

**City of Dickinson
Request for Proposal for
Architectural Services
Dickinson Museum Center**



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Dickinson Museum Center
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Dickinson, ND 58601**

Request for Proposal for Architectural Services

Dickinson Museum Center

Issue Date: 11/23/2022

The Dickinson Museum Center, a department of the City of Dickinson, is in the process of planning for an expansion of its facility, which would include new construction as well as renovation of some existing space. The ultimate goal of this project is to incorporate our multifaceted gallery operations under one roof with a contiguous tour path and ready access to storage and support spaces. The City of Dickinson invites sealed bid proposals from qualified professional firms to provide architectural services to complete a design and cost analysis for the expansion and renovation of the Dickinson Museum Center. The design should support gathering of stakeholder input from appropriate city departments (Information Technology and Building & Grounds, for example) as well as gathering community input, programming, cost projections and promotional materials necessary for project approval and fund-raising efforts.

Project Background and Summary

The Dickinson Museum Center campus traces its beginnings to the Prairie Outpost Park Bicentennial Project, which gathered historic and ethnic structures from the region to what would become the Dickinson Museum Center campus. Later, a bequest from Daniel M. Joachim, a local businessman, specified that a portion of his estate be used “toward the construction and erection of an appropriate general museum building” for the purpose of collecting and exhibiting historic and fine art pieces for the benefit of the public.

Timeline of Dickinson Museum Center

- 1975 – Prairie Outpost Park Bicentennial Project established
- 1982/1983 – Construction and opening of the Joachim Museum
- 1992 – Construction and opening of Pioneer Machinery Building by Stark County Historical Society
- 1992/1994 – Construction and opening of the Dakota Dinosaur Museum (now Badlands Dinosaur Museum)
- 2016 – City of Dickinson assumes full operational responsibility for the 12-acre Dickinson Museum Center campus administered as a City department
- 2018 – Badlands Dinosaur Museum is recognized as a Federal Fossil Repository

Annual visitation has grown to 20,000, which is largely fueled by the popularity of the Badlands Dinosaur Museum’s collections and the exciting finds recovered by our Paleontology Section’s annual Field Work Program. Further growth is anticipated due to increased tourism associated with the forthcoming Theodore Roosevelt Presidential Library in Medora, ND. Our goal is to comfortably accommodate our growing number of guests and showcase the many new, exciting and scientifically important specimens recovered by our Field Crew during their annual expeditions – and, to provide the full range of essential services as befits a modern museum operation dedicated to the preservation of regional history and the presentation of cultural opportunities in science.

Project Characteristics

Design considerations should include:

- Ample space for exhibition of existing collections (Paleo & History) and display space accommodating collections growth, especially growth of scientific specimens fueled by our Field Work Program; also Changing/Traveling exhibit space
- Exhibition adjacent learning spaces:
 - Youth Discovery Areas
 - Living collections
- HVAC system control that guarantees stable temperature and humidity levels in all areas/zones.
- Continuous tour path through Paleontology Gallery/Pioneer Machinery Hall/History Gallery/Changing Gallery
- Tour path must accommodate the moving of large objects/specimens from place-to-place (including from storage spaces) within the museum facility
- Tour group classroom space with convenient bus access
- Spaces for public programming, conference/meeting rooms
- Ample Gift Shop space with support space (stockroom, office); Giftshop to feature as beginning and end of tour path
- Staff and administrative spaces (offices, meeting space, breakroom)
- Kitchen facilities adequate to support events
- Paleontology Collections Management
 - Fossil Preparation Laboratory
 - drop-down dust extraction hoses over workbenches
 - Drop down or wall-accessible compressed air sources,
 - Drop down electric service
 - Specimen storage – open racking and cabinet storage – space to accommodate large specimen jackets, a rapidly growing collection and serviceable for years of collections growth
 - Cabinet storage - ~450 cabinets already acquired, can be arranged 2 or 3 high. Option to store on moving compactor bases
 - Study area/room adjacent/inclusive to collections space
 - Plaster jacket storage may be in an additional unheated building
 - Equipment to accommodate large specimen handling
 - Exhibit Preparation space
 - Dedicated ventilated workroom for 3D printing & processing, and other vapor-producing work with installed fume hood.
- Historical Collections Management
 - Artifact preservation and exhibition preparation space (including large format printer workspace)
 - Archival services (reading room, processing/office and storage)
 - Photo negatives collection storage (with nitrate negative segregation as determined)
- Lobby accommodation for the Convention and Visitors Bureau's tourist information service desk, also, possibly full integration of the CVB operation within the museum building
- Convenient access to Prairie Outpost Park for seasonal tours

