

PORT DISCOVERY Children's Museum



REQUEST FOR PROPOSALS

Architecture and Engineering Services

August 1, 2013

REQUEST FOR PROPOSALS

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I. Introduction

A. Port Discovery Children's Museum (Owner)

Port Discovery children's Museum has been serving the families of Maryland for fifteen years. Since the successful repurposing of the long-vacant Fish Market, the Museum has provided top-quality, award-winning out-of-school learning opportunities for residents of Maryland and beyond. Port Discovery is currently the only cultural institution solely dedicated to serving the children of Maryland. Each year over 260,000 children, parents and teachers visit the Museum to experience its high-quality educational programming and exhibits. Port Discovery partners with public schools and community organizations throughout the state to provide free and reduced-fee programs for underserved, special needs, and economically disadvantaged children and families. We partner with institutions of higher learning and the corporate community to bring cutting-edge information to our visitors and to expand program offerings. Port Discovery is one of the top-ranked children's museums in the country.

Through its educational exhibits and programming, Port Discovery helps children develop essential foundational skills, lights a creative spark for discovery and lifelong learning, provides an environment where families play and connect in meaningful ways, serves as a town square and builds social capital for families, helps reverse stigma and discrimination for those of differing abilities and backgrounds, and strengthens community resources that educate and care for children. Frequently featured in local, regional and national print and online publications, Port Discovery is a prime, positive showcase for Maryland and, with the 4th largest admissions in the region, contributes significantly to the local economy.

Value to the Community

Attendance: annual attendance - **260,000+**; total attendance since 1998 - **over 3.5 million**

Economic Impact:

- Employs 130 people in our community
- Spends \$1.1 million a year on goods and services in our community

Community Support: Programs serving low-income, underserved and special needs constituencies

- ArtVentures – after-school and summer enrichment program
- Discovery Days – 15 days each year dedicated to children with special needs
- School Access Program – providing free and reduced admissions to Title 1 and other schools
- Family Access Program – providing free memberships to families who could not otherwise attend
- Outreach Programs – carry our innovative programs to schools (*Art a la Carte*) and hospitals (*Hospiddidles*)

Recognition:

- **Ranked Among the 12 Best Children's Museums in the U.S. by *Forbes***
- One of the first museums designated by the Association of Children's Museums as "*Good to Grow!*" – through *Let's Move! Museums & Gardens*, a part of First Lady Michelle Obama's national initiative for children's health
- Received the Association of Children's Museums and MetLife Foundation "*Promising Practices Replication Award*," to develop toolkits to replicate our award-winning program for special needs children
- Recipient of the Autism Society of Baltimore-Chesapeake and Baltimore County Public Schools' Partnership Award for Outstanding Community Organization
- Ranked among the top 10 museums in the country by *Trekaroo*
- Designated Maryland VSA Affiliate (The International Organization on Arts and Disability)

Key Partners:

- Towson University – partnering to create a Children’s Learning Lab to develop, implement, and assess learning models and exhibits
- University of Maryland – bringing quality STEM learning experiences to Port Discovery visitors
- University of Maryland Baltimore County – Public Health student volunteers helping Port Discovery deliver its Healthy Family/Healthy Communities message
- Kennedy Krieger Institute and PACT– partnering on projects serving young children with special needs and their families

B. Project Need

The 106-year-old Fish Market – home of one of the top-ranked children’s museums in the nation and the only remaining building of Centre Market – is rapidly deteriorating, resulting in functional failure of the roof, exterior walls, and exterior doors and windows. These failures result in damage to the building, exhibits and offices. Additionally, much of the building’s systems and equipment was installed prior to Port Discovery’s use of the building and is inadequate for the current use as well as in danger of failure due to age. Finally, aging exhibits must be replaced prior to failure. Routine repairs and maintenance are no longer sufficient and major facilities renovations are required to ensure the integrity of the building and the Museum.

C. Project Overview

Port Discovery, a nonprofit children’s museum located in Baltimore’s Inner Harbor and serving over 260,000 visitors each year, is undergoing major reconstruction and renovation to its historic Fish Market building, replacement of aging capital equipment, and upgrade/replacement of existing exhibits. This project will address significant internal and external infrastructure issues, improve energy efficiency, improve safety, and improve the museum’s ability to effectively serve the children, parents and teachers who benefit from our informal learning environment.

