

REQUEST FOR QUALIFICATIONS

March 19, 2002

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES DEVELOPMENT

Exhibit Design, Fabrication and Installation
Visitor Center
Kickapoo Valley Reserve
La Farge, Wisconsin

Division Project No. 99FIL.1

CLOSING DATE FOR QUALIFICATIONS: 4:00 PM CST Friday April 19, 2002
Submit Qualifications to the DFD at the following address on or before the closing date:
(ADDRESS AND CONTACT INFORMATION FOR PROPOSAL)

REGISTRY OF INTERESTED PROPOSERS

In order to provide updates and any addenda to this Request for Qualifications, please register by email to the contact below.

CONTACT

For any questions concerning the exhibits or selection process, contact:
(ADDRESS AND CONTACT INFORMATION FOR INSTITUTION)

On behalf of the Kickapoo Reserve Management Board, the state of Wisconsin Division of Facilities Development (DFD) is soliciting qualified exhibit consulting firms for research, design, fabrication, training and installation of interpretive exhibits for the visitor center. This Request for Qualification (RFQ) is the first step in the process, successful firms will be invited for interviews after the screening is completed.

The information in the RFQ is organized as follows:

1. Project Background
2. Project Scope
3. Project Budget
4. Selection Process
5. Qualifications Information Submittal Requirements
6. Pre-Qualification Selection Criteria
7. Invitation to Make Proposal
8. Interview Format and Selection Criteria
9. Proposal and Negotiation of Contract
10. Attachments
 - Exhibit Area - Concept Statement List of Artifacts
 - Floor Plan

1. Project Background (refer to website for more information <http://kvr.state.wi.us>)

This exhibit project will be developed as part of the new Kickapoo Valley Reserve Center(Center) located in southwest Wisconsin. The Owner of the project is the state of Wisconsin Department of Administration, Division of Facilities Development (DFD).

The User Agency is the Kickapoo Reserve Management Board (KRMB) which is attached to the State of Wisconsin Department of Tourism. The staff for the Kickapoo Valley Reserve (KVR) will maintain and operate this facility including exhibits.

The Center is currently being designed by KEE Architecture of Madison, Wisconsin on a site near the southern end of the Reserve, approximately two miles north of LaFarge, Wisconsin (Vernon County) on State Highway 131. The facility will serve as a gateway for visitors to the KVR, an educational center for students of all ages and the headquarters for KVR staff. The total area of the building will be approximately 8,300 square feet. Approximately 2,250 assignable square feet of space has been allocated to interpretive exhibits. In addition to exhibit space, the Center will contain a lobby that should be considered as part of the available area for exhibits and interpretive information. The remainder of the building contains office space, meeting rooms, classrooms, and restroom spaces.

The exhibit project requires working with DFD, KRMB members, KVR staff, KEEArchitecture and representatives for the Ho-Chunk Nation, particularly during research and design phases of the project. It is the intent of the DFD that an Exhibit Consultant be involved prior to completion of construction of the building by providing input and coordination.

The exhibits are intended to address the five major topics outlined in the attached Exhibit Area – Concept Statements compiled by the Kickapoo Reserve Management Board. Exhibit Consultants will be asked to provide input concerning how the firm would approach conceptual exhibit design based on the information outlined in the Concept Statements.

The exhibits and audio-visual programming for the project are to be compatible stylistically and functionally with the Kickapoo Valley Reserve Center facility. A thorough understanding of the building program and its goals is necessary before design work begins on the Center exhibits.

2. Project Scope

In general, the work consists of complete design and installation of interpretive exhibits.

Specifically, the selected Exhibit Consultant will be required to:

- meet with the project team to discuss project parameters, budget and goals
- create an exhibit concept plan
- research artifacts and interpretive data, including that provided by the KVR staff and the Ho Chunk Nation representatives.
- prioritize exhibit topics and content through regular meetings with a citizen workgroup which includes residents, KRMB representatives and Ho-Chunk Nation members.
- design exhibits and interpretive presentations
- fabricate all exhibits
- install all exhibits
- provide orientation and training for KVR staff, Ho-Chunk Nation representatives and a small cadre of volunteers

3. Project Budget

The total budget for all exhibit work (research, design, fabrication, installation and training) is approximately \$500,000.00.

