

Historic Waukegan Carnegie Library



REQUEST FOR PROPOSAL

The Waukegan Historical Society and Waukegan Park District
seeks proposals for Exhibit Design Services

24 November 2020

Deadline for Responses: Monday, 14 December, 2020 11:59PM CST

Table of Contents

3	Introduction
4	Project Background
	Waukegan Historical Society
	Waukegan Park District
5	Waukegan Carnegie Center
6	Interpretive Scope of Permanent Exhibits
	Exhibition Format
	Audience Projections
7	Description of Design Professional Services
	Scope of Work
8	Project Management
	What the WCC Exhibition Team Will Provide
9	Unusual Conditions & Requirements
	Time Schedule
10	Submission Procedures
11	Evaluation Criteria
	Tentative Schedule
	Contact Information
12	Addendum and Supplement to RFP
	Withdrawal of Proposals
	Contractual Status of Proposals
13	Propriety Information and Confidentiality
	Copyright Ownership of Vendor's Work Product
14	Appendix 1 Conceptual Plan Drawing – 1 st Floor
15	Appendix 2 Conceptual Plan Drawing – Mezzanine

INTRODUCTION

The Waukegan Historical Society (WHS) and Waukegan Park District (WPD) are seeking an exhibit designer or design firm to create permanent and semi-permanent interactive exhibitions addressing various historical aspects of Waukegan, Illinois as well as Waukegan born author Ray Bradbury. Exhibit to be sited indoors within the historic Waukegan Carnegie Library.

The project, tentatively named the Waukegan Carnegie Center (WCC) will house around 2,500 square feet of exhibits. The primary audience for the exhibit will vary from school age children to adults. The vision for the WCC is for it to be a history and education center. The WCC will be jointly operated between the WPD and WHS. The WCC is currently in the architectural design phase of a multimillion-dollar restoration project.

The intent of this Request for Proposal is to obtain fixed price proposals from experienced firms to design the components of these exhibit spaces.

PROJECT BACKGROUND

Waukegan Historical Society

The Waukegan Historical Society, a not-for-profit volunteer organization, was formed in 1968 by a group of residents to preserve and promote the long and varied history of Waukegan.

The Society and the Waukegan Park District jointly operate the current Waukegan History Museum and John L. Raymond Research Library located amidst the gently rolling landscape of Bowen Park in northeastern Waukegan.

The mission of the Waukegan History Museum is to engage all people who are interested in Waukegan's past. Through the collection, preservation, and display of our historical archives, we proudly exhibit the history of Waukegan while collaborating with educational institutions to foster a greater and shared understanding of our diverse community's history.

Waukegan Park District

Established on December 26, 1916, the district has 50 properties and more than 737 acres of land, including the 18-hole Bonnie Brook and 9-hole Greenshire Golf Courses. Properties are managed to the highest environmental and conservation standards. Facilities operated by the district include the Field House Sports, Fitness and Aquatics Center, the Jack Benny Center for the Arts, the Waukegan's Greg Petry SportsPark, the Waukegan Skate Park, the Waukegan BMX Track, recreational centers, disc golf course, dog exercise area and agility course, outdoor sports fields, picnic areas, playgrounds, splash pads, and sports courts including basketball, tennis and pickleball.

A full range of programs and services are offered year-round for all ages, from infants to seniors as well as special needs populations. Healthy lifestyles, wellness initiatives, and a connection with the outdoors and nature are integrated throughout programs, services, and special events. Cultural events are provided by the Waukegan Symphony Orchestra and Concert Chorus, and the Waukegan History Museum. There is something for everyone!

The District is a member of the National Recreation and Park Association (NRPA), Illinois Association of Park Districts (IAPD), and Illinois Park and Recreation Association (IPRA). The district maintains national accreditation from the NRPA Commission for Accreditation of Park and Recreation Agencies (CAPRA), Illinois Association of Park Districts (IAPD) Distinguished Agency accreditation and Park District Risk Management Agency (PDRMA) accreditation and maintains a Level A Loss Control Program. The District has received Government Finance Officer Association awards for Distinguished Budget Presentation and Certificate for Excellence in Financial Reporting for eight consecutive years. The district was awarded the NRPA National

Gold Medal Award for Excellence in Park and Recreation Management in 2013 and named a NRPA Gold Medal Finalist in 2012, 2013, and 2019.