Port Discovery Children’s Museum seeks professional services of a licensed Architecture firm for its 90,000 square foot facility to undergo multiple capital improvements of various construction methods and features. Port Discovery resides in The Fish Market Building, a three story brick façade structure in an historic district of downtown Baltimore, built in 1906 in the reconstruction period just after the Great Fire of Baltimore in 1904. The building footprint is trapezoidal with the Jones Falls River bordering its east side and a glass atrium on its south side. The building and the glass atrium are the property of Baltimore City and Port Discovery has a ninety nine year lease that expires on December 31, 2097. It is accessed by both elevator and stairs from the glass atrium and interior of the building on the east and west sides. Offices and back of the house area make up 30,000 square feet and the 60,000 square feet are dedicated to exhibitions, circulation, public spaces and amenities. A total of \$6,000,000 has been budgeted for the design, fabrication, and installation of new exhibitions and capital renovations and improvements. The schedule for start to completion is a three year process with funding available starting July 1, 2013.

The variety of projects within these capital projects are numerous and consisting of the degree of architectural and engineering services on each project may vary greatly. There will be projects that can be directly bid for construction and other projects that will need design and engineering before construction bids can occur. All exhibit related projects will additionally include RFPs and contracts for Exhibit Design Firms and Exhibit Fabricators.

D. Capital Project Components

Building Envelope – At 106 years old, renovations are required to ensure the integrity of the historic Fish Market, protect the building from damage, improve energy efficiency, improve safety in and around the building, and ensure that Port Discovery can continue providing service to the community. In wet weather, the roof leaks steadily from multiple points, with new leaks appearing constantly. Cracks and decayed mortar in the exterior brick walls and granite lintels of the building leak water into the building causing interior damage and accelerating damage to the exterior walls. Warping, peeling wooden doors and damaged window frames and panes detract from the appearance of the building, waste heating and cooling resources, and create security concerns. Spot repairs are no longer effective and leaks have damaged exhibit and office areas, resulting in poor visitor experiences that impact attendance as well as negatively impacting staff efficiency and operational budgets.

Building Systems – Port Discovery's roof-mounted emergency generator, necessary to ensure the safety of visitors and staff must be filled by hand by staff, who must carry 5 gallon fuel cans through the hatch to the roof, climb a ladder to the generator, and hand fill each can into the fuel tank. Installation of a reserve tank and fuel pump will eliminate this hazardous activity. Life safety, general power and exhibit controls are currently managed through an electrical grid tied to an aging proprietary show control administrator, causing difficulties in managing systems and additional costs due to need for multiple contractor intervention. Additionally, the current lighting system is inadequate and contributes to a dark interior, has high energy consumption, and requires frequent, costly lamp replacement.

Interior Renovations – Development of the Atrium will allow expansion of programs and turn this underutilized 10,000 sq. ft. of space into a beautiful and flexible environment suitable for public and private events. Renovation of 15-year-old restroom facilities, including updated lighting and plumbing, and the addition of family-style restrooms will improve visitor experiences at the Museum, especially for opposite sex parents who need to accompany their children.

Exhibits – Adequately serving the public requires presenting relevant exhibits with current content for educational milestones and that meet current safety standards. Currently, Port Discovery has two exhibit spaces approaching 15 years of age that require replacement to meet the needs of our visitors. Additionally, the high-volume use of exhibits results in worn structural components requiring frequent repairs and exhibits must be modified to meet updated safety guidelines. Finally, the under-utilized Terraces area of the museum is in need of a permanent feature exhibit. A key component of the exhibit plan is the development of a Fish Market/Dock exhibit, which will help educate visitors on the important role of Maryland in the maritime industry and reflect the important history of the Fish Market and the Baltimore Harbor.

E. Reports and Pictures

Critical problems outlined in this presentation have been documented in the following reports:

Maryland Historical Trust, Preservation Easement Report, May 8, 2012

PICS



Baltimore's historic Fish Market building (pictured above c. 1908). (Henry Rinn Collection, PP71.32, Maryland Historical Society, copyrighted)



Port Discovery Children's Museum today. Opened in December 1998, the 80,000 square foot facility served as the anchor for the redevelopment efforts of the City in the eastern basin of the Inner Harbor.

II. Project Information

A. Existing Facility- The Fish Market Building

The Fish Market is a significant landmark in Baltimore. Constructed in 1906 as one of three Neo-classical Centre Market buildings following the Great Fire of 1904, the Fish Market is the only remaining building of the oldest and largest municipal market in the city. The wholesale fish market closed in 1984 and was vacant until 1989, when it was adapted for use as an entertainment complex with nightclubs and restaurants, which closed within one year. It was then vacant until 1998 when it became home to Port Discovery Children's Museum.