4. Selection Process

An Exhibit Consultant will be selected in a three-step process:

Step One: Interested firms will submit a response to this Request for Qualifications along with the required Pre-Qualification Submittal Information.

Step Two: Following review and screening of the Qualification Submittal, four Exhibit Consultants may be invited for interviews by representatives of DFD, KEE Architecture, Ho-Chunk Nation representatives and KVR staff.

Step Three: Following the interviews, one firm will be selected to provide a detailed proposal and enter into a contract for the work.

5. Qualification Submittal Information Requirements:

Interested firms shall submit four (4) copies of each of the following:

- Cover letter outlining interest in the project, general firm background and firm location(s)
- Firm qualifications
- Key staff qualifications and resumes
- In-house capabilities (work self-performed)
- Out-of-house capabilities (for work not self-performed)
- Experience working together with out-of-house on previous projects
- Representative project experience (name, location, scope, budget)
- References (name, title, address, telephone, project)

In addition, each firm is asked to submit a proposed project budget indicating distribution of total project budget (up to \$500,000.00) among the following categories:

| | |
|-------------------------------------|----------|
| Research of Artifacts & Data: | \$ _____ |
| Exhibit Concept & Design: | \$ _____ |
| Exhibit Fabrication & Installation: | \$ _____ |
| Orientation & Training | \$ _____ |
| Total: | \$ _____ |

6. Pre-Qualification Selection Criteria:

The DFD, KEE Architecture, Ho-Chunk Nation representatives and KVR staff will review all complete and timely responses to this Request and, based on the following criteria, select one or more Exhibit Consultants to proceed to Step 2 of the selection process:

| | |
|--|------------|
| Consultant Qualifications for Research | 30% |
| Consultant Qualifications for Design | 15% |
| Construction Qualifications for Fabrication/Installation | 15% |
| Project Experience | 15% |
| Interpretation and Training | 15% |
| <u>Budget Distribution</u> | <u>10%</u> |

TOTAL

100%

Note that DFD will make a final selection based solely on its interpretation of the information provided by each Exhibit Consultant. DFD may request additional information from any or all respondents. All decisions by the DFD are final.

Submit the following Qualification Submittals to DFD no later than the date specified in the Closing Date for Qualifications. Submittals received after that time may not be considered.

7. Invitation to make Proposal

Following review and screening of the Qualifications Submittals, up to four Exhibit Consultants may be invited for interview by DFD. Following interviews, one firm will be selected to provide a detailed proposal and negotiate the final contract for the work.

8. Interview Format and Selection Criteria:

The successful candidates will be notified by DFD of the interview location, date, time, and format of the interview. Each Exhibit Consultant will be allowed time to make presentation to demonstrate their suitability to the project, followed by questions and discussions with the interview panel. Interview panel members will include representatives of DFD, Ho-Chunk Nation, KEE Architecture and KVR staff.

Each firm is expected to present the following information during the interview:

- Methodology of the research process
- Methodology of the design process
- Exhibit concept in general terms, what you see as an interpretive solution
- Means and Methods of exhibit fabrication and installation
- Training and support of KVR staff for changing exhibits
- Major milestones of work flow and overall Schedule
- Evaluation of project budget and scope
- Any other information that would be useful for the team to consider

The Division of Facilities Development will evaluate all firms interviewed and, based on, the qualification information, panel member input and interviews, select one Exhibit Consultant to enter into a contract for the work.

Note that DFD will make a final selection based on the information provided by each Exhibit Consultant at the interview and previous screening. All decisions by the Division are final. DFD reserves the right to reject any or all proposals.

9. Proposal and Negotiation of Contract

Following the interviews, the selected Exhibit Consultant will be notified to provide the DFD with a proposal outlining, in detail, the Firm's understanding of project scope, budget, schedule and proposed fee structure. The Exhibit Consultant and DFD will proceed into negotiation of the final terms and conditions of the contract.

Exhibit Area - Concept Statements

Brief description including: a) What is the significance of this area of interest; b) What is the main idea of this area; c) Why it is important to interpret this area of interest; d) What known resources are available for interpretation; e) Are there other comments to consider for this area?

