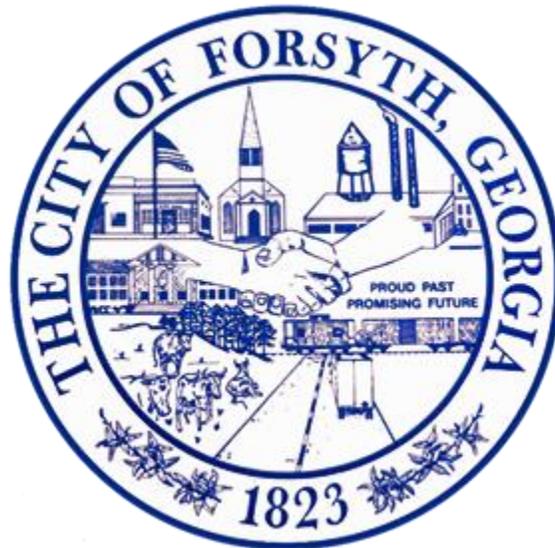


# City of Forsyth Heritage and Train Museum



## Request for Proposals

The Forsyth Downtown Development Authority seeks proposals for consulting services for a museum program and masterplan.

**Deadline for Responses: Monday, May 15, 2017, 5:00 PM EST**

**Request for Proposals: City of Forsyth Heritage and Train Museum**

**Deliver Proposals to:  
Kayleigh Sullivan  
Middle Georgia Regional Commission  
175 Emery Highway, Suite C  
Macon, Georgia 31217**

**For More Information:**

The Request for Proposals document may be downloaded from the city's website. For additional information or assistance, contact Kayleigh Sullivan, Middle Georgia Regional Commission at:

Office: (478) 751-6160

Email: [ksullivan@mg-rc.org](mailto:ksullivan@mg-rc.org)

## **Request for Proposals: City of Forsyth Heritage and Train Museum**

The Downtown Development Authority reserves the right to reject any or all proposals and waive any informality or minor defects in proposals received.

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## **Request for Proposals: City of Forsyth Heritage and Train Museum**

### **INTRODUCTION**

The City of Forsyth Downtown Development Authority seeks proposals for the design of a Heritage and Train museum. The square footage of the city museum will be determined based upon the recommendations set forth by the consultant. The goal of the project is to create a working plan for space utilization; provide consultation on design; and to develop a plan for the space to allow for successful exhibit and museum operation.

## **Request for Proposals: City of Forsyth Heritage and Train Museum**

### **PROJECT BACKGROUND**

In 2014, two private citizens approached the city council with an offer to loan a portion of their vast train collection to the city to put on display indefinitely. Inspired by this offer, the Downtown Development Authority (DDA) realized there was a need for a museum to showcase the history of the City of Forsyth.

### **Location**

The location will be determined once size and need is identified. The consultant will meet with all the parties listed to capture their space needs in order to blend these needs to a functional size that works for all involved.

**Request for Proposals: City of Forsyth Heritage and Train Museum**

**SELECTION PROCESS**

**Schedule**

The following is the anticipated Selection Process Schedule.

<i>Request for Proposals issued</i>	March 2017
<i>Questions due</i>	Tuesday, May 2, 2017, no later than 5:00 PM EST
<i>Answers provided to potential bidders</i>	Thursday, May 4, 2017
<i>Proposals due</i>	Monday, May 15, 2017, no later than 5:00 PM EST
<i>Contract awarded</i>	June 2017

**Project Deadline and Format**

Proposals are due no later than **Monday, May 15, 2017, 5:00 PM EST** and can be delivered to 175 Emery Highway, Suite C, Macon, Georgia 31217. Proposals received after 5:00 PM, May 15, 2017 will not be considered.

All bids solicited are subject to the sealed bid process. The sealed bid process prohibits fax, email, telegram, or verbal responses. All bids solicited under the sealed bid process will be processed and maintained as follows:

- i. Bidders’ responses to the solicitation shall be in written form and subject to the sealed bid process. Responses will only be accepted through the United States Postal Service, other overnight delivery services, or by hand-delivery.
- ii. For consideration, all bids shall be placed in a sealed package and marked with the bid number and project name.
- iii. All bid packages will be date and time stamped when received to indicate timeliness. Late bids will be rejected unless due to a documented delivery service delay.
- iv. All bids subject to and received on or before the due date shall be maintained unopened in a projected, proprietary environment.

Consultants will deliver a total of **one** original and **one** digital copy on a CD of the proposal by the due date.

Please see **Attachments A, B, and C** for pertinent forms.

