



HO-CHUNK NATION

DEPARTMENT OF THE TREASURY

PROCUREMENT DIVISION

November 16, 2018

ADDENDUM #1

RFP # 091918MUSCULCEN – Exhibit Fabrication and Installation

Questions and Answers & Exhibition Narrative

1. It looks as if some work has been completed already, which will be the basis for moving forward with Detail Design and Fabrication. Can you supply that information? Such information might typically be in the form of a narrative or outline, initial design sketches, floor plans, and so forth. I do not know what information has been developed, but it would be helpful to see what you have in order to develop an appropriately responsive proposal for you.

Answer: See attachment. Draft Narrative outline.

2. Do you have a budget established for this project? In a project such as this, which is essentially a modified design-build, it is possible to create exhibits at many different price points. The proposed cost will depend less on the firms per se and more on what assumptions are made as to your budget. Essentially, firms will be guessing as to what budget point might be appropriate. Such guesswork will not provide you with meaningful comparisons between firms and proposals. We strongly recommend setting out your budget and making your determination based upon the other meaningful criteria you have requested in the RFP, such as experience, quality and references.

Answer: Currently there is no budget established for the project. There are a number of funding sources that we have access to in order to help support the project.

3. Can you address where exhibit content will come from? Someone, for example, will need to write an exhibit narrative, exhibit text, source images and video and so forth. Do you intend that the content forming the basis of the fabricated exhibit is to come from the successful proposer to the RFP or from others – perhaps from within the Ho-Chunk Nation? It can work either way, we just need to know what to propose.

Answer: See attachment included after questions, “Draft Narrative outline”.

4. Is there a desired or required completion date for this project?

Answer: At this time, the Heritage Preservation Executive Director would like to open the space to the public by November 2019.

The RFP references materials and information provided with the RFP.

Specifically on page 9, “The exhibit documents provided with this RFP describe in as much detail as possible at this time, the design intent, relevant content and resources available for these exhibits.”

5. Are the referenced support documents available?

Answer: Only what is included in proposal is available at this time.

6. How much content development is included in this project and identify the amount of content development remaining to be completed?

Answer: Will be revealed with chosen vendor.

7. Is this project fully funded? What is the available budget?

Answer: Currently there is no budget established for the project. There are a number of funding sources that we have access to in order to help support the project.

8. Are design concept sketches and images of the model available review prior to attending the pre-bid meeting?

Answer: Will be revealed with chosen vendor.

9. Are gallery design floor plans and elevations available for review prior to attending the pre-bid meeting?

Answer: Will be revealed with chosen vendor.

10. Is the attendance at pre-bid meeting mandatory in order to submit a bid?

Answer: No attendance is not mandatory just highly suggested.

11. Is the 1,000 s.f. gallery the only anticipated scope of work related to this RFP? Or is a larger project envisioned at a later date?

Answer: The 1,000 sf gallery is a portion of a larger project for a future time.

12. Does a preliminary schedule exist for your museum project? Is the gallery space currently ready for installation of the exhibits? What is the desired opening date?

Answer: There will be a number of renovations to the space slated to start in May 2019.

13. Regarding licensure in Wisconsin, is this necessary in order to submit a proposal or may a general contractor's license be obtained prior to exhibit installation?

Answer: Will be revealed with chosen vendor.

14. How many firms received an invitation to bid on your project?

Answer: Information not disclosed.

15. Is the project a design-build effort, or just build? The RFP title is for “Exhibit Fabrication & Installation,” but throughout the RFP there are numerous mentions of “exhibit design” as part of the

process. Further, under 5.0 Description of Requirements, it looks like selection criteria is based fully on fabrication experience, with no mention of exhibit design background.

Answer: Will be revealed with chosen vendor.

16. Can you please confirm that the site visit is on October 31? The “Pre-Bid Meeting” paragraph under 2.0 Statement of Work makes reference to a November meeting.

Answer: Fixed in the revised RFP.

17. What is your intended completion date for the project? This information will be helpful in developing the Approach section of the proposal?

Answer: There is no formal deadline at this point, however, Heritage Preservation Executive Director wishes for the space to open to the public by November 2019.

18. What is your total project budget? Exhibit fabrication/production costs can vary between \$100 - \$1000 per square foot, and without any indication of what the HCNMCC’s design is (or will be), you will likely receive vastly different cost proposals from the bidding firms.