The Museum has successfully adapted the building for the use of the citizens of Maryland, generating jobs, enhancing the economic value of the neighborhood, and improving quality of life in the region for children and families. The Fish Market building was listed on the National Register of Historic Places in 1987 as a contributing resource to the Business and Government Historic District.

B. Project Objectives and Goals

- Replacement of the roof and repair of the exterior walls and windows will eliminate leaks and the resulting damage to exhibits and offices, improve the visitor experience, increase staff efficiency, and improve energy efficiency.
- Repairs to the doors and windows will allow Port Discovery to adequately maintain the historic structure and generate cost savings through improved energy efficiency.
- Insulation of exterior walls will offer a significant savings on our energy consumption
- An updated lighting and electrical system will allow systems to be managed separately, will reduce costs, will provide better lighting throughout the building, and will enhance visitor safety.
- Design and installation of new exhibits and upgrading of existing exhibits will allow Port Discovery to maintain its status as a world-class children's museum that provides imaginative, relevant, and educational experiences in a safe environment.
- Renovation of interior spaces will add program space and improve the overall visitor experience.
- Installation of a reserve tank and pump will eliminate hazardous hand-filling of the emergency generator.
- Installation of fencing around dumpsters will discourage homeless encampment in the area.

C. Project Outcomes

A reinvigorated Port Discovery Children's Museum expands in appeal to families and schools throughout the region, as well as tourists. Situated at the north-east corner of Market Place, Port Discovery draws more visitors to the east side of the Inner Harbor area, benefiting businesses throughout the area. The renovated exterior reflects the historic status of the Fish Market, while inside a new generation of visitors is charmed and fascinated by interactive, educational exhibits that reflect the most current trends in childhood education in a well-functioning environment. No longer burdened by on-going piecemeal repairs, the Museum dedicates additional funding to educational programs and to access for those who benefit most from out-of-school learning opportunities – children from low-income families, children with special needs, and other underserved constituencies throughout the region.

The integrity of the historic Fish Market building has been restored, preventing additional damage to the external structure as well as eliminating internal damage related to weather. Safety in and around the building is enhanced, and energy efficiency is improved. Resulting cost savings improve capacity for future maintenance. Renovation of internal areas and exhibits has improved the visitor experience,

resulting in increased attendance and revenue that will further strengthen financial resources and operating budgets well into the future for both Port Discovery and surrounding businesses.

D. Project Schedule

See Attached Project Schedule (Exhibit A)

E. Project Budget

See Attached Project Budget (Exhibit B)

F. Project Delivery Method

Port Discovery anticipates identifying contractors through a competitive bid process and entering into a stipulated sum agreement for each project.

G. Sustainable Design/Green Building

Port Discovery is willing to consider “green” building design initiatives for both practical and philosophical reasons, provided low environmental impact designs can also preserve the limited funding available to the typical not-for-profit organization.

III. Scope of Work

A. A&E Services and Architect as Prime Consultant

PORT DISCOVERY will require the successful Respondent to provide all professional consulting services as is necessary to insure the Project requirements and objectives, as identified in this RFP, are met effectively and successfully. Those services should include all necessary consulting disciplines deemed necessary by the Respondent to insure the Project's success. Such professional disciplines must include, but are not limited to, architecture and design (shell building and interior) and the following engineering disciplines; civil, structural, mechanical, electrical (including all IT/telecom), and plumbing. These services may be provided by a single firm or by several sub-consultants, however, the Architect will be the Prime Consultant and must hold all sub-consulting contracts. Additionally, the architect will collaborate with the Exhibit Designer and Museum Staff to provide all professional services necessary to consult and document architectural modifications specific to new exhibitions.

B. Programming and Preliminary Design

Work during this phase will include, but is not limited to:

- i. Meet with PORT DISCOVERY staff to define all program requirements (including FF&E) and develop a detailed space assessment program for PORT DISCOVERY review and approval.
- ii. Work with project team to provide adequate information for the preparation of a conceptual construction budget.
- iii. Evaluate site concerns including infrastructure & utility requirements, site access, and site design considerations. As Built drawings are available in digital format. It is upon the due diligence of the architect to verify all existing conditions that may affect or be affected by design modification. The As Built drawings may not be used as a reliable sole resource for any design decisions.
- iv. Prepare a code analysis and conduct preliminary code review meetings with all jurisdictional agencies (e.g. design review) and PORT DISCOVERY's project team.
- v. Work with project team to identify potential risks to the Project budget, design and schedule.
- vi. Attend no less than two (2), but no more than four (4), full project team meetings and issue meeting minutes. Programming meetings are not considered full project team meetings. The first meeting will address the entire three year project scope. All subsequent meetings will focus on FY 14 projects.

