

Request for Proposals

High-Density Mobile Shelving – Phase I: Archives

Morrison County Historical Society / The Charles A. Weyerhaeuser Memorial Museum

The Weyerhaeuser Museum is located at 2151 South Lindbergh Drive, Little Falls, MN.

Statement of Purpose

In order to increase the storage capacity for the collections at The Charles A. Weyerhaeuser Memorial Museum, the Morrison County Historical Society is seeking bids for the installation of high-density mobile shelving (HDMS) within the museum's Archives room.

This project is being financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society. As such, it must go through a formal bidding process and **Minnesota prevailing wage rules apply**.

Responses to this RFP are due: **April 9, 2019 at 5 p.m. CST**

For more info on submissions, see section on How to Submit a Proposal later in this document.

Background Information

The Morrison County Historical Society (MCHS) is a nonprofit 501(c)(3) organization dedicated to the preservation and sharing of Morrison County's history. MCHS was founded in 1936, with its first home being in the basement of the Historic Morrison County Courthouse. In 1975, MCHS opened The Charles A. Weyerhaeuser Memorial Museum, a bespoke museum designed by architect Foster Dunwiddie. The building was designed to convey the history of the county as much as the artifacts and exhibits within.

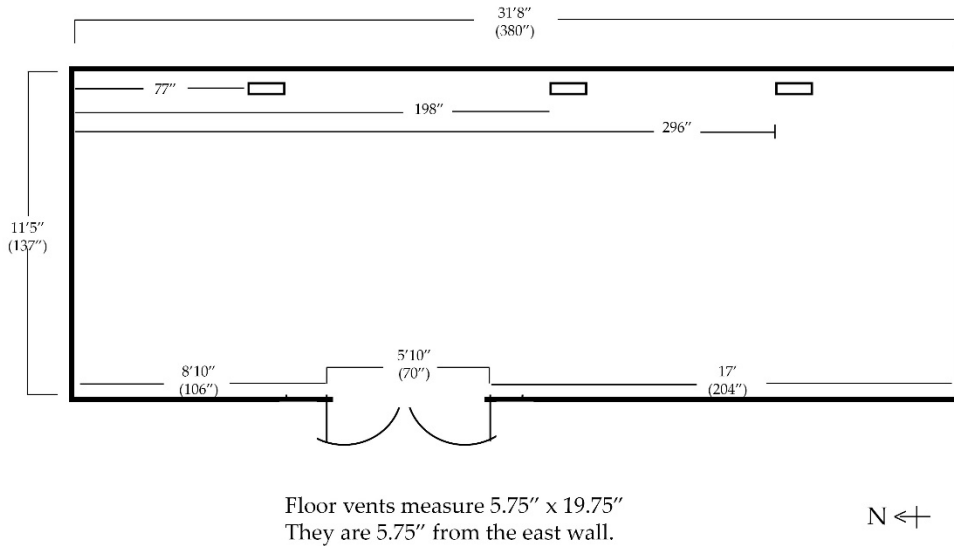
In the 1980s, two additions were built onto the museum due to a need for more space, the Archives, and Collections Rooms 1 & 2. All three of these rooms hold the bulk of the artifacts MCHS has collected since 1936.

Collections materials have been donated to MCHS in sufficient quantity over the years that the current arrangements of these rooms no longer allow for continued collecting. In order to increase the collections storage capacity in these rooms without increasing the size of the building, we would like to install high-density mobile shelving.

To give museum staff and volunteers time to remove artifacts from each room, this will be a phased project, with the installation of high-density mobile shelving to be done in a separate stage for each room. Each phase of the project will be contingent upon available funding.

Installing high-density mobile shelving in the Archives is Phase I of this larger project.

Phase I: The Archives



Archives

The Charles A. Weyerhaeuser
Memorial Museum, Little Falls, MN
(Measurements are approximate)

The Archives is on the ground level with a cement slab underneath. It was originally designed to be a public exhibit room, so the entire space is finished, with painted sheetrock walls, recessed lighting and one spotlight, and a fully finished hardwood floor. It contains primarily paper documents, books, newspapers and photographs on freestanding metal shelves with one unit of metal ledger storage.

Entry into the Archives is through a set of double doors on the west wall. Due to the layout of the Archives space, the newspaper shelving and metal ledger storage on the west wall will remain, with HDMS to be installed within the rest of the space, leaving a corridor between the west wall newspaper and ledger storage and the new mobile shelving.

Archival materials are also being stored in Collections Rooms 1 & 2. MCHS would like to gain the use of enough extra space with the HDMS in the Archives that we can move archival materials stored in the Collections Rooms to the Archives.

The rough interior dimensions of the Archives are 31-feet 8-inches long, 11-feet 5-inches wide, and 9-feet high. There is a set of double doors in the west wall and there are three heat vents in the floor along the east wall. There are no windows in the room.

Objectives and Requirements:

1. The storage capacity of the Archives will increase by a minimum of 50%. Currently, the Archives contain approximately 620 linear feet of material. (RFP responses should note the expected increase in storage capacity the proposed HDMS system will provide.)
2. HDMS systems and designs will enable safe and efficient usage and management by MCHS staff, and will support historic preservation requirements for a variety of archival materials including documents and artifacts sensitive to moisture, humidity, temperature, and irradiance.
3. Contractors responding to this RFP must visit the project site to assess requirements before providing a Proposal. (Please contact MCHS at 320-632-4007 to arrange a site visit.)
4. The wood floor in the Archives will remain intact through the installation. (In the RFP, please address how the wood floor will be preserved in the process of installing HDMS. If modifications need to be made to the floor during installation, include this information in the RFP.)
5. Airflow from the floor vents will be maintained, as will access to existing receptacles, switches, service panels, etc.
6. The HDMS will meet fire and other building codes and will be safe to operate. MCHS staff will be given training by HDMS contractor on the appropriate use of the HDMS system.
7. The HDMS contractor will provide options for warranty and/or servicing of the system.

Note: Upon installation of the HDMS, Archival materials from Collections Rooms 1 & 2 will be consolidated into the Archives. Approximately 220 linear feet of archival material is stored in these rooms.

Timeline: May 1, 2019 – November 30, 2019

Project Scope of Work

(blue text indicates MCHS staff obligation)

1. Management and Administration

MCHS Staff, MCHS Building & Grounds Committee, and MCHS Board of Directors are in charge of management and administration of this project. They shall:

- a. Review submitted proposals
- b. Interview short-listed candidates
- c. Select the winning proposal & notify all contractors of decision
- d. Oversee the installation and potential project changes
- e. Issue payment for project based on payment schedule & completion of project in regards to Terms & Conditions (see below)

Note: The primary MCHS staff contact for management & administration is Executive Director Mary Warner.

2. Specify and procure HDMS systems sufficient to meet MCHS objectives

Working with MCHS staff, HDMS Contractor shall:

- a. Review requirements and assess options for HDMS design and installation
- b. Determine final design of HDMS systems
- c. Specify all components, materials, and other requirements
- d. Schedule HDMS installation
- e. Procure HDMS components and materials

3. Prepare Archives room for HDMS installation

MCHS Staff/Volunteers shall

- a. Remove archival materials from Archives
- b. Remove shelving that will no longer be used
- c. Clean/prepare space for installation
- d. Schedule work to minimize disruption to Museum usage

4. Deliver and install HDMS in the Archives room

HDMS Contractor shall:

- a. Deliver and install HDMS
- b. Teach staff how to use and maintain it
- c. Provide warranty and servicing options

5. Return materials to Archives room

MCHS staff/volunteers & separate Archives contractor shall sort materials to determine what needs to be deaccessioned or removed from the collection before returning materials to the Archives.

HDMS Contractor shall follow up with MCHS staff within 30 days of installation to verify safe and efficient functionality or to address any need for slight alternations to the system.

Selection Process Schedule:

March 2, 2019 – Release of the RFP

March 12 – March 22, 2019 – Vendor Site Visits & RFP Questions Due

NOTE: Site visits are mandatory for all contractors responding to this RFP. In order to measure the room for your proposal, please schedule a site visit between **March 12 – March 22, 2019**, by calling MCHS at 320-632-4007.

April 9, 2019 – Contractor Proposals Due, 5 p.m. CST

April 16 or April 17, 2019 – Shortlisted respondents may be invited to attend MCHS's Building & Grounds Committee meeting and discuss the Project Scope of Work, Objectives, and Requirements

April 26, 2019 – Notification of Selection Results

May 1, 2019 –Notification to Proceed

Approximate Contract Period: **May 1, 2019 – November 30, 2019**

Evaluation Process and Criteria

The Morrison County Historical Society (MCHS) is looking for one company to install high-density mobile shelving in its Archives room. Following receipt and review of the proposals by MCHS, selected firm(s) may be invited to an interview at The Charles A. Weyerhaeuser Memorial Museum and make an on-site presentation of their proposed installation. The decision to interview the respondents will be at MCHS's sole discretion based on evaluation of each respondent's proposal. MCHS reserves the right to reject any and all responses and to waive any irregularities of information in the evaluation process. The final decision is the sole decision of MCHS and the respondents to the RFP have no appeal rights or procedures guaranteed to them. The selected firm(s) will be given an opportunity to present their proposal in detail. Those directly responsible for the design of this project will be expected to attend.

Although MCHS may conduct interviews to select among the final candidates, it is not MCHS's intent to seek extensive clarification of the proposals received. Therefore, it is to the benefit of the respondent to provide an explicit, detailed, and complete discussion of the HDMS installation in the proposal.

The successful firm will be chosen through a qualitative review of these factors, using the following criteria to evaluate proposals received:

Criterion

- Knowledge, expertise and experience installing high-density mobile shelving within a museum environment, including planning, project management and execution.
- Sensitivity to installation within a historic preservation framework. Preserving the wood floors in the Archives is a high priority for MCHS in this installation.
- The amount of space that will be gained in the Archives, both for current collections and future expansion.
- Safety, ease of use & ease of access to collections.
- Cost proposal.
- Quality of construction of the system. MCHS will be reviewing the performance of contractors' systems in other applications.
- Guarantee/warranty.
- Customer service and service to be provided if there are issues with the system.

Cost of Preparing RFP Response

All costs associated with responding to this RFP are the sole responsibility of the responding company.

How to Submit a Proposal

The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the vendor can perform high quality work within schedule and budget constraints. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense.

The proposal shall be submitted to the official contact listed below, to be *received* no later than Wednesday, **April 9, 2019**, at 5 p.m. CST. Proposals may be submitted by *mail or email* to:

Mary Warner, Executive Director

Morrison County Historical Society
PO Box 239
Little Falls, MN 56345

Email: mocohistory@gmail.com

Drop off proposals at **The Charles A. Weyerhaeuser Memorial Museum, 2151 South Lindbergh Drive, Little Falls, MN.**

Any questions regarding this RFP must be submitted by email to MCHS by **5:00 p.m. March 22, 2019**. All questions will be answered promptly. Responses to inquiries that substantially or materially change the RFP will be made available to all prospective vendors that have indicated an interest in providing a bid for this project.

All site visits by HDMS firms to measure the Archives need to be scheduled between **March 12 – March 22, 2019**. Call 320-632-4007 and speak to Mary Warner or Ann Marie Johnson to schedule a visit.

Proposal Contents and Format

The Proposal shall be submitted in electronic format (PDF) or hard copy, on 8-1/2" x 11" pages, with 1" margins, in Times New Roman 11 pt. If submitting as hard copies, please provide 8 copies, or 1 hard copy plus a digital copy on a flash drive.

The proposal shall be organized in the following manner with the subject headings and sequence indicated. (Page length recommendations in parentheses)

1. Introduction (1 page)
2. Experience and Past Performance – Include 3 references to past HDMS projects (1-2 pages)
3. Organization and Personnel (1 page)
4. Proposed Solution(s) - Based on requirements of this RFP (2 pages)
5. Lump Sum Cost Proposal – (1-2 pages)

Upon request by MCHS, the HDMS contractor shall furnish a detailed breakdown of materials, supplies, labor, and other associated fees and expenses of this project.

The HDMS contractor agrees to hold this bid open for 45 (forty-five) days following the submission due date of April 9, 2019.

Contractual Terms & Conditions

Insurance: HDMS Contractor/Company is required to be insured and provide a certificate of insurance that lists the Morrison County Historical Society as additionally insured.

Building Permit: If a building permit is required for this project, the HDMS Contractor/Company shall be responsible for acquiring the permit.

Health & Safety: HDMS Contractor/Company must comply with all safety and health regulations in connection with their work.

Use of Site: HDMS Contractor/Company will provide storage of mobile shelving materials during the installation. The contractor needs to make arrangements with the Morrison County Historical Society for the placement of a trailer or other storage container on-site if one is needed.

Measurements & Layout: HDMS Contractor/Company shall be responsible for taking field measurements of the Archives room, along with laying out the work. Refer to the Selection Process Schedule above for the timeline of Vendor/Contractor site visits.

Cutting & Patching: HDMS Contractor/Company will be responsible for any cutting and patching required for the installation. They will also be responsible for clean-up and removal of any debris related to the mobile shelving installation.

Schedule & Work Hours: Upon acceptance of the bid, the HDMS Contractor/Company shall arrange a work schedule with the Morrison County Historical Society in regards to installation. The work schedule shall also include work days and hours to coincide with staff availability.

Functionality Follow-up and Warranty: HDMS Contractor shall follow up with MCHS staff within 30 days of installation to verify safe and efficient functionality or to address any need for slight alternations to the system. The date the warranty begins to take effect is the date the Morrison County Historical Society accepts the work as completed in full.

Payment Schedule: Because this project is being financed with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society, grant funds are released to the Morrison County Historical Society in phases over the course of the project. MCHS must meet specific milestones during the project, with “a total of twenty percent (20%) of the grant funds [being] released as the final payment after work is complete and fiscal documentation and the project completion report have been reviewed and accepted by the [Minnesota Historical] Society.”

Once 75% of the work is completed, MCHS is required to have a site visit by the Minnesota Historical Society as one of the milestones of the project.

Due to the requirements of the grant and the timeline for the release of grant monies, MCHS will provide 80% of the invoiced cost of installation within 60 days of receiving the invoice, with the final 20% being paid within 60 days of satisfactory project completion and acceptance of the work by the Minnesota Historical Society.