Waukegan Carnegie Center

The historic Waukegan Carnegie Library was constructed in 1902 from funds donated to the City of Waukegan by Andrew Carnegie. The library was designed by Chicago architects Patton and Miller. It uniquely and prominently sits at the top of the bluff overlooking Lake Michigan. Since the mid-1960s, the building has sat vacant. In 2005, the Waukegan Carnegie Library was granted local landmark status under the City of Waukegan's Historic Preservation Commission Ordinance. In 2013, the building was placed on the National Register of Historic Places.

In 2007, the Waukegan Historical Society held a series of strategic planning meetings to plan how the Society would move forward into the future. It became evident in these discussions that the current Waukegan History Museum needed more space for exhibits, secure storage for artifacts, and more accessibility and space for the Raymond Research Library. The Society, working with its long-term partner, the Waukegan Park District, developed a plan, hired architects, and began fund raising for an addition to the existing Museum building.

In 2018, the Society and Park District, began quiet discussions with a charitable foundation about expanding history operations to the Carnegie Library building on Sheridan Road. In 2019, a historic structure report and feasibility study was completed by Harboe Architects, one of the most well recognized preservation architects in the country. This study concluded that the building, once restored, would provide all uses proposed by the Society and District.

At the end of 2019, the private charitable foundation pledged \$5 million in support of the project. This money, money from ongoing WHS fundraising, other grants and gifts, as well as a commitment from the WPD Board of Commissioners, has the Waukegan Carnegie restoration project moving full steam ahead.

The Carnegie will become the new site for the Society's expanded history programming, archives, collections, exhibits, and Research Library. It will also be used by the District for programs, classes, events, and registrations. The District and Society intend for the Carnegie to become a dynamic education and cultural destination located in the heart of downtown Waukegan.

Interpretive Scope of the Permanent Exhibits

The themes for the 2,500 square foot permanent and semi-permanent exhibitions at the WCC have not yet been determined. The exhibit spaces to be designed include the Bradbury Room/Local History and periphery of the Special Events/Temporary Exhibits on the First Floor (Appendix 1) and the Lower Mezz Exhibit, Natural Resources Exhibit, and Foyer on the Mezzanine (Appendix 2).

It is tentatively envisioned that the exhibitions will enable visitors to explore numerous aspects of Waukegan's history, natural environment, and author Ray Bradbury. Visitors might be introduced to themes that broadly reflect the ways in which Waukegan has changed over the years, focusing on immigration and migration. The exhibitions will also highlight aspects of the city to provide context to social changes and everyday life.

Exhibition Format

The visitor experience should be informative, interactive, and fun. When visitors enter the space, they should be immersed in the city's history. Exhibits should be of interest to family audiences, accessible as possible, both physically and intellectually, to visitors of diverse ages, education backgrounds, and interest. To best provide a valued experience for our community, the exhibits should be interpreted in both English and Spanish, with the potential of other languages as well.

The WCC desires low maintenance exhibits that sustain a high level of visitor involvement and interactivity. The exhibits should establish the WCC's reputation as a leading center in the field of public history.

Audience Projections

A large portion of the WCC's future visitors are expected to be school children. Current operations see children and school groups accounting for nearly 70% of overall visitation. We anticipate an increase in children and school groups visiting the WCC, however, the facility will also be a draw to bringing in more adults from Northeast Illinois and Southeast Wisconsin. We further anticipate drawing a more global audience with the connection of the building with Ray Bradbury as well as it being a Carnegie Library.

DESCRIPTION OF DESIGN PROFESSIONALS SERVICES TO BE PROVIDED

Scope of Work

The selected Vendor's contract will include, and extend through, the following phases of work, tasks, and anticipated deliverables:

1. Initial Concept Phase: A series of workshops (either in-person or virtual) will be held to begin to develop exhibit themes, ideas, and potential interactions. A mission statement, or "big idea" will be produced, as will supporting goals. The Vendor will participate in discussions with the WCC exhibitions team as needed to flesh out details of the exhibition's conceptual framework.