C. Schematic Design

Work during this phase will include, but is not limited to:

- i. Further define design elements including materials and methods.
- ii. Incorporate into project design all cost information derived during the preparation of the conceptual construction budget and assisting in preparation of a schematic construction budget.
- iii. Prepare and submit schematic design drawings and outline specifications, as necessary.
- iv. Prepare and submit schematic design drawings, furniture plans, and outline specifications.
- v. Provide design options and lifecycle analysis for all engineered systems.
- vi. Upon the completion of the schematic design phase, prepare all presentation materials for PORT DISCOVERY review and approval, and actively participate in the public presentation of the designs as necessary to secure jurisdictional approvals (including public information sessions).
- vii. Attend not less than two (2), but no more than four (4), full project team meeting and issue meeting minutes. Public presentations are not considered full project team meetings.

D. Design Development

Work during this phase will include, but is not limited to:

- i. Completing all design development work and drawings. Distributing all design documents in compliance with the Project budget, schedule and program.
- ii. Incorporate into Project design all cost information from the schematic construction budget.
- iii. Finalize all site, structural, and MEP designs and systems.
- iv. Fully coordinate all engineering and architectural drawings.
- v. Work with project team to further evaluate all project risks and propose measures to mitigate those risks prior to proceeding with construction documents.
- vi. Attend not less than two (2), but no more than four (4), full project team meetings and issue meeting minutes.
- vii. Consultation from at least one General Contractor is necessary to confirm the accuracy of the budget development.

E. Construction Documents

Work during this phase will include, but is not limited to:

- i. Complete all construction documents for the site, core and shell building, and interior fit-out.
- ii. Distribute all bid documents for general contracting services, specifications, general conditions and FF&E (as required).
- iii. Submit all documents as required to obtain building permits. Actively track permit progress and respond to all review comments.
- iv. Attend not less than two (2), but no more than four (4), full project team meetings and issue meeting minutes.

F. Construction Administration

Work during this phase will include, but is not limited to:

- i. Respond to all bidder inquiries and requests for clarifications.
- ii. Review all contractor bids
- iii. Final approval of and ensuring compliance with the construction documents of all construction submittals including shop drawings, product specifications, and samples.
- iv. Respond to requests for additional information, review and approve proposed change orders, issue supplemental drawings and specifications, evaluate all work in place, and review all Project submittals.
- v. Issue all relevant Project directives.
- vi. Coordinate all jurisdictional approvals for changes.
- vii. Review and approve all general contractor applications for payment.
- viii. Coordinate Project closeout, including site inspections and punch lists, warranty review, and all commissioning.
- ix. Prepare and submit record drawings to PORT DISCOVERY.
- x. Attend not less than (1), but not more than (2), on-site progress meetings per week, including the contractor's monthly draw meeting.

IV. Proposal Requirements and Format

A two-step process will be utilized to identify the successful Respondent from a group of five (5) invited bidders along with bidders whom have responded to an open bid that is publicly announced. The Selection Committee will first review all written responses to this RFP and no more than three (3) Respondents will be chosen to interview with the Committee to determine the best possible match for PORT DISCOVERY.

Please respond to each of the following requirements and format your responses exactly as the questions are presented herein. **Respondents should not propose a design solution or submit images representing a possible design for the facility.**

A. Experience, Structure, and Personnel

- i. Each Respondent is asked to submit materials that highlight its unique strengths, design talents, architectural philosophy, sensitivity to public space and neighborhoods, breadth of knowledge and experience, and experience with similar use projects.
- ii. A history of the firm's experience providing Architectural and Engineering services to not-for-profit and non-profit organizations, museums, schools, and civic organizations.
- iii. A description of the firm's organizational structure noting the principals, project manager(s), and professional staff who would work directly with PORT DISCOVERY on this project. Please include resumes of key personnel.
- iv. Overall description of the firm's relevant work, including examples not less than three and up to five (5) projects that the firm has completed involving non-profit organizations or museums. Include the client, the name of contact persons who are able to provide references from the client, a description of the nature of the work, the size and complexity of the project, total budget, construction cost, total design cost, and agreed fee arrangement.
- v. Identify projects whose licensure, accreditation, or regulatory review played a significant role in the facility design and detail your firm's role in that project.
- vi. Innovative and outstanding work, particularly on projects located in Baltimore City.
- vii. Experience with Sustainable Design that exhibits an emphasis on environmental consciousness and sustainability to create long lasting economic and social value, including any LEED certified building projects or LEED accredited personnel/sub-consultants.
- viii. A representation that the firm can devote significant and appropriate design staff and support staff to the project for all phases of design and construction, including the anticipated percentage of available working time each team member will be dedicating to the Project (based on a 40 hour week).

