**CED CULTURAL TOURISM**

**Request for Proposal**

**Interpretive/Exhibit Design**

**Cherokee Nation Supreme Court and Prison Museums**

**Addendum 1**

**(Note: this addendum applies to both solicitations)**

**Question & Answer Log for questions submitted prior to deadline:**

**General**

1. Is it possible to attend the site visit virtually?

**Yes, pre-bid information updated to non-mandatory. Teams meeting information provided.**

1. Do you have an anticipated project completion date you’re targeting?

**No, Bidders should include anticipated design schedule with bid response**

1. Are you able to provide a budget for each project?

**No, budgets are confidential per policy and procedure.**

1. Please indicate the anticipated schedule for the project, including start-up, design and fabrication completion dates.

**Bidder shall provide design schedule with bid response. Fabrication/install schedules have not been determined at this time.**

1. Please confirm that Tero Certification is only available to Cherokee of Federally recognized Indian firms. If we are unable to obtain this can we still qualify for the projects?

**TERO certification is not required to bid. See** [**www.cherokee.org**](http://www.cherokee.org) **for information regarding TERO certifications.**

1. Please indicate the separate fabrication budgets for the two projects and exhibit areas.

**Budgets are confidential per policy and procedure.**

1. Would a letter from a bank suffice to confirm financial adequacy/viability?

**Yes.**

1. Please describe the scope of Interpretive planning as the RFPs state the Client is undertaking the research and text writing.

**CNCT Exhibits staff will provide research and content for exhibits. Vendor will work with CNCT staff to develop interpretive plan and incorporate provided content.**

1. Cherokee people tell of our Cherokee history.Please could you confirm the anticipated scope of audio-visual exhibit media for the two projects

**Exhibits may include digital media (touchscreens) and some audio across display spaces. Vendor should consider space limitations and how sound carries throughout museum.**

1. Please confirm if you have an illustrated and dimensioned artifact data base available.

**We do not have a database available at this time.**

1. Please indicate if translation is required and if the Client will be providing this if this is the case.

**CNCT staff will provide Cherokee translations.**

1. Please could you change the wording for “Shop Drawings” to “Fabrication Contract Documentation Drawings” as Shop Drawings are undertaken by the fabricator

**Verbiage will not be changed but intent of terminology is understood.**

1. Please describe what is meant by “staged immersive environments” in Section III?

**These are exhibit areas that allow guests to enter a space staged to appear as it might have looked in the past. Inside historical buildings, these areas would seek to replicate original use of spaces.**

1. Please could you remove the requirements for bonding (bid Bond, performance bond, and payment bonds) as Design Companies are unable to obtain this. Bonding generally only applies to contractors.

**Bid bond, Payment, and Performance Bonds are not required.**

1. Please could you confirm that services are for the design stage only and do not into the fabrication and contract administration phase.

**This is correct.**

1. Please could you describe the scope of lighting changes. Is there an existing flexible track lighting system and controls?

**There are currently no plans for lighting changes. Designers shall include recommended lighting types and locations as part of design.**

1. Is it possible to attend the site visit virtually?

**Yes, pre-bid information updated to non-mandatory. Teams meeting information provided.**

1. Would it be possible to put together one proposal which covers both projects?

**Refer to RFP: Multi-Proposal Discount Consideration- Interested bidders are encouraged to review the RFP for the Exhibit Design at the Cherokee National Supreme Court. The project is similar in nature to the Prison, 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.**

1. Is the interpretive centre part of the scope of work or excluded?

**Prison Interpretive Center is included in scope.**

1. Does inclusion in this phase preclude a consultant from bidding on the next phase? (e.g., if a fabricator was included as a cost consultant on this phase, would that render them ineligible to bid on fabrication?)

**No, a** **separate solicitation will be posted for fabrication/installation.**

1. Would it be permissible to contact the building's architect for questions about services rendered?

**No, there is currently no Architect under contract for this project.**

1. Do you have a preference or recommendation for a local electrical/lighting consultant?

**No, a lighting consultant is not required for this RFP. RFP states that the “Design firm will be asked to specify lighting and electrical components as it relates to the overall design of the project.” A lighting consultant is not required, however bidders may use a consultant to meet this requirement.**

1. Is the entire exhibition permanent, or should our team consider incorporating temporary exhibits?

**All spaces should be considered permanent exhibits allowing for ability to consistently update artifacts and panels with local vendors.**

1. Will the client reuse any part of the exhibit?

**Beyond prison cells, there are no expectations to reuse existing physical elements of the current exhibit.**

**CN Prison Museum Questions**

1. Would it be possible to receive an extension on the due date? Since the questions are due a week prior, it may be difficult to ensure our response reflects any new information that becomes available after the questions are answered.

**Bid date is extended to May 2 @ 5 PM**

1. Please confirm that the company that is awarded this design contract will be eligible to bid the fabrication work at a later date.

**A separate solicitation will be posted for fabrication/installation. Successful bidder will not be precluded from bidding fabrication based on this.**

1. Is the same client team working on the CN Prison Museum and CN Supreme Court Museum project? Example: would it be the same team at meetings, on-site workshops, reviewing deliverables, etc.?

