**CED CULTURAL TOURISM**

**REQUEST FOR PROPOSAL**

**Interpretive/Exhibit Design**

**Cherokee National Supreme Court Museum**

**PROJECT SUMMARY AND LOCATION**

Provide Conceptual Design, Design Development and Construction/Fabrication Documents for the Cherokee National Supreme Court Museum as located at 122 East Keetoowah St., Tahlequah, OK 74464. Design firm will be asked to assist in developing conceptual plans utilizing an overall interpretive site plan for the space. Both the museum and interpreter building are currently active and contain exhibits, interpretive displays, and other media that are more than 10 years old. The purpose of this RFP is to update the existing permanent exhibit content and retail spaces.

The Cherokee National Supreme Court Building was used for Cherokee Nation’s judicial system, as well as the Cherokee Advocate newspaper printing office during the late 1800s. The Cherokee Supreme Court Building was restored to its 1875 era of significance, when it was rebuilt after a fire. Exhibits should adhere to industry standards and be protected from the elements, including air, light, moisture, etc. Design for the Supreme Court will consist of museum panels, interactive displays, immersive environments, multimedia, staged areas, and possible audio/visual components.

**PROJECT DOCUMENTS**

* Virtual tours, showing current content can be found at the following link: **CN Supreme Court Museum and Interpretive Center**: <https://visitcherokeenation.com/attractions/cherokee-national-supreme-court-museum/>
* Existing Floor Plans are included for information/reference as “Attachment A.” Bidders are encouraged to field verify all dimensions prior to bidding.

**SECTION A: GENERAL**

**The scope of work for this bid package shall include, but is not necessarily limited to the following general items:**

**Administrative:**

1. Contractor will furnish all submittals, shop drawings, samples, mock-ups, and closeout documents required by the contract documents.
2. Any professional engineering services required by the contract documents for the assembly of submittals and shop drawings are the responsibility of this contractor.

**SECTION B: SCOPE OF WORK –Cherokee National Supreme Court Museum Interpretive/Exhibit Design**

Provide Interpretive plan, Conceptual Design, Design Development, Exhibit Fabrication Documents for the site. Design firm will be tasked with developing an interpretive plan with guidance provided by Cherokee Nation Cultural Tourism team. Conceptual plans based on final interpretive plan and other phases of work through the production of exhibit fabrication documents, more specifically described as follows:

1. Develop and Design high quality museum exhibits in the site.
2. Design work will include interpretive input and layouts for all interpretive panels. Design work will take place in multiple phases.
3. Interpretive Plan Deliverables shall be submitted to Owner for review as follows:
	1. Conceptual Design
	2. Design Development
	3. Final Exhibit Design Documents including Exhibit Fabrication Documents
4. Design immersive environments, display cases, interpretive panels, signage, multimedia interactive architecture, and provide recommendations for the reproduction of artifacts when needed. Design work must be presented in concept prior to developing construction documents. All items must be UV and element protected. All exhibit displays must be designed with periodic updates and locally available resources in mind. Environmental and lighting choices must reflect artifact preservation considerations.
5. All design components should encompass the historic character of the building and be appropriate to the period of significance.
6. Make recommendation on colors, textures, finishes, and lighting while coordinating efforts with CED staff.
7. Make recommendations on interpretation and placement of items, such as artifacts, display cases, interpretive boards, etc. All efforts will be coordinated with CED internal personnel.
8. Design firm will be asked to specify lighting and electrical components as it relates to the overall design of the project.
9. CED staff will complete necessary research and will provide research for all relevant historical information/content as it relates to the overall design and exhibit details. Design firm will be asked to develop graphic layout with text provided by owner.
10. Design will also consist of retail components inside the gift shop, including shelving, Cashwrap, and lighted displays.
11. Design firm will be asked to provide a budget estimate and estimated timeline.
12. Base Bid should not include any reimbursable expenses. Reimbursable expenses should be estimated as a separate line item with a “not to exceed” amount.
13. Design firm must be able to work under tight timeline and understand that historical projects come with the input of many individuals and as a result, slight changes to the design might happen over the contracted period.

**SECTION C: PROPOSAL REQUIREMENTS**

1. List of completed similar projects, including project name, location, nature of work, date completed, project photos, project cost, reference contact name, email address, physical address, and phone number. Example projects should demonstrate proposer’s experience in Historic Preservation, rehabilitation, and Interpretive development and planning.
2. Organizational history, including years in business and resumes of all partners, associates or consultants employed in your firm who will be working on this project.
3. Provide project Design Schedule with key milestone dates identified.
4. Provide completed Fee Proposal form along with Reimbursable cost breakdown.
5. TERO Certification: Indian preference will be given only to the responding parties who provide proof of current certification from the Cherokee Nation Tribal Employment Rights Office (TERO).
6. **Multi-Proposal Discount Consideration**- Interested bidders are encouraged to review the RFP for the Exhibit Design at the Cherokee National Prison Museum (RFP#\_\_\_\_\_\_\_). The project is similar in nature to the Supreme Court, 1 block away. Consideration will be given to those firms submitting proposals for both locations. Bidders shall include, in writing, any potential cost savings and schedule impact if awarded for both RFP’s.