Answer: Currently there is no budget established for the project. There are a number of funding sources that we have access to in order to help support the project.

19. Can you tell me if research and planning has been completed?

Answer: Will be revealed with chosen vendor.

20. How many people will be working in the museum at any given time?

Answer: Currently, there is one full time staff. There will be three workers upon opening.

21. Will there be additional staff to work a reception/information desk in addition to hosting classes and other activities.

Answer: One staff member will be dedicated to reception

22. Can you give an ideal percentage ratio between artifacts and media?

Answer: Will be revealed with chosen vendor.

23. Are there topics, if found upon discovery that should not be included or suggested in any exhibit content?

Answer: At this point, we will not display religious items.

24. Assuming that there will be changes to the exhibit and the building proposals after the project is awarded, how will any budgetary guidelines, additions or constraints be handled by Ho-Chunk Nation?

Answer: Will be revealed with chosen vendor.

25. In Section 1.1 General of the RFP it says that the 1st floor is undergoing renovation for offices, classrooms, internet services and reception before the exhibit install. Is this being handled by Ho-Chunk? How will these renovations affect design and budgeting for the space as outlined in the RFP?

Answer: As of this time, the renovations will cease until May. Any design for those spaces or suggestions of design changes will be added to the renovation list. These will be handled by Ho-Chunk Nation and Ho-Chunk Housing and Community Development Agency.

26. Do we need to provide reception area if it is listed in question above, what are you planning to do if you are providing and where will it go?

Answer: Will be revealed with chosen vendor.

27. Was the building inspected during the purchase process? Will we have access to the inspection report?

Answer: Will be revealed with chosen vendor.

28. Will you require Union Labor?

Answer: Will be revealed with chosen vendor.

29. Will the General Contracting of the building include all aspects of applying for and pulling all permits?

Answer: Will be revealed with chosen vendor.

30. Are there certain work hours that renovation work must be done?

Answer: Will be revealed with chosen vendor.

31. Will the building renovation costs be considered separate from the exhibit design, fabrication and installation?

Answer: Yes. The building renovations will be covered through a separate grant.

32. Who will be the main point of contact throughout the project once the project is awarded?

Answer: Procurement, Josephine Lee, and Jon Greendeer.

33. How many decision makers will be involved once the project is awarded?

Answer: There are five main bodies (Legislature, President, Traditional Court, and Heritage Preservation Department Board) that will be making suggestions towards the project, with the ultimate decisions coming from two point people within Heritage Preservation.

34. Will any of the potential exhibit components need to have the ability to travel in the future?

Answer: Not at this time. There might be a possibility of developing "sister pieces" that could travel to other Ho-Chunk Nation locations at a later date.

35. How will the project be affected if funds for the project are difficult or unable to be secured given the scope of work that will need to be done to the building in addition to the exhibit portion?

Answer: Currently, the additional building work is being funded through a separate source than what is appropriated towards the exhibition design and development.

36. Would Ho-Chunk be organizing artifacts in a list including sizes and photos or is this our responsibility?

Answer: Ho-Chunk will be organizing artifacts and photos.

37. Will Ho-Chunk be providing any copy content for graphics or interactives?

Answer: Yes

38. Is there specific payment terms you are requiring?

Answer: Will be revealed with chosen vendor.

39. Will you be responsible for refinishing floors?

Answer: Flooring and additional suggestions for renovations will be taken to Ho-Chunk Housing and Community Development Agency (HHCDA) or Ho-Chunk Nation Maintenance, and will be covered through grant funding.

40. Will you be finishing the backroom with walls and flooring?

Answer: That has not been determined at this time.

41. How are you dealing with the double doors in the backroom and the gap between with the doors and for security? Is that our responsibility?

Answer: The backroom and doors will be fixed through Ho-Chunk Housing and Community Development Agency.

42. Will you be needing any small dioramas or taxidermy completed?

Answer: Not at this time.

43. Do any of the artifacts have to be protected from UV lights? Do they need to be in temp controlled cases?

Answer: Yes, there are a number that will need UV protection and temperature controlled cases.

44. Will you need storage in cases?

Answer: Yes.

