area/Library		400
Total		2,500

Project Schedule

The preliminary project milestone schedule is as follows:

2024 Selection of Exhibit Designer Team

- Exhibition design commences

2025 Schematic Design completed

- Design Development and construction drawings completed
- Exhibit construction and Installation

2026 Substantial completion of the facility

Point of Contact

From the date of release of this RFP until Contract execution, all contact with MSWCD personnel regarding this RFP shall be made through Shannon Wettstein via email at: shannon.wettstein@morrisonswcd.org

Contractor Requirements

1. Is in compliance with workers' compensation and unemployment insurance requirements;
2. Is in compliance with the Minnesota Department of Revenue and the Minnesota Department of Employment and Economic Development registration requirements if it has employees;
3. Has a valid federal tax identification number or a valid Social Security number as an individual;

Applicant Guidelines

1. Applicants must submit a bid via email to Morrison Soil and Water Conservation District, Shannon Wettstein at: shannon.wettstein@morrisonswcd.org. This includes a completed RFP Cover Page, completed Bid Worksheet and Proof of Insurance.
2. A proposal may receive full or partial funding.
3. The applicant is responsible to furnish and deliver all materials and to perform all duties as specified in the Scope of Work. This includes all necessary machinery, equipment, tools, labor and other means of construction and to furnish all materials specified, in the manner and at the time prescribed.
4. All proposals must comply with applicable federal, state, and local laws, rules and ordinances.

Calendar of Events

Listed below are important dates and times by which actions related to this RFP shall be completed. In the event that WHS finds it necessary to change any of these dates and times, it shall do so by issuing an amendment to this RFP.

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- RFP Due Date **May 15, 2024**
- Contract Start Date **August 2024**

Contract Term and Funding

The contract term shall be an initial one year from the effective date. The contract is eligible for an additional year renewal if mutually agreeable to MSWCD and the Contractor.