B. Methodology and Design Approach

- i. A description of how the firm would work with PORT DISCOVERY, the EXHIBIT DESIGNER and the project team in the renovation of the facility.
- ii. A statement explaining the firm's design philosophy.
- iii. A statement explaining the firm's approach to architectural and engineering services, including methods, analytical techniques, technologies, or models, etc. that would be employed.
- iv. A list of all sub-consultants in the disciplines listed in Section II of this RFP, identifying principal contacts, previous experience as a sub-consultant to the Respondent, and key personnel that will be assigned to the project.

C. Additional Information

- i. Resumes of key staff (principals, project manager(s) and senior professional staff.
- ii. Please describe how your firm will promote the participation of Minorities and Women on this project. If appropriate, please identify MBE/WBE sub-consultant business participation.

D. Fee

- i. A proposed stipulated sum fee for all services required to insure the successful and timely completion of the Project. Itemize each FY fee as indicated in Exhibit C – Bid Form.
- ii. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate used in calculating the proposed Fee.
- iii. A list of anticipated reimbursable expenses, the rate charged for each without markup, and a proposed “not to exceed” amount for all project reimbursables.
- iv. Any reduced fees offered nonprofit and civic organizations.
- v. Any other fees or charges not identified herein (including any special consultants that may be required in executing the Scope of Work as detailed in Section II).

E. Contact Information (please provide on a separate sheet)

- i. The firm’s name.
- ii. The firm’s contact person.
- iii. License or certification information of lead firm principal or individuals working on the PORT DISCOVERY project.
- iv. Telephone, fax, e-mail addresses, and wireless numbers for firm principals or individuals working on the Project.
- v. The firm’s street address.
- vi. The year the firm or individual practice established
- vii. The MBE/WBE status of the Respondent and any sub-consultants (Minority Business Enterprise or Women Business Enterprise, as certified by Baltimore City)
- viii. The firm size, general services offered, and any specialized services offered.
- ix. The signature of the lead individual and the date.

F. Conflicts of Interest

- i. Submit a statement describing any potential conflict of interest or appearance of impropriety, relating to other clients of the firm, or officers, directors, and employees of PORT DISCOVERY, or other groups, that could be created by providing services to PORT DISCOVERY.
- ii. Indicate what procedures will be followed to detect and notify PORT DISCOVERY and to resolve any conflicts of interest, if applicable.
- iii. Indicate any pending litigation and/or regulatory action by any oversight body or entity that could have an adverse material impact on the firm’s ability to serve PORT DISCOVERY.

G. Non-discrimination Policy

- i. Each Respondent shall submit a statement of their commitment to equal opportunity and affirmative action from their chief executive officer.
- ii. Each Respondent shall identify any anticipated participation of minority and women-owned business enterprises as sub-consultants, if any.

V. Selection Schedule and Criteria**A. Schedule**

i. RFP Distribution:	08/01/13
ii. Pre-Bid Informational Meeting:	08/19/13
iii. Last day for questions:	09/02/13
iv. Written Proposals Due:	09/06/13
v. Notify Respondents of Short List:	09/13/13
vi. Interview Finalists:	09/16/13
vii. Award Notification:	09/23/13

A Pre-Bid Informational Meeting will be held at PORT DISCOVERY's 35 Market Place offices on Monday, August 19, at 9:00AM. All Respondents are encouraged to attend this meeting, but will be limited to no more than 2 attendees due to space constraints.

Five (5) copies of the written proposal should be placed in a sealed envelope(s) marked "**A/E RFP**" and addressed to the following contact:

**Mr. David Berman
Port Discovery Children's Museum
35 Market Place
Baltimore, MD 21202**

All proposals must be received in the PORT DISCOVERY offices no later than 2:00PM on Friday, September 6, 2013. An electronic copy of the proposal in .pdf format should be e-mailed to Mr. Berman at the time of the proposal submittal.

The exact times and schedule for Finalist Interviews will be provided at the time of notification on 09/13/13.