45. Is it ok to secure items to brick wall? To wood floor?

Answer: Yes, it is okay to secure items to both the flooring and walls.

46. Is the stairway downstairs of our concern or is that something Ho-Chunk is completing?

Answer: The stairway will be completed by Ho-Chunk Nation.

47. Any expectations of us in the stairs to basement or in basement area?

Answer: Not at this time.

48. Will there be a fee to enter museum?

Answer: That is still being determined, but with the majority of supporters leaning towards a small fee, and free access to tribal members.

49. Will there be a gift shop or items for purchase area required? What would you sell? How much room do you need?

Answer: That has not been fully decided yet, but there has been a wish to see items made by tribal members for sale within the space.

50. Are you wanting seating recommendations for kitchen/learning area?

Answer: Yes.

51. Will you search and inventory all imagery?

Answer: Yes.

Exhibition Narrative

Hocak wa'unaaksana

Haaji huuwi-

Honi'ap

(Working title suggestions, will be changed)

The biggest struggle of this location will be to create a space that allows for the construction and deconstruction of self identification as Ho-Chunk while simultaneously educating non-Ho-Chunk community members in an engaging and captivating manner.

The space needs to be informative about the typical pieces that are a part of the Ho-Chunk Way of Life, but also how that is in relation to the world surrounding us.

Concept: Ho-Chunk story- history, language, culture, environment, growth, and dreams for the future.

1.0 Welcome! Hokaware!

1.1: Introduction- Ho-Chunk people have been here from the beginning of time

[visual tone/feel: warm, inviting, easy to move through]

1.2 Ho-Chunk Origin story (simplistic version with approval from Traditional Court)

Discussion of traditional lifeways- farmers, hunters, artists,

1.3 Inspirational bullets/Pull Quotes

1.4 Suggested imagery/ objects

Precontact landscapes

Cattail mat

Bone/stone tools

1.5 Further exploration/ Interactive suggestions

Audio story to listen to

Less text

Story in ho-chunk with english subtitles

2.0 Language and Culture

[Visual Tone/Feel: warm and friendly]

2.1 Introduction: Our language describes our world, who we are, and without it we would cease to exist.

2.2 Kinship Clans

2.3 Leadership

2.4 Inspiration bullets/ Pull quotes

2.5 Suggested imagery/ objects

2.6 Further exploration/ Interactive suggestions

Josephine G. Lee

Worak

3.0 Torturous times

[Visual Tone/Feel: boxy, difficult, cold]

3.1 Introduction: European contact, conflict, going to sleep

Prophecy inclusion?- When Europeans encountered our people, we were prepared for a time when our people would struggle. We were told our language, way of life, and people would go to sleep.

Possibly include other instances of the coming of change to our way of life.

3.2 Early contact, treaties, lies, swindles

3.3 Conflict

3.4 Removals

Ho-Chunk people were removed from Wisconsin at minimum seven times, some say as many as eleven times. Each removal was government sanctioned efforts to remove each Ho-Chunk person by whatever means necessary. Often times this meant that people were corralled like cattle at the ends of bayonets and forced to walk to the new reservation, for “our benefit”.

3.5 Boarding Schools/ Family destruction

3.6 Inspiration bullets/ Pull quotes

3.7 Suggested imagery/ objects

3.8 Further exploration/ Interactive suggestions

4.0 Resistance/Resilience/ Rebuilding

[Visual Tone/ Feel: inspirational, hopeful, back to the warmth]

4.1 Homesteads, land purchases

4.2 Indian Reorganization Act/ Wisconsin Winnebago Business Council

- 4.3 Economic Growth/
- 4.4 Language and Cultural Revival
- 4.5 Environmental protections
- 4.6 Inspiration bullets/ Pull quotes
- 4.7 Suggested imagery/objects
- 4.8 Further exploration/Interactive suggestions
- 5.0 Being a good ancestor
- 5.1 Language in daycare
- 5.2 Continuation of ceremonies
- 5.3 Community improvements to care for everyone
- 5.4 Teaching and working with the entire state/ other tribes
- 5.5 Hope for the future

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Josephine G. Lee

Worak

- 5.6 Inspiration bullets/ Pull quotes
- 5.7 Suggested imagery/ objects
- 5.8 Further exploration/ Interactive suggestions

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