

Questions and Answers

Q1

- If we include an audio-visual firm on our team to assist in developing the media presentations, are they allowed to propose on the production of those components when you get to producing and fabricating the exhibition?
- Given the expectations for the use of media presentations (object theaters, video, gallery-wide sound and light shows) in the exhibits it seems appropriate to include these resources on the exhibit design team so that they can participate in the conceptual development and design of these elements in coordination with the 3-D exhibit design. If we include these types of team members on our exhibit team (lighting designer, media producers) will they be eligible, later in the process, to bid on the lighting and media fabrication/production scope?

A1. At this time, the manner in which the actual production of both video and digital media pieces will be bid out remains to be confirmed. CHS may bid the fabrication work out in its entirety, or it may separate various elements (i.e. exhibit fabrication versus video work, etc). In the former case, subconsultant firms might be eligible to act as subs to the fabrication Vendor. In the latter case, AV firms acting as subconsultants would be able to bid on the work directly.

Q2. May we take the liberty of reorganizing the sequence 19 questions you've asked while covering all the information you require and staying within the 20 page limit?

A2. CHS prefers that this not be done, for purposes of evaluation and comparison between Vendors.

Q3

- Might we pay a site visit?
- Is it possible to visit the space prior to submitting our qualifications?

A3. CHS will make the spaces available for inspection by interested parties on the morning of Friday, April 23rd. This will not be a pre-bid conference; CHS will open the spaces and not answer additional questions at that time. Further, CHS will make the spaces available for shortlisted firms to visit during the week of May 3rd (information regarding this will be included in notification of being shortlisted). Please contact James Jensen, Lead Exhibit Developer, to indicate if you intend to visit the spaces on the 23rd, at james_jensen@chs.org.

Q4

- Is it acceptable to submit an annex document containing project descriptions and/or images?
- We want to submit visuals as part of this package. Would you prefer these now in the initial package, or would you prefer these later, should be fortunate to be short-listed?
- Does the 20 page limit include project example pages (project visuals) and resumes? May we include an excess of 20 pages if we clearly include the project visual examples and resumes in a clearly marked appendix?
- The not to exceed 20 pages, we assume is for written descriptions of projects, qualifications, etc. We assume that no images of projects or other visual materials are required.

A4. Vendors may submit one page project descriptions matching those that are on the 254. This would be a total of seven (7) pages (per the 254).

Q5. Is it acceptable to include personnel resumes in annex to our submission or do they need to be fully included as per requirement number 4 in the Statement of Qualifications Requirements (RFQ, page 10)?

A5. Respondents are expected to provide a précis of staff experience in the Statement of Qualifications. Additionally, the form 255 provides additional space for expanding on the experience of key personnel. Resumes of those key personnel (to a maximum of 8) can be included as an annex, but CHS will not use them for the purposes of evaluating the submissions.

Q6.

- In Question 15 you ask us to describe our approach to modular design, while maintaining continuity and consistency to the overall theme. It is not clear from the RFQ why a modular design approach would be warranted. Can you elaborate on why you feel a modular design is required or desired for this exhibit?
- Please explain Statement of Qualifications Requirement number 15. What is meant by “modular” and why is it presumed to be in opposition to “continuity and consistency”?

A6. #15 does not refer to designing an exhibit system that can be reconfigured within the space. Rather, it seeks a description of the design of spaces that are designed as a “whole,” and have discrete elements (or modules) within that overall design.

Q7. If we include a cover page to the Statement of Qualifications, will it be counted within the 20 pages maximum?

A7. A cover page is acceptable and does not count toward the 20 page limit.

Q8. The Statement of Qualifications Requirements on page 10 of the RFQ list 19 items. It would be nearly impossible to respond to all of these items in the maximum number of pages (20) allowed. Would you please increase the maximum number of pages?

A8. CHS will not increase the number of allowed pages. However, CHS feels that allowing the inclusion of project pages and resumes (as indicated above in Q5 and Q6) will serve to address this issue to some degree.

Q9. How many firms have received the RFQ?

A9. The RFQ has been submitted to 19 firms for consideration.

Q10. We understand the exhibit themes are yet to be developed, but we wonder if you are able to provide any information about key pieces of the collection that will want to be exhibited?

A10. At present, these have not been selected. They could range from very small to very large, such as machinery (from Connecticut State Library collection) or a department store sign (roughly 40' long). The artifacts will run the gamut from paper and fabric to metal.

Q11. Our firm subs out all contractors and talent. After reviewing the forms 254 and 255, we feel that 255 is primarily aimed at architects, engineers or specialists in a larger design house which do not relate to us; those of which we do not have 'on staff.' How shall this affect our answering this RFQ? .

A11. Vendors should include the intended key staff, as a joint venture. Admittedly, the forms require a duplication of some information, but they must both be completed per the requirements of the State funding agency.

Q12. Who is the CHSM project coordinator and project manager?

A12. The CHS's Deputy Director for Interpretation will serve as the overall project director. The Lead Exhibit Developer will act as the point person for exhibit design and development, as well as the Education Center. It is anticipated that the Interpretation Department Projects Manager will assume responsibility during the fabrication phases of both. There will obviously need to be a degree of coordination and negotiation at the project kickoff to establish the roles and responsibilities as we move forward with the selected firm.

Q13. It is clear that the CHSM design team will develop content and write labels. What role will the design firm play in developing content?

A13. CHS expects that the Vendor will be involved in the concept development process. CHS expects to carry the bulk of the content development and writing load. However, it is expected the Vendor may need to assume a percentage of the development and writing, depending on the scope of the multimedia and AV elements.

Q14. Please describe the optimal working relationship between the CHS design team and the design firm.