**Criteria for Selection**

A contract for the City of Forsyth Heritage and Train Museum will be awarded based on the following criteria:

- 1. Proposal is responsive when received on time and completed per instructions;

## Request for Proposals: City of Forsyth Heritage and Train Museum

2. Proposal is compliant with project specifications in addition to the standards and best practices as established by the American Alliance of Museums (AAM);
3. The consultant is offering the lowest overall price for the best value;
4. The consultant is responsible; the following may be taken into consideration to determine responsibility:
  - a. Possession of industry standard licensing and/or certifications;
  - b. Financial responsibility;
  - c. Years of experience;
  - d. Adequacy of equipment;
  - e. Past performance; and
  - f. References.

Please note: A consultant's failure to promptly respond to inquiries made through the Downtown Development Authority for proposal clarification may result in a determination of non-responsibility. The DDA reserves the right to reject any or all proposals and wave any informality or minor defects in proposals received.

### Proposal Evaluation

RFP responses will be evaluated and ranked per the criteria below by an Evaluation Committee. The Evaluation Committee will review the proposals in confidence. Proposals will be available to the public after contract award.

<i>Criteria</i>	<i>Weight</i>
<i>Consultant's qualifications</i>	15%
<i>Consultant's experience</i>	20%
<i>Consultant's references</i>	15%
<i>Fee schedule (pricing)</i>	15%
<i>Evaluation of planning process</i>	25%
<i>Overall quality of proposal</i>	10%

### Questions and Inquiries

Questions and inquiries will be accepted from all respondents via mail or email. Questions will be answered in writing via email and will be distributed to all respondents who receive the RFP, provided all questions are received by **Tuesday, May 2, 2017, no later than 5:00 PM EST. Answers will be distributed to all known bidders by Thursday, May 4, 2017.**

### Send questions regarding this RFP to:

Kayleigh Sullivan  
175 Emery Highway, Suite C  
Macon, Georgia 31217

## **Request for Proposals: City of Forsyth Heritage and Train Museum**

### **GENERAL INFORMATION FOR CONSULTANTS**

#### **Scope of Work**

The intent in soliciting proposals is to obtain cost savings through a competitive process while maintaining a high quality in design service. The highest priority in regards to design is to consider functionality and the potential for future updates.

The Downtown Development Authority is seeking a consultant or consultant team to create a masterplan of design for the museum. The proposal should describe the scope of services the consultant proposes to provide regarding the following outcomes:

#### **Design Masterplan**

- ❖ Provide programming for and identify potential spaces.
- ❖ Develop an exhibition design.
- ❖ Provide consideration and recommendation to rotation of pieces from the collections.
- ❖ Provide a schematic design of the final product.

#### **Areas of Design**

In addition to the train collection, the DDA would also like to incorporate an office space and an event space into the overall museum design.

#### **Convention and Visitors Bureau (CVB)**

The CVB will need space to disseminate information to tourists, as well as office space for the director and a secretary. The office space should be in a prominent area within the museum space.

#### **Event Space/Gallery**

There should be an open space big enough to host art shows, display exhibits on loan, and display student artwork. The ideal space will accommodate meetings and large gatherings, such as weddings, birthday parties, and graduations. Versatility and functionality are priorities.

### **PROJECT SPECIFICATIONS**

#### **Project Tasks**

The successful consultant will complete an assessment of the interpretive value of various elements and resources of the museum. The consultant is responsible for signage and internal design elements.

#### **Responsibilities of the Consultant**

The consultant will be required to develop contract specifications for installation. Additionally, the consultant is expected to remain available on an as-needed basis throughout the construction and installation of the museum to ensure compliance with the design plan.

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### **Basic Qualifications of the Consultant**

The consultant must be able to consult on developing exhibits based upon demonstrative ability to: 1) establish appropriate themes and concepts; 2) conduct curatorial research; and 3) design quality interpretive displays.

### **Damage**

The consultant will be responsible for any damage to museum property during the performance of this contract. In the event there is damage to museum property, the consultant will report the incident to the Downtown Development Authority in writing within **three** business days. Any such damage will be repaired or replaced with the same by the consultant at his or her expense and to the satisfaction of the Downtown Development Authority and key stakeholders.

### **Responsibilities of the Downtown Development Authority**

The DDA will be responsible for providing a comprehensive list of expectations based on outcomes, targets, and budgetary needs. In addition, the museum will assist in organizing stakeholders and scheduling facilities for related meetings.

### **RPF Addenda**

The Downtown Development Authority may determine that it is necessary to revise any part of this solicitation. Any change to this solicitation, including but not limited to changes to requirements, attachments, or the closing date and time, will be posted as official written addenda and transmitted via email and the city's website. In the event of a change to the solicitation, the deadline for submission will be extended by one calendar week, and the new deadline will appear on the addendum. It is the consultant's responsibility to comply with any addenda to this solicitation. Any addenda will be:

- ❖ Emailed to known interested consultants; And
- ❖ Posted on the city's website, [www.cityofforsyth.net](http://www.cityofforsyth.net), under Publications; Or
- ❖ Consultants may contact Kayleigh Sullivan at (478) 751-6160 or by email at [ksullivan@mg-rc.org](mailto:ksullivan@mg-rc.org).