B. Proposal Assessment Criteria

The following criteria will be utilized to assess your proposal for this project:

- i. Project fees.
- ii. Actual firm experience in the design and construction of similar facilities with related contexts (i.e. type, size, location, financing), as demonstrated in submitted relevant project examples.
- iii. Qualifications and commitment of key individuals.
- iv. Qualifications and experience of sub-consultants.
- v. Ability to manage sub-consultants.
- vi. Experience in projects that are highly interactive and provide experiences with a broad appeal.
- vii. Evidence of a strong internal methodology and clarity of project management policies, processes, and controls.
- viii. Commitment of firm's principals to lead the consultant team and devote time to the project.
- ix. Insight and creativity regarding Port Discovery's desire to be innovative.
- x. Ability to interface with outside agencies, government officials, regulatory bodies, City planners, civic groups, etc., in the execution of the services identified herein.

VI. Miscellaneous Provisions

A. Obligation Only on Formal Contract

The issuance of this RFP, the submission of a response by any firm, and the acceptance of such response by PORT DISCOVERY do not obligate PORT DISCOVERY in any manner. Legal obligations will only arise on the execution of a formal contract by PORT DISCOVERY and the selected Respondent. Responses to this RFP will be prepared at the sole cost and expense of the proposing firms. No materials submitted in response to this RFP will be returned.

B. PORT DISCOVERY Reservation of Rights

PORT DISCOVERY may:

- i. Amend, modify, or withdraw this RFP
- ii. Revise the requirements of this RFP
- iii. Require supplemental statements or information from any Respondent
- iv. Accept or reject any or all responses hereto
- v. Extend the deadline for submission of responses
- vi. Negotiate or hold discussions with any Respondent and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein
- vii. Cancel this RFP, in whole or in part, if PORT DISCOVERY deems it in its best interest to do so. PORT DISCOVERY may exercise the foregoing rights at any time without notice and without liability to any Respondent or any other party for their expenses incurred in the preparation of the responses hereto or otherwise.

C. Nondiscrimination and Affirmative Action Policies

It is PORT DISCOVERY's policy to comply with all federal, state and local laws, policies, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties.

D. Procurement of State Funding

The majority of funding for projects defined in this scope of services are to be granted by the state of Maryland and will be subject to adhere to all guidelines as stipulated "For State of Maryland Capital Grant Recipients".

The project in whole exists as a request to the state in the format of a three year capital project for Fiscal Years '14, '15 and '16. At the time of release for this RFP only FY'14 has been approved for allocation. The funding for FY '15 and '16 are contingent on the approved allocation by the state for each year.

All questions and comments regarding this RFP or the projects described within should be submitted by email to:

David Berman – dberman@portdiscovery.org

CC: Fran Anderson – fran.anderson@rcmp.com

Questions and responses will be distributed to all participating applicants in unison and within a three day period. No questions will be addressed after September 2, 2013.