Major Exhibit Topics:

1) Geology:

a) Known as the best example of the "driftless area" in the Nation. The geologic term "driftless" refers to the lack of drift or accumulated rock and soil left by the receding glaciers. The glaciers of the Pleistocene Epoch (1 million years ago) did not impact this area. Steep walled valleys separated by narrow rounded divides characterize the area; these V shaped valleys are known as "coulees." River cuts allow for a visual demonstration of the layering that has taken place throughout time and the largest concentration of seeping sandstone walls in the state. The dendritic river system includes cold creeks that are renowned for excellent trout fishing.

b) Understanding the unique geology of the area will serve as the base for the visitors and students to understand the other relationships from flooding to flora and fauna.

c) Interpretation of the geology is of interest in itself - how resources are created or destroyed based on the geology of the area. Offers visual interpretation of time lines in history, the length of time it takes for the river system to impact the area and what role the river continues to play on the resources of the area. Shows that unique areas support unique flora and fauna as well.

d) A number of university studies have been done regarding the geology of the area and are available to provide the science for the exhibits. There is also a relationship of the dam project being stopped due to the geology not supporting a large body of water. The US Geologic Survey has a gauging station on the Kickapoo River that has collected information about the river and climate since the early 1900's. Enticing the visitors through exhibits to get out in the Reserve to see some of the 50-plus exposed bluff cliffs and three hundred million years of bedrock erosion are the best resources that exist.

e) Recent research by the Wisconsin Department of Tourism indicates that travelers are most interested in visiting something unique. For Wisconsin and the entire midwest region, the geology of this area makes the scenery, recreation, and resources of this area so unique it deserves to be featured.

2) Natural Resources:

a) The 8,569-acre Reserve contains a diversity of plant and animal communities, rare species, and archeological and geological features. The Reserve has one of the largest populations of Northern Monkshood, a rare plant nationally that occurs due to the unique topography of the Driftless Area. More than 470 species of vascular plants have been identified from a variety of plant communities and more than 100 species of birds are known to nest on the Reserve. In total, thirteen species of endangered or rare plants, six rare bird species, two rare turtle species and a rare snail species exist on the Reserve. Seventeen major plant communities in one area are worthy of exhibits alone. The US Department of Interior - National Park Service, designated the Reserve property as a National Natural Landmark.

b) The main idea of exhibiting this topic is to show the complexity of the unique natural features, the relationship to the geology and topography and human influence on the resources. The unique flora and fauna thrive in the Reserve for a variety of reasons. Exhibits will allow the visitor to understand those

reasons and grow to appreciate the importance of their protection.

c) It is important to interpret this area of interest for a variety of reasons including; show compatibility with recreation and protection of the resources can be achieved, awareness of the unique diversity of the resources, exposure to flora and fauna that the visitor will see no where else. In addition, exhibits can feature explanations of the management techniques being used on the Reserve.

d) The Wisconsin Department of Natural Resources and UW Madison has a great deal of information regarding the natural resources that exist on the Reserve. Extensive forest, plant community, waters and bird survey and inventory information exists.

e) Combining natural processes in relation to the original intent for flood control on the property offers an opportunity to show that through the years, Mother Nature has probably ensured flood control better than the dam or continued development of the land would have. There are a variety of examples where the resources are dramatically changing the landscape since the time it was abandoned in the early 1970s. This is the first property in the nation that the requirement of an Environmental Impact Statement by the National Environmental Policy Act (NEPA - 1969) was sited for basically ending a federal project. It shows the significance of the legislation in protecting natural resources.

3) Native Americans/Indians:

a) More than 500 archeological sites have been found on the property justifying its place on the National Register of Historic Places as a National Archeological District. The artifacts and other aspects of the sites piece together the Native American history in southwest Wisconsin. This, in conjunction with the history of the project, has led to a State and Indian Nation jointly managing a property. Joint management by the State of Wisconsin and Ho-Chunk Nation is a unique arrangement in the nation - if not the world.

b) With Ho-Chunk Nation member involvement throughout the development of the project, we will be able to focus on the history of Native Americans in the Kickapoo Valley with their expertise and direct ancestor's interpretation.

c) As co-managers of the property it is important to have visitors understand the connection the Ho-Chunk Nation has to this area. It will help lead to understanding and acceptance of this unique arrangement.