Deliverable: An approved initial concept document laying out exhibition content, conceptual framework, potential treatments, and the "big idea" and goals.

Outcome: A brief, a creative outline plan that will inform the conceptual design development.

2. Concept Phase: The exhibit team develops the final exhibit concept, and the exhibition's design and presentation approach is established. The Vendor will hold discussions with the WCC exhibition team as needed to finalize the exhibition's conceptual framework, design approach and presentation techniques. The Vendor will be expected to coordinate all Electrical/HVAC, etc. requirements with the selected architect throughout this phase.

Deliverable: An approved conceptual design and presentation plan for the exhibition. This may take the form of a narrative walkthrough of the exhibit space, and should include concept drawings, elevations, and an exhibition floor plan, and a written set of design parameters for exhibition-related needs and requirements such as (though not limited to) typography, colors, graphic formats and treatments, artifact display techniques, materials, furnishings, props and reproductions, audiovisuals, interactives, computer needs, language and readability levels, and adjustments to ensure physical accessibility.

Outcome: Final approach of an innovative, creative, and cost-and-time-effective design plan.

3. Design Development Phase: The narrative of the conceptual design plan is fleshed out to fully develop the exhibition's design approach. The Vendor will prepare exhibition

design drawings (e.g., floor plan, layouts, and elevations) and accompanying written instructions or specifications, and submit them to the WCC exhibition team for review; make changes and submit revised drawings and specifications in a timely manner for approval. The Vendor will be expected to coordinate all Electrical/HVAV, etc. requirements with the selected architect throughout this phase.

Deliverable: A build-ready construction bid package, including a complete set of exhibition drawings (floor plan, elevations, layouts, etc.) and comprehensive, detailed, written instructions and/or specifications for all exhibition-related elements and components, including (though not necessarily limited to) typography, graphic formats and treatments, color, structures (e.g., panels, cases), hardware (e.g., artifact brackets and mounts), furnishings (e.g., vitrines, decks), props, and reproductions, and shipping cases.

As required, exhibition drawings and detailed instructions and/or specifications for preparing bid packages to select sub-contractors to produce, develop, or procure audiovisual, interactive, computer, electrical, lighting, or other exhibition-related components or services.

Outcome: Prepare a complete, comprehensive, and construction-ready set of design drawings and specifications for the exhibition's fabrication and installation.

Project Management

The WCC looks to the design firm to inform the needs of the project and maintain a cohesive design effort. Therefore, the Vendor must establish a work plan and schedule for all parties to ensure timely completion of the project. Meet regularly with the WCC exhibition team to report on and track the design process and establish and implement mechanisms for ongoing communications during the intervals between such meetings. The Vendor must establish one person to serve as project manager and liaison to the WCC project coordinator.

What the WCC Exhibition Team Will Provide

The WCC exhibition team will be intimately involved in the content and exhibit development of the WCC exhibitions. The WHS/WPD has a track record of developing award-winning public history exhibits and programs. The core of the WCC exhibition team will include the WPD Manager of Cultural Arts, WPD Arts & History Specialist, WHS President, select WHS Board of Directors, Waukegan and Lake County Historians, select Humanities experts, and part-time researchers. The WCC exhibit team will conduct research, develop concept themes and interactives, write exhibit label copy, and coordinate the work between the WCC and the

Vendor. In addition, the WHS will provide artifacts and photographs for the exhibition and will work with the Vendor to ensure proper handling and conservation of these materials. Graphic design needs for the exhibitions will be designed by the Waukegan Park District graphic design staff.

Unusual Conditions and Requirements

- An architectural firm and construction management company are overseeing the design and renovation of the WCC; this work is concurrently underway. It is imperative that the exhibition design firm work in a collaborative manner with both of these parties, as well as with the WHS and WPD.
- A capital campaign to raise funds for exhibit fabrication will begin in late 2021 with input on the proposed budget determined during the design phase.
- All firms selected for this project will be contracted through a qualifications-based competitive process managed by WPD.

Time Schedule

The tentative start date to start the exhibit design is August 2021. The WCC is tentatively expected to be open in late 2022.