Exhibit A

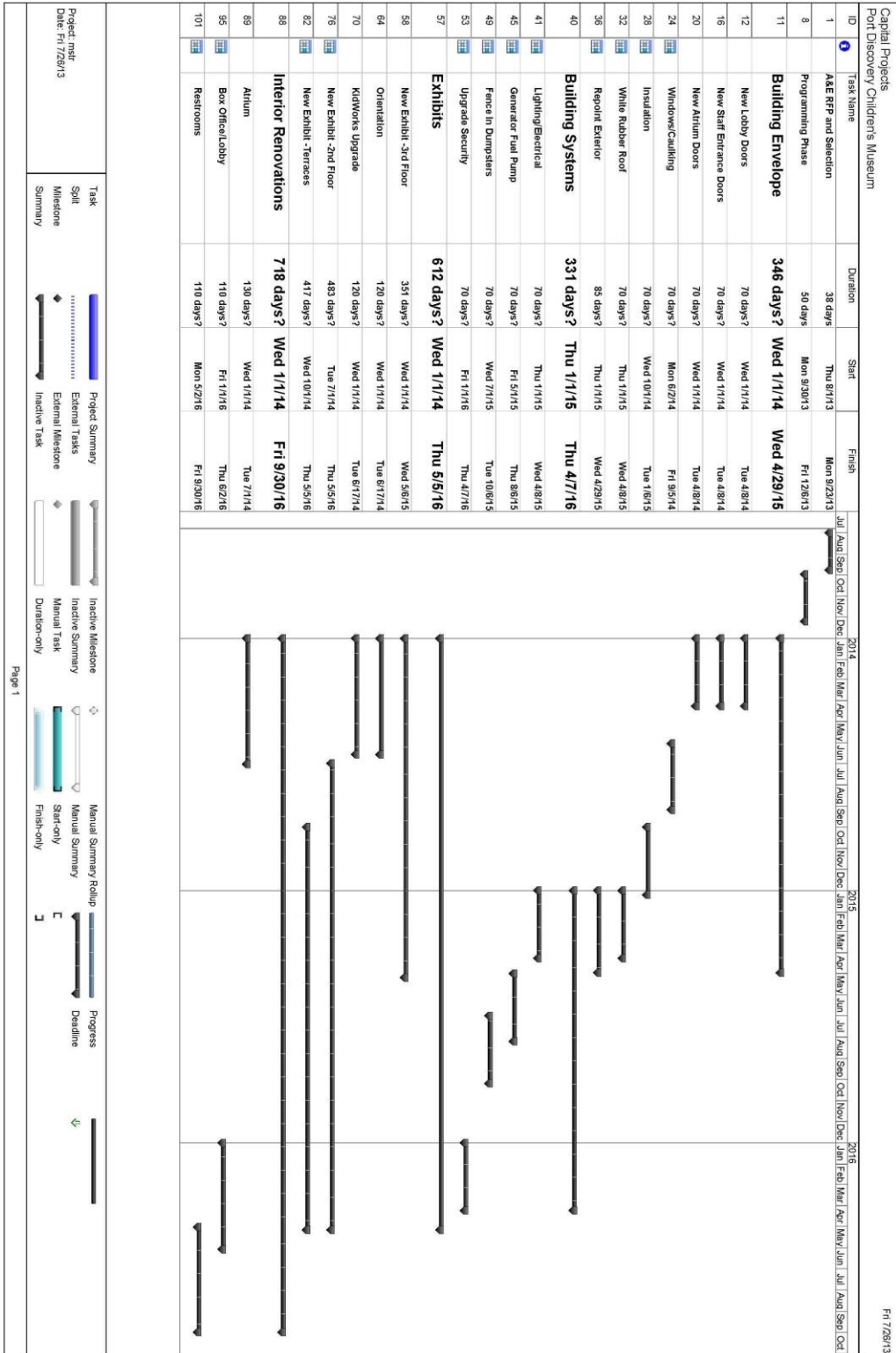


Exhibit B

Port Discovery							
Capital and Major Repair Projects - 3 Year Projection							
FY2014 - FY2016							
As of: 4/23/2013							
(assumes 2012 dollars with no inflation adjustments)							

2015	Building Envelope					0	0
	Building Systems						1,023,965
	Lighting/electrical/show control		51759 SF	\$15/SF	776,385	990,865	
	Office/Back of House		42896 SF	5/SF	214,480		
	Generator pump/tank/fence					20,000	
	Demolition/ Building Access		allow		2,000		
	Supply/ Return Lines 2" Lines	allow	200'	\$30/LF	6,000		
	100 Gallon Holding Tank	allow			8,000		
	Electrical	allow			4,000		
	Fence for Dumpsters					13,100	
	Pad Prep		360 SF	\$5/SF	1,800		
	Concrete Pad		360 SF	\$10/SF	3,600		
	Fence with Barbed Wire	8' height	54'	\$50/SF	2,700		
	2 Gates	2		\$2500 each	5,000		
	Exhibits						2,920,000
	New Exhibit -3rd Floor - Design Development				200,000		
	New Exhibit -3rd Floor - Build				1,100,000		
	Entry/Orientation - Design/Build				220,000		
	New Exhibit (TBD) - 2nd Floor- Design				150,000		
	New Exhibit (TBD) - 2nd Floor- Build				900,000		
	New Exhibit (TBD) - for Terraces - Design				50,000		
	New Exhibit (TBD) - for Terraces - Build				300,000		
	Interior renovations						160,000
	Atrium Renovations - Design				160,000		
	Total Fiscal 2015						4,103,965