- Incorporation of a high-visibility architectural feature visible from I-94 corridor
 - Current thoughts include a tower structure with ascending walkway flanking internal display space for Dickinson historical photography, capped by an enclosed observation deck with views across local area.
 - Tower structure bearing words “DICKINSON MUSEUM” on sides.
 - Potential accommodation for telecommunications masts and fire/police observation facilities – coordinated with IT & Public Safety services,
- Specific Spaces Required
 - Paleontology offices (4 – Curator, Educator, Lab Manager, Interns/small conference)
 - Paleontology exhibit prep (clean)
 - History offices (2 – Curator, Interns/small conference)
 - History exhibit prep (clean)
 - Archives reading room (existing space conversion)
 - Archives office (Archivist – existing space conversion)
 - Administration offices (2 – Director, Admin. Assist.)
 - Administration large conference room (capacity 20)
 - Retail operation office (1 – Gift Shop Manager)
 - Retail operation stockroom
 - Employee break room
 - Event kitchen/prep area
 - Operational storage (seating/tables/program gear, etc.)
 - Convention & Visitors Bureau offices (3 – Director, Sales & Marketing, Visitor Services)
 - CVB conference/work room (capacity 15)
 - CVB literature storage
 - CVB visitors service lobby counter

PROPOSAL CONDITIONS AND INFORMATION

Issuance of RFP	11/23/2022
Proposal Due Date	12/19/2022
Interviews/Presentations with selected firms (not earlier than)	1/16/2022
Notice of Award (no later than)	1/31/2022

Proposal Format

Proposals should identify all proposed team members and their qualifications. Professional qualifications and resumes of all parties should be included. The architect's principal and lead architect/project manager must be identified.

Please provide information regarding experience with similar projects to include project name and location, color images of project, cost, owner and year.

Please provide at least 3 references with all relevant contact information.

Please provide proposed compensation basis for preconstruction services including all personnel time, travel costs, costs for production of drawings and promotional materials and any miscellaneous expenses.

Proposals must be received at the Dickinson Museum Center, 188 Museum Dr. E, Dickinson, ND 58601 by 5:00 p.m. MT on 12/19/2022. Late proposals will not be considered. The City highly encourages early submission of proposals.

Please submit two (2) complete print copies of your proposal and any other required documents in a sealed envelope clearly marked **"Proposal – RFP DICKINSON MUSEUM CENTER"**, with the name and address of the responding firm identified.

Where the U.S. Postal Service or other delivery service is used, the sealed envelope shall be enclosed in a separate envelope with the notation **"Proposal Enclosed"** on the face thereof.

In addition to mailing the proposal, **please submit one (1) electronic version (PDF)** of the proposal including any supporting documentation with the subject line clearly identified as **"Proposal – RFP DICKINSON MUSEUM CENTER"**, which shall be emailed no later than 5:00 p.m. MT on 12/19/2022 to the following address: robert.fuhrman@dickinsongov.com.

SELECTION

The City will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, ability to meet the needs of the City.

The City also reserves the right to determine whether interviews will be necessary. The purpose of the interview is to further document the proposer's ability to provide the required services and to impart to the City of Dickinson officials an understanding of how specific services will be furnished.

STATEMENT OF NON-COMMITMENT

The City of Dickinson reserves the right to reject any or all the proposals to waive informalities in the proposals or the proposal process. The City of Dickinson further reserves the right to award the contract to other than the lowest proposer if such action is deemed to be in the best interest of the City. Issuance of this RFP does not obligate the City of Dickinson to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.

Evaluation Criteria

The proposals will be evaluated by a committee appointed by the Dickinson City Commission which shall include Museum Advisory Board members, Museum Center staff and City staff and City Commissioners. At their discretion, selected firms will be invited to interview. Proposals shall be evaluated based on the following criteria:

- Overall firm and team qualifications – 35%
 - Describe the qualifications of the project manager, key staff and consultants
- Knowledge of museum practices and needs – 25%
 - Describe your firm's understanding and approach to design for modern museum services
- Similar project type experience – 25%
 - Describe your firm's experience working with museums or related facilities.
- References – 5%
 - Provide at least 3 references from recent (last 5 years) projects.
- Cost of proposal – 10%