**Yes.**

1. How quickly do you anticipate moving through contracting?

**Contracts typically take 2 weeks following successful bidder interviews.**

1. Do you have an anticipated award date?

**Not at this time.**

1. Please confirm that all final text for graphic panels  will be provided by the client.

**All final text for graphic panels will be provided client. Any subsequent changes to text must be reviewed and approved by client.**

1. Is a Certificate of Insurance required with the submittal of the bid?

**No.**

1. Does this scope of work include the creation of production-ready graphic files?

**Yes.**

1. How much time would your team like for formal deliverable review periods?

**Bidders shall include 10 working days for owners formal review at each deliverable.**

1. Please confirm the rough square footage available for new exhibits:
   1. Basement of CN Prison Museum Jail – 500 sq. ft
   2. First floor of CN Prison Museum Jail – 1300 sq. ft
   3. CN Prison Museum – 900 sq. ft
   4. CN Prison Museum Entry/Retail – 300 sq. ft

**These appear to be correct within 10%.**

**CN Supreme Court Museum Questions**

1. Would it be possible to receive an extension on the due date? Since the questions are due a week prior, it may be difficult to ensure our response reflects any new information that becomes available after the questions are answered.

**Bid date has not been extended.**

1. Please confirm that the company that is awarded this design contract will be eligible to bid the fabrication work at a later date.

**A separate solicitation will be posted for fabrication/installation. Successful bidder will not be precluded from bidding fabrication based on this.**

1. Is the same client team working on the CN Supreme Court Museum and CN Prison Museum project? Example: would it be the same team at meetings, on-site workshops, reviewing deliverables, etc.?

**Yes.**

1. How quickly do you anticipate moving through contracting?

**Contracts typically take 2 weeks following successful bidder interviews.**

1. Do you have an anticipated award date?

**Not at this time.**

1. Please confirm that all final text for graphic panels  will be provided by the client.

**All final text for graphic panels will be provided client. Any subsequent changes to text must be reviewed and approved by client.**

1. Is a Certificate of Insurance required with the submittal of the bid?

**No.**

1. Does this scope of work include the creation of production-ready graphic files?

**Yes**

1. How much time would your team like for formal deliverable review periods?

**Bidders shall include 10 working days for owners formal review at each deliverable.**

1. Please confirm the rough square footage available for new exhibits:
   * First floor of CN Supreme Court Museum – 600 sq. ft
   * Second Floor of CN Supreme Court Museum – 700 sq. ft

**These appear to be correct within 10%.**

1. What is the square footage of the exhibit areas?

**Refer to Architectural drawings provided.**

1. What is the starting point for interpretation? **Staff will provide research and content (text, graphics) to vendor and be available for consultation in interpretive plan development.** The RFPs mentions that an interpretive site plan is available. Can this be shared? **No additional documents will be shared prior to bid.** Have graphics been identified? **Some graphics identified** Are there content outlines that have been drafted? **No**
2. Are the replica gallows a part of this scope?

**No**

1. Is an artifact list available?

**Not at this time.** Do you anticipate the artifacts and props which appear in the existing exhibits to continue being on display? **Approx. 75 percent are anticipated to be displayed.** Are there additional artifacts that will be added? **Not known at this time.**

1. Aside from the windows highlighting architectural features of the building, are there other exhibit elements from the current exhibit that you wish to re-use. For example, should we re-use casework.?

**Built in casework and some existing elements could be considered for re-use in design process.**

1. Does the work of the Contractor include sourcing images and acquisition of high-resolution scans? Or will this work be conducted by CED staff?

**Cherokee Nation Cultural Tourism staff will provide.**

1. Does the work of the Contractor include preparation of life-size, production-ready digital art, or will this work be done by the Exhibit Fabricator using the for-position-only graphics provided by the Contractor as guide?

**Contractor will provide production-ready art.**

1. Is there a desire for all exhibit text to be in both the English and Cherokee language? Or maintain style guide from previous exhibits?

**Generally headers will be in English and Cherokee languages, although open to including primary panel text in Cherokee language.**

1. Will CED staff or the Contractor be responsible for writing label script?

**CED staff**

1. Are there existing multimedia programs which you would like to include within the exhibit?

**Yes, short videos on various related subjects area available but not currently in use**. Do you have films that you’d like to feature or a collection of oral histories? **Will have multiple short videos to include for touchscreens or other AV delivery.**

1. Are the retail displays that you currently have indicative of the goods you will be selling after the renovation and the size and scope of the retail area? The RFP mentions lighted displays. Do you anticipate significant upgrades to the retail displays? **Yes, the current retail area is reliable for planning and we anticipate upgrades to the retail area**
2. What constitutes reimbursable expenses? For example, is the purchase of fonts or printing considered reimbursable expenses? **Reimbursable items will be negotiated at the contract phase of the bidding process. Please include all reimbursable items in your bid.**
3. If a firm anticipates bidding on both projects, should we submit two separate proposals, or one integrated proposal?

**Two separate proposals.**

1. Please explain this statement in the RFP:

*This procurement is subject to Cherokee Nation Tribal Employment Rights Office (“TERO”) regulations that include a fee of ½ of 1% of total contract award and, if applicable, the completion of a TERO Labor Agreement and payment of associated fees.*

**Both projects will be exempt from tero fees.**

**-END OF ADDENDUM 1-**