### **Project Management**

The consultant must establish one person to serve as liaison to the DDA-designated project manager.

The Museum's Downtown Development Authority looks to the consultant to inform the needs of the project, maintain a cohesive schedule, and coordinate, oversee, and manage work produced.

## **Request for Proposals: City of Forsyth Heritage and Train Museum**

### **CONTRACT IMPLEMENTATION**

The contract resulting from this solicitation is tentatively scheduled to begin in June 2017. Upon award notification and prior to final contract approval, the successful proposer will be required to submit:

- ❖ Proof of insurance;
- ❖ Documentation of all credentials necessary to legally perform the services specified; and
- ❖ A completed W9 form

### **WITHDRAWAL OF PROPOSALS**

All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.

A bidder or an authorized representative may modify or withdraw a bid in person before the time and date set for bid closing. The modifications or withdrawal must be in writing and must be received before the time and date set for bid closing.

During the evaluation process, if the evaluator suspects a bid has a calculation error, the bidder will be given opportunity to reconfirm the bid before a final recommendation is made. The vendor shall not be permitted to correct the bid unit price, but will be permitted to correct extended amounts. Should the vendor determine a unit price(s) is in error, the vendor will be permitted to withdraw its bid without penalty and without affecting future bidding opportunities.

Negligence on the part of the offeror in preparing a proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

### **TERMS AND CONDITIONS**

This RFP has been prepared solely to solicit proposals, and is not a contract offer. This RFP is not binding on the Downtown Development Authority or the City of Forsyth. The only document that will be binding is the contract duly executed by the Downtown Development Authority and the successful applicant after the completion of the selection process and the award and negotiation of the contract.

**Request for Proposals: City of Forsyth Heritage and Train Museum**

**ATTACHMENT A: PROPOSAL COVER PAGE**

The undersigned, upon acceptance, agrees to furnish the following in accordance with the specifications and terms and conditions per City of Forsyth Request for Proposals for City of Forsyth Heritage and Train Museum, dated October 2016, at the prices indicated herein.

The undersigned, under penalty of perjury, declares not to be a party with any other business to an agreement to bid a fixed or uniform price in connection with this proposal.

The undersigned declares, under penalty of perjury, that s/he is authorized to sign this document and bind the business or organization to the terms of this contract.

The undersigned recognizes the right of the Downtown Development Authority to reject any or all proposals received and to waive any informality or minor defects in proposals received.

Proposal packets should include:

- Proposal Cover Page (with original signatures)
- Proposal
- Questionnaire
- Fee Schedule
- CD of proposal packet

Consultant name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_

## **Request for Proposals: City of Forsyth Heritage and Train Museum**

### **ATTACHMENT B: QUESTIONNAIRE**

Answer all the questions listed below. Any omission may be cause for rejection of proposal. Answers should be complete and in the order presented. A simple “yes” or “no” answer is not adequate.

Consultants have the right to take exception to the specifications or terms to this solicitation. Any exceptions taken must be explained in the proposal. Any exceptions that contradict the Downtown Development Authority’s terms and conditions, or contain provisions that are not in the best interest of the museum will disqualify the consultant. If exceptions are not explained, the consultant will comply with the specifications as stated in this solicitation.

#### **Consultant’s qualifications, experiences, and references:**

1. Describe business background and qualifications, including the year the business was established.
2. Provide background of personnel that will be assigned to this project.
3. Describe experience doing similar work for other public agencies.
4. Provide the location of the office that will be performing the work.
5. Provide the names of three clients for whom your business currently provides the same scope of services. Include the name of the business, the name of a contact person, and the phone number.

#### **Consultant’s proposed work plan:**

6. Clearly define all work your business proposes to do for the city. Include a list of deliverables and a work schedule.
7. If you will subcontract portions of the work, list all subcontractors to be used. Include business name, address, and phone number.

#### **Training, on-going support, and technical assistance:**

8. Describe training to be provided to museum staff (during and after contract implementation).
9. Describe method of obtaining support after implementation. If it is a customer support call center, please include call center hours of operation.

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**ATTACHMENT C: FEE SCHEDULE**

Detail all costs incidental to the City of Forsyth Heritage and Train Museum project. Include all costs in your proposal. Consultant will not be allowed to charge for costs not listed in the proposal.

Provide information regarding anticipated maintenance costs during the next three years.

Describe under what circumstances that the DDA would be charged for additional work.