

State of Arkansas
OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Room 300
Little Rock, Arkansas 72201-4222
501-324-9316

ADDENDUM

TO: Vendor Addressed

FROM: Jan Roberts, C.P.P.B.

DATE: August 27, 2009

SUBJECT: SP-10-0028- EXHIBIT DESIGN & FABRICATION

The following information regarding the above referenced Request For Qualifications for the AR Department of Heritage is being supplied as designated below:

QUESTIONS AND ANSWERS

Attached is a list of vendor questions submitted and the agency's responses pertaining to the above referenced RFQ.

The solicitation opening time and date will remain the same.

The specifications by virtue of this addendum become a permanent addition to the above-referenced Request for Qualifications. **FAILURE TO RETURN THIS SIGNED ADDENDUM MAY RESULT IN REJECTION OF YOUR PROPOSAL.**

PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED. THE BID ENVELOPE MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE RFQ NUMBER, DATE AND HOUR OF PROPOSAL OPENING AND BIDDER'S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE OFFICE OF STATE PURCHASING.

If you have questions, please contact the buyer at 501-371-6057.

VENDOR SIGNATURE

DATE

COMPANY

Q. Is there a common way you want fees to be submitted so that you are able to compare all proposals in the same way using the same standards?

Q. In the comparison of three jobs budget to actual fees how should we differentiate between client-initiated additions to scope and actual change-orders?

Historic Arkansas Museum Response

1. Each museum has its own exhibit plans and priorities, and each one has to submit the appropriate documentation to the state bureaucracy. Fees for this museum have not been as important as the quality of design and fabrication.
2. Again, the comparison of fees for this museum has proved less important than the quality of design and fabrication

Old State House Museum Response

When the Old State House Museum selects a vendor for an exhibit project from the pool of vendors the decision is based on the vendor's portfolio and other credentials. The vendor's portfolio and credentials are what allowed the vendor to be included in the pool of vendors in the first place. When the Museum chooses a vendor from the vendor pool comparisons for the same project are not made with other vendors in the vendor pool. However, when the Museum chooses a vendor from the pool of vendors, that vendor will be asked to include a very explicit budget for the project. At that point the Museum may decide to eliminate certain elements, add elements, and/or modify some. In any of these cases the vendor will then adjust the budget to reflect changes

Mosaic Templars Cultural Center Response

We have always accepted the budgets in whatever way the vendor wanted to submit them. I usually end up taking the total from each and dividing it by the square footage of the space. I budget by cost by square foot so that is what I'm looking for.

I don't have a response to the second question because we don't use change orders - we have a firm scope after conceptual design.

Q. What is the anticipated scope of work for this year?

Q. Is there an average contract amount allocated for each year or does it vary by project as needed by the four Museums?

Historic Arkansas Response

Each museum has its own exhibit program, and will have its own needs each year. The scope of work will change from year to year, as each museum works with one or more vendors selected from the pool created by this RFQ selection process.

There will not be an average contract amount each year for exhibition services. What each museum can do will be determined by each museum's exhibit plans and available budgets, which fluctuate from year to year.

Mosaic Templars Cultural Center Response

The anticipated scope of work for this year is (2) exhibit - 1500 and 300 square feet. The exhibit will include but not limited to text panels, artifact mounting, and computer interactives. All research and writing will be done by the agency.

The project will vary by museum and by year so there will not be an average contract amount. All 4 museum work independently of each other with separate staff and budgets.

Q. Can you tell me what the total square footage of the exhibit work this would amount to?

Q. Can you tell me if there is an allotted budget for this project already established?

Historic Arkansas Response

The Department of Arkansas Heritage is home to four museums, all of which need, on occasion, exhibit design and fabrication work. The Request for Qualifications process about which you inquire will establish a list of qualified vendors. As each museum defines its exhibit needs it will be authorized by the Office of State Procurement to negotiate with one or more vendors from this list, without going through an additional selection process. In this way the museums can act quickly while still having satisfied an equitable selection process.

While each museum has exhibition space and long-range plans relative to its exhibit program, we are not seeking bids for specific projects, so we have no square footage nor available budgets listed. (That would be the negotiation phase of this process.) Each museum expects to receive, and can pay for, quality exhibit work. The projects might be large or small, depending upon each museum's unique situation.

Old State House

Possible exhibits that might fall under the RFQs:

West Hyphen 1st Floor Changing Gallery - 1072 SF

Central Hall 1st Floor Changing Gallery - 611 SF

East Wing 2nd Floor Changing Gallery - 1328 SF

Pillars of Power Permanent Gallery - 1746

No budgets are allotted for the RFQs

Delta Cultural Center

The DCC has roughly 14,000 sq ft of exhibits (this includes the Depot upstairs and downstairs exhibits plus the three Visitors Center Galleries). At this point we are not interested in replacing all these exhibits, and we would never replace them at the same time. Budget would depend on the exhibit space and project scope. Let me know if you need a breakdown of specific exhibit spaces.