2016	Building Envelope					0	0
	Building Systems						111,000
	Data Telecom Upgrades						
	Wireless Routers 1/1000 SF					111,000	
	Assume 80,000 SF= 80 Routers	points	80	\$1200 each	96,000		
	Misc. Electrical	allow		\$15,000	15,000		
	Exhibits						40,000
	Exhibit Upgrade - KidWorks Structure Upgrade				40,000		
	Interior Renovations						765,828
	Box Office/Lobby renovation - Design/Build					160,500	
	Demolition		1620 SF	\$5/SF	8,100		
	Flooring (1620 SF Carpet)		180 SY	\$50/SY	9,000		
	Wall Finish		9000 SF	1.10/SF	9,900		
	Doors/ Frames		6	\$1500 each	9,000		
	Paint Doors and Frames		6	\$150 each	900		
	Millwork Desk	allow			75,000		
	Paint Ceiling		1620 SF	\$2/SF	3,240		
	Electric						
	Lighting		1620 SF	\$15/SF	24,300		
	Power	allow	1620 SF	\$10/SF	16,200		
	Mechanical	allow	1620 SF	\$3/SF	4,860		
	Restrooms renovation (including lower sinks)					239,629	
	Demolition		3470 SF	\$6/SF	20,820		
	Drywall		3470 SF	\$5/SF	17,350		
	Paint						
	Walls		2863 SF	\$1.10/SF	3,150		
	Ceiling		1750 SF	\$1/SF	1,750		
	Ceramic Tile Walls 5' high		1750 SF	\$11/SF	19,250		
	Floor Tile (Porcelain Tile)		2863 SF	\$18/SF	51,534		
	Vanities (Solid Surface)		56'	\$85/LF	4,760		
	Toilet Partitions- Flu Mtd. Steel		12	\$800 each	9,600		
	Toilet Partitions- Handicap		6	\$1300 each	7,800		
	Urinal Screens		6	\$400 each	2,400		
	Accessories		5	\$2080 each	10,400		
	Electrical						
	Lighting		2863 SF	\$5/SF	14,315		
	Power	allow			7,500		
	Mechanical						
	Toilets (18) /Lavs (18)/Urinals (6)		42	\$1500 each	63,000		
	Grilles Diffusers		6	\$1000 each	6,000		
	Atrium Renovations					323,179	
	Demolition		11684 SF	\$4/SF	46,735		
	Paint Walls		22400 SF	\$1.25/SF	28,000		
	Paint Doors/ Frames (existing)		10	\$150 each	1,500		
	Paint Stair	allow			5,000		
	Paint Ductwork/ Conduit		11684 SF	\$1/SF	11,684		
	Electrical Lighting		11684 SF	\$15/SF	175,260		
	Power- Floor Outlets		10	\$2000 each	20,000		
	Mechanical- Grilles and Diffusers		11684 SF	\$2.99/SF	35,000		
	New Atrium doors					42,520	
	Install in Existing Curtain wall						
	Aluminum Doors- 4 pairs 60x70	4	60x70	\$7,400	29,600		
	Storefront 120x70	2	84 SF	\$65/SF	10,920		
	Caulk	allow			2,000		
	Total Fiscal 2016						916,828
	Total Capital Budget					\$	5,982,735

Exhibit C

Bid Form

To the Trustees of Port Discovery Children's Museum, on behalf of the State of Maryland:

The undersigned bidder hereby offers, in the amount stated below, to furnish all deliverables as detailed in the scope and description of the Architecture and Engineering Services Request for Proposal issued by Port Discovery Children's Museum on August 1, 2013, and hereby agrees to enter into contract for the Project if this offer is accepted by the Trustees. **The contract to be generated in regards to this project will roll from each fiscal year to the following fiscal year in accordance with the security of state grant allocations of funding received by the State of Maryland. The project scope, schedule and budget will be altered should the funding not be allocated or partially allocated for each fiscal year.** Be reminded that the scope of services is solely for that of Architectural and Engineering services.

FY 2014 TOTAL AMOUNT OF BASE BID: \$ _____ LUMP SUM
(Use figures only)

FY 2015 TOTAL AMOUNT OF BASE BID: \$ _____ LUMP SUM
(Use figures only)

FY 2016 TOTAL AMOUNT OF BASE BID: \$ _____ LUMP SUM
(Use figures only)

TOTAL FY 2014, 2015 & 2016: \$ _____ LUMP SUM
(Use figures only)

HOURLY FEE for work extended beyond the contract scope: \$ _____

The above amounts are to be stated in figures only and are the total amount bid for the entire contract work including all outsourced costs. Any alteration, erasure, or change must be clearly indicated and initialed by the bidder. The bidder agrees that if there are any discrepancies or questions in the figures, the Trustees will use the lower figure despite the bidder's intent. The Trustees reserve the right to reject any and all bids and to waive any irregularities. The Architectural and Engineering estimate for this project is \$ { }.

SPECIFY THE NUMBER OF EACH ADDENDUM YOU HAVE RECEIVED ON THE LINE BELOW.

The bid is subject to the guidelines contained in the For State of Maryland Capital Grant Recipients and the bidder agrees that failure to comply with the conditions thereof shall be basis for rejection of this bid.

The bid must be submitted on this Proposal Form, completely filled out and in a sealed envelope and delivered to **Port Discovery Children's Museum, at 35 Market Place, Baltimore, Maryland 21202** before **4:00 pm** on **September 6, 2013**. Only bids from qualified contractors with a current LLC license will be accepted.