d) A number of people in the area have already offered return of their "arrowhead" collections for display. In addition, the State Historic Preservation Office, US Army Corps of Engineers and the Ho-Chunk Nation have done extensive survey work as required to comply with NEPA. That information is readily available and will allow for exhibits that re-enact lifestyles in the Kickapoo at the time the Ho-Chunk Nation and other tribes utilized the area. In addition, the Corps of Engineers has prepared an elaborate brochure of Native American history in the area as required by the Programmatic Agreement.

e) The Memorandum of Understanding and Management Plan signed by Governor Thompson and Ho-Chunk Nation President Jacob Lone Tree in 1997 reference education initiatives on Native American history in relation to the proposed Visitor's Center.

4) Wisconsin Settlers:

a) The Kickapoo Valley Reserve property history shows all significant aspects of Wisconsin settlement; exploring, fur trapping, forestry, farming, industry, back-to-the- land/hippies etc.

b) The significance of Wisconsin Settlers is the direct connection to the Kickapoo River. The river is what brought white explorers as early as 1832. Every aspect of settlement was related to the resources and the river. Ultimately, the river is what inadvertently created the Kickapoo Valley Reserve by the proposal to dam it for flood control and enhance recreation. In addition, the area's economy has been somewhat stagnant even in times of prosperity in the rest of Wisconsin and the nation. Illustrating what the difference is here that makes people stay even though it is not easy living would be an interesting display.

c) It is important to interpret this area of interest because it ties other aspects of the project together. The geology created the natural resources that attracted the Native Indians and the White Settlers. The climax to the exhibit story will be the impact the resources continued to have in relation to the failed dam project and the pending creation of the Kickapoo Valley Reserve.

d) The Corps of Engineers has completed extensive cultural surveys on the project area. They have developed an elaborate brochure on the early settlers and La Farge Lake project. In addition, local libraries and elders in the community have extensive photo and media collections that can be used for illustration.

e) Adjacent to the Reserve and Wildcat Mountain State Park - Cheyenne Valley - is one of the earliest African American settlements in Wisconsin.

5) La Farge Lake/Dam

a) The construction of the Dam that would have created a lake and provide river protection was halted after it was 70% completed, 140 farms were purchased, all residents and buildings were removed and \$26 million dollars was spent by the federal government.

b) The main idea is to tell the story of the project, commemorate those who sacrificed their land, and how the worst results turned into a benefit to the community in the creation of the Kickapoo Valley Reserve.

c) It is important to interpret this area...

LIST OF ARTIFACTS

Exhibit Design, Fabrication and Installation
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La Farge, Wisconsin

DFD Project No. 99F11.1

Following is a list of known cultural items that exist relating to the history of the land that makes up the Kickapoo Valley Reserve. The list is compiled through discussions with citizens that were interviewed through our Oral History Project. In interest of their privacy, I am not listing individual names here but will make them available to the successful exhibit designer.

Known items to date include:

- Audiotapes of 35-40 people interviewed for "The People Remember - Oral History Project" in fall of 2000 - spring of 2001. Former landowners discussed the La Farge Lake and Dam project during interviews with La Farge High School Students. Some accompanying videos and photos. Funding support through the Wisconsin Humanities Council.
- Maps - dam and lake plan, plat maps, forestry, digitized maps (GIS) of all resource layers (soils, vegetation, archeological sites, wetlands, rivers and tributaries).
- Photos - personal and newspaper of work related to the dam, homes and farms prior to being torn down, elected officials at meetings and hearings, agency representatives etc.
- Scrapbooks of newspaper clippings, photos, letters etc.
- Contracts, deeds and purchase agreements, condemnation notices, document from the US Army Corps of Engineers, letters and memos.
- Blue prints of maintenance building, dam structure etc.
- Artistic rendering of dam and lake as proposed.
- Gold shovel from ground breaking ceremony.
- "Plug" from dynamite drilling.
- Videotape of State Highway 131 from Viola to Wilton prior to reconstruction.
- Arrowheads collected from agriculture fields within the Reserve.
- Native flowering plants brought from the east when land was settled continued by local gardener.
- Pony Truss bridges from State Highway 131 (approximately 85 feet long - identified as historically significant).