Submission Procedures

Interested firms or individuals should submit a proposal including the following elements (in this order):

Content

- a. One-page cover letter including a statement of your interest in this project and relevant qualifications and experience to fulfill the RFP requirements;
- b. A summary of recent design projects and how they related to this design task;
- c. A list of at least three client references from recent projects (name, phone, email);
- d. A list of personnel and brief professional overview of those who would be *directly involved* in the project;
- e. Assessment of the firm or individual's current workload and ability to devote necessary time and attention on this project;
- f. A breakdown budget estimate covering:
 - Research, planning & design
- g. A draft project time line;
- h. Payment terms & conditions

Format

We prefer your proposal to be sent as an electronic file in pdf format; however, hard copies are acceptable.

1. For hard copies, one signed original and three complete copies of the proposal should be sealed in one package and labeled "Waukegan Carnegie Center Exhibits Design Proposal." The package should be addressed to Ty Rohrer (see below).
2. The proposal may not exceed **10 8.5"** by **11"** single-spaced, one-sided pages in length. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of the request.
3. For electronic files, subject line should say Waukegan Carnegie Center RFP Submission. We will only accept pdf format attachments. Electronic submissions should be addressed to trohrer@waukeganparks.org.

Proposals must be submitted via email by **December 14, 2020 at 11:59 p.m. (CST)**

Evaluation Criteria

The Waukegan Historical Society Board of Directors along with Waukegan Park District staff will review and evaluate all design proposals. Their evaluation will be based on the strength and creativity of the design ideas, and the perceived ability of the firm or individual to implement the project on budget and on time. The winning proposal will demonstrate a clear “feel” for the goals and objectives of the WCC exhibits.

Tentative Schedule

The tentative start date to start the exhibit design is August 2021. The WCC is tentatively expected to open in 2022.

- Call for proposals November 24, 2020 – December 14, 2020
- Deadline for submissions December 14, 2020, 11:59 p.m.
- Interviews with selected Design Firms December 15, 2020 – December 22, 2020
- Contract Award January 4, 2021
- Exhibit Design Start August 2021 (tentative)

Contact Information

Questions about the project or proposal requirements should be directed to:

Ty Rohrer, Manager of Cultural Arts
Waukegan Park District
Jack Benny Center for the Arts
39 Jack Benny Drive
Waukegan, Illinois 60087
Tel: 847-360-4744
Email: trohrer@waukeganparks.org

More information about the Waukegan Park District, Waukegan Historical Society, and the Waukegan Carnegie Center project at:

www.waukeganparks.org

www.waukeganhistorical.org

Addendum and Supplement to RFP

If it becomes necessary to revise any part of the RFP or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. It is the responsibility of the vendor to ensure that it has received all addendums prior to submitting a proposal.

Withdrawal of Proposals

All proposals submitted shall be valid for a minimum of ninety (90) calendar days following the date established for acceptance.

Proposals may be withdrawn upon written request from the offeror at the address shown prior to the time of acceptance.

Negligence on the part of the offeror in preparing a proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

CONTRACTUAL STATUS OF PROPOSALS

This RFP has been prepared solely to solicit proposals and is not a contract offer. This RFP is not binding on WPD/ WHS. The only document that will be binding on WPD/WHs is the contract duly executed by WPD/WHs and the successful applicant after the completion of the selection process and the award and negotiation of the contract. WPD/WHs reserves the right to withdraw the RFP at any time at its sole discretion before the execution of a contract.

WPD/WHs reserves the right not to proceed with any of the respondents to the proposal. In such event, WPD/WHs shall not be liable to any respondent for additional costs incurred by it as a result of the withdrawal of the RFP or by the failure to proceed with any respondent.

WPD/WHs will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal.

Proprietary Information and Confidentiality

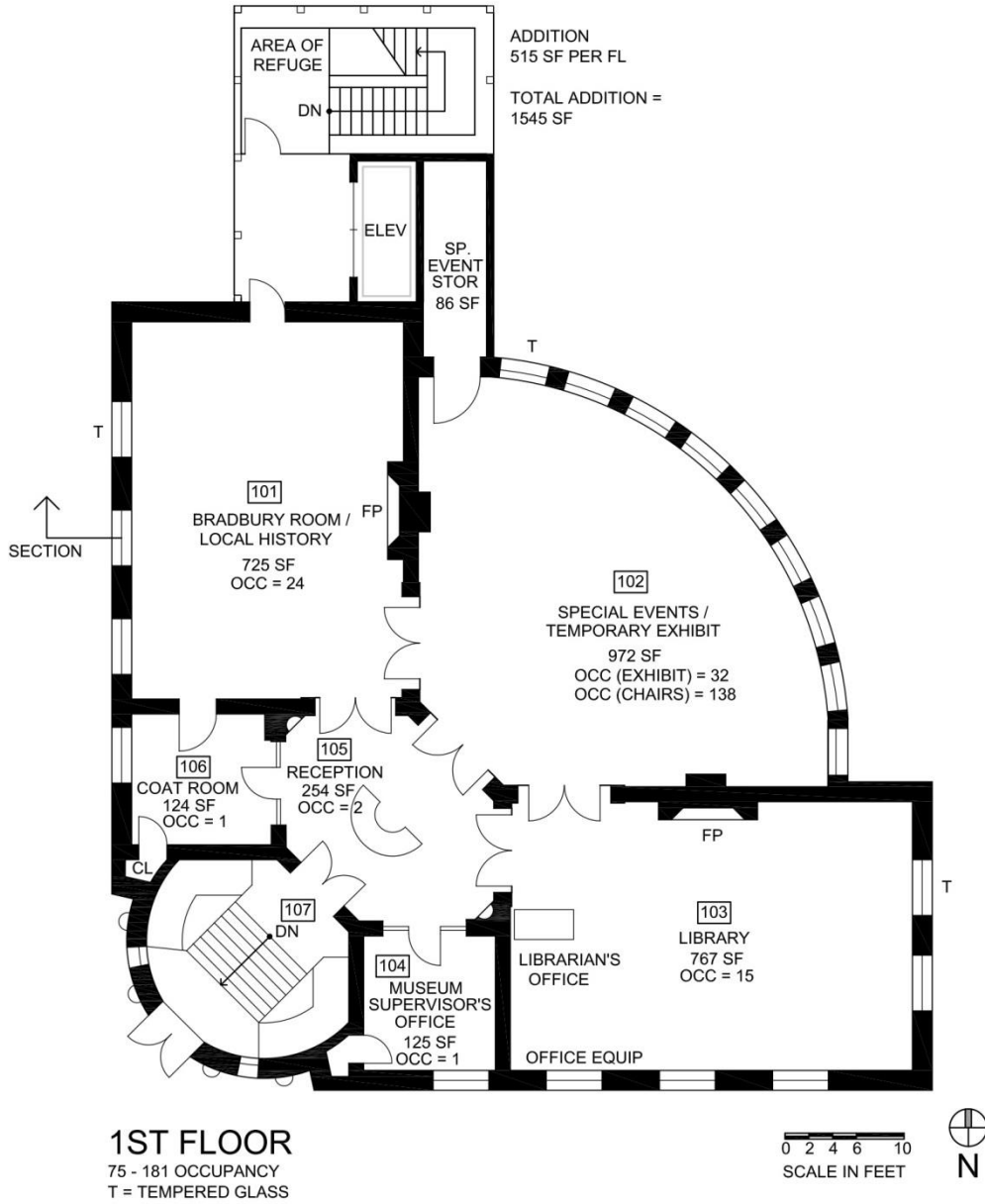
All respondents' responses will be treated as proprietary information and will be used solely for the purposes herein. Should a respondent require its response to be returned, WHS/WPD will do so at the respondent's request and at the respondent's expense.

Copyright Ownership of Vendor's Work Product

The selected vendor's services will be engaged and shall be rendered on a work-for-hire basis in favor of WHS/WPD for copyright purposes. In the event such services are not deemed to be on a "work made for hire" basis, then the vendor shall assign to WHS/WPD the vendor's entire rights, title and interest, including copyright, in and to anything created or developed by the vendor for WHS/WPD under any agreement concluded by vendor and WHS/WPD, including (by way of example and not of limitation) all original files or work files created by or in the possession or control of the selected vendor, and all patents, copyrights, trade secrets and other proprietary rights in the work performed by the vendor for WHS/WPD. The vendor shall cause any sub-contractor or partner to do the same.

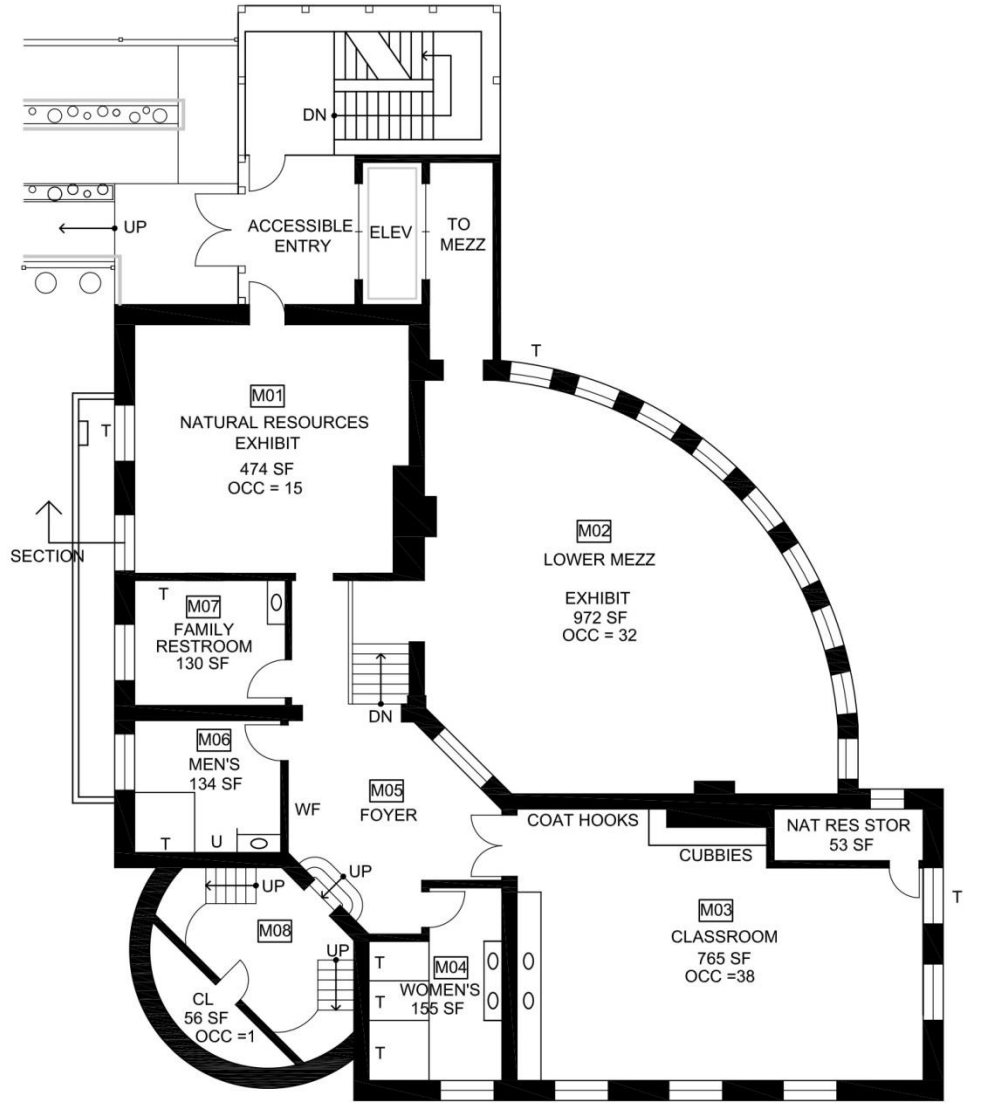
Appendix 1

Conceptual Plan Drawing – 1st Floor



Appendix 2725

Conceptual Plan Drawing – Mezzanine



MEZZANINE
 86 OCCUPANCY
 T = TEMPERED GLASS

0 2 4 6 10
 SCALE IN FEET

