



## **Request for Qualifications/Proposal (RFQ/P): Watershed Exhibit Design, Fabrication, and Installation for the Bayou Vermilion District Permanent Exhibit**

Where conservation is current.

### **a. Requesting Organization**

The Bayou Vermilion District (BVD) was established through Louisiana state legislation in 1984, and its primary purpose is to improve the water quality, aesthetics, and accessibility of the Bayou Vermilion and its watershed, in an effort to promote the bayou as a cultural and recreational asset. Through partnerships with local, state, and national organizations, the Bayou Vermilion District has spent the past 40 years working in conservation, litter remediation, and environmental science education.

### **b. Mission**

The BVD's enabling legislation is as follows:

(1) Improving the water quality of and beautifying Bayou Vermilion in the parish of Lafayette in an effort to promote the bayou as a recreational and cultural asset.

(2) Creating and controlling a new type of viable economic development adjacent to Bayou Vermilion so as to provide a diversified economic base for the city and parish of Lafayette.

(3) Doing any and all other acts which would enhance the general condition of Bayou Vermilion.

## **2. Request Purpose**

The Purpose of this RFQP is to solicit interested and qualified exhibit design, fabrication, and installation vendors to submit their qualifications and proposals for the redesign of our

Watershed Exhibit space. The goal is to create a dynamic and engaging exploration of the Bayou Vermilion Watershed, its inhabitants, history, and challenges.

**a. Intent**

We encourage prospective museum, park, event, and interpretive designers (“Respondents”) to submit a proposal for this project. A contract award may result from this RFQP process, or the BVD may reach out to select Respondents for additional information following the submission and review of proposals.

Design objectives include:

1. A clear and understandable route through the building space. For your reference, a contractor’s floorplan of the space is attached. Please ignore any place makers such as “Fog Machine.” None of those elements need to be considered for this project.
2. An engaging, informative, and educational exhibit, encouraging a better understanding of our watershed.
3. Connection/understanding of Community Science.
4. Provocation for further research, exploration, and involvement.
5. Must be accessible to all guests of varying:
  - a. Ages
  - b. Mobility
  - c. Education level/background

**b. Preferred Qualifications**

Proposals may be submitted by a firm or a team of firms under one lead. Respondents should have at least four years’ experience and demonstrated proficiency in the following areas:

- Experience in and understanding of key interpretive concepts.

- Scientific drawing/design capabilities in a method that is both engaging and accessible to all.
- Employing engaging elements outside of static images and text. This may include digital, virtual, audio, video, olfactory, hands-on opportunities, etc.
- Demonstrated experience in developing a connective exhibit through-line.
- Evidence of diverse and inclusive language in signage and panels. Additional

#### Qualifications

- Multi-language experience. French preferred.
- Experience with live (and video streaming of) animal ambassadors.

### **3. Existing situation**

In 1990, The Bayou Vermilion District opened the Vermilionville Living History Museum & Folklife Park, a 23-acre indoor/outdoor park to share with guests the history and culture of the people of the Acadiana region in the period between 1760 and 1860. In 2005, an underused building near the entrance to the park was converted into a Watershed/Water Planet exhibit through a partnership with the Lafayette Consolidated Government and the Lafayette Natural Science Museum. It stayed at this location until 2020, when construction was completed on a new building, intending to serve as office spaces, a water testing lab, and a 1175' square Watershed Exhibit.

There are several challenges to overcome, some dating back as far as the initial installation of this exhibit.

- Being that most of the exhibit was a transfer from the Natural Science Museum, very little of the exhibit was directly/specifically related to the Bayou Vermilion Watershed system.
- Much of the exhibit already felt dated when the BVD received it, now nearly 30 years ago.

- Over time, the exhibit grew somewhat haphazardly, with bits and pieces being added based on their discovery and interest. Because of this, there was no connective through-line.
- The team that relocated the exhibit into the space had limited oversight, which left the exhibit feeling thin and disconnected.

#### **4. Location**

The entirety of this project will take place in and immediately outside of 330 Fisher Rd. Lafayette, LA 70508

#### **5. Workgroup**

The Project Director is Brady McKellar, BVD Managing Director -Vermilionville Living History Museum. Other workgroup members include:

- Charmaine Jones – Lafayette Parish Schools
- Dr. Roxanne Bourque – University of Louisiana at Lafayette (ULL)
- Gretchen Vanicor – ULL Office of Sustainability (Environmental Science)
- Jenee Dansdil -Blue Wing Civil Consulting (Environmental Engineering)
- Chuck LeGrange – Parish Proud (Conservation & Community Engagement)
- Stephen Broussard – BVD Executive Director (Community at large)

#### **6. Project Scope**

##### **a. Task 1: Meetings and Design**

The redevelopment of this exhibit/space is focused on creating an engaging and informative interpretive space. It will focus on the Bayou Vermilion Watershed, and each member of the workgroup represents stakeholders of our community. Initial planning meetings will include conversations with this workgroup, to ensure that the needs of each group are understood, considered, and incorporated. The exhibit design must be clear, clear, engaging and support the mission of the BVD. The importance of each subject area needs to be easily understood on its own and connected to the overall exhibit story. In



pieces and in whole, the exhibit should not simply provide answers, but provoke further questions and actions.

Key subject points may include:

- Footprint and geography of the BVD Watershed
- History and contemporary use (both business and recreational)
- Flora and