A14. CHS expects to bear the ultimate responsibility for content and historical accuracy and to remain the final decision maker on all design features. Except at project workshops/meetings, communication should be limited to identified point people at both CHS and the Vendor. CHS will provide deliverables on time as needed by the Vendor's schedule to complete the project, and expects the Vendor to meet its deadlines. It is of great importance that CHS and the firm are personally comfortable with one another, and can build a relationship that allows each to inform the other of potential problems before they become huge and unsolvable. The expectation is that we will work like we are "on the same team" and work with each other, not against each other.

Q15. Will CHSM install artifacts, and if not who will be responsible for artifact placement?

A15. The design etc will largely be up to the Vendor, with CHS input (especially regarding conservation). Hiring a mountmaker and any other specialists required for safely securing artifacts will be the Vendor's responsibility. Supervising the mountmaker and placing the objects within the exhibit environment is CHS's responsibility.

Q16. While it's not possible at this stage to indicate the number of artifacts to be included in the exhibit, it may be possible to predict whether or not artifacts will greatly impact the design based on the team's goals for using artifacts (light levels, anticipated sheer or minimal numbers of objects. Please describe.

A16. It is difficult to predict this at this time. The team's goals and the story line developed for the exhibit will dictate the selection of artifacts rather than vice versa. It is safe to say that CHS does not anticipate an exhibit with large swaths of cased objects and little else.

Q17

- A "public design process" can be widely interpreted and applied; please define how CHSM defines the public design process and whether or not the design team has prior experience with this methodology.
- Can you clarify what you mean by experience with the "public design process?"

A17. This refers to experience with publicly funded projects, especially government agencies, and the attendant administrative requirements this may entail (i.e. more numerous submissions for review, etc).

Q18. Does CHSM anticipate utilizing community design workshops at any point in the design process? If so, does CHSM desire the design firm to lead the workshops?

A18. We anticipate that audience research will provide a direct voice for our intended audiences and the public. We do not anticipate any public forums or workshops at this time. If they are deemed necessary they would be additional services.

Q19. Please name the firms from which you solicited qualifications.

A19. As indicated above, 19 firms have been selected, of varying sizes. All are located in Eastern Canada, New England, the North East, and Mid-Atlantic states. CHS prefers not to release the names.

Q20. Should the relevant work and resumes listed on the 254 and 255 be for the prime firm only or can these forms also include work for subconsultants that are being included on the prime firm's team?

A20. Key personnel from subconsultants should be listed on the 254/255. The relationship to the prime Vendor should be made clear in this case.

Q21. The RFQ clearly notes that CHS will provide content and exhibit development for this project. Is it your expectation that the exhibit design team should also include a content developer? Many of the deliverables noted in the scope include elements typically provided by the project's content developer, such as the drafting of the concept framework, and the exhibit narrative walkthrough. Is it your desire that these elements would be developed in collaboration with the client, but the exhibit design team would assume the responsibility of preparing the write-ups documenting the collectively developed concepts?

A21. Yes. A content developer on the design team would be advisable. Although CHS typically generates all the content (including label copy), the scope of this project likely precludes that from taking place. CHS foresees a collaborative process, and at a certain point responsibility for producing the written documentation (but not label copy) will be handed off to the Vendor. For instance, CHS would expect a strong final editorial voice in the final text of any concept walkthrough.

Q22. The RFQ indicates that this scope relates only to the design of the exhibit gallery and education center, and does not include exhibit fabrication and installation. With this in mind could you clarify what kind of examples or information you are asking for under the Qualifications Statement, question #17 "Demonstrate experience in coordinating exhibits with long term management plans, including the integration of warranties, operations and maintenance manuals." Warranties, operations and maintenance manuals are typically provided by the contracted fabricator. Are you asking for how we would indicate in the fabrication bid documents that the fabricator must provide these?

A22. #17 should not be interpreted that CHS will hold the exhibit design Vendor liable for warranty etc. Rather, the Vendor will be expected to work with the fabricator to ensure that provision of necessary manuals etc takes place in an appropriate fashion.

Q23. Question 12 "Describe your innovative design solutions to similar spaces." Please clarify what you mean by "similar spaces." Example: historic building, pre-existing building, large open-plan space, other, etc.

A23. Any and all would be acceptable. Although the work described in the RFQ does not directly impact the historic fabric of the building, experience with similar structures would be beneficial. The constraints of the existing spaces and structure will need to be taken into account - such as how the exhibition design might blend or contrast with the existing building and its 1996 renovation.

Q24. On page 10 under Statement of Qualifications, item #6, Experience of the proposed personnel with similar facilities, does facilities mean museums or other not-for-profit institutions similar to the State House?

A24. Any experience the Vendor feels are applicable and appropriate should be highlighted.

Q25

- On page 11, at the bottom of the page, there appears "Hourly Rate and Expense Schedule, submit an hourly rate and expense schedule." Is this required for this phase of the proposal or is it part of the second step?
- What is meant by an "expense schedule" at the bottom of page 11? How does that relate to our submission since we are not including a fee proposal?
- Hourly rate and Expense Schedule. Can you clarify what you mean by expense schedule? Are you asking for a listing of the types of billable expenses that would be incurred on a project such as this? Also does this need to be included in the 20 page limit?

A25. This information should be provided in the following format:

- The standard hourly rate of each principal and staff member and/or subconsultant to be assigned to the project or whose job category may be required, and the hourly rate you propose to charge
- A schedule of all types of reimbursable expenses you anticipate and the rate of each

Your submission should specify hourly rates by personnel and should state what the hourly charges include and do not include (i.e. overhead and profit).

Q26. Does the "Hourly Rate and Expense Schedule" count towards the 20 page maximum?

A26. The "Hourly Rate and Expense Schedule" can be included as a separate page in addition to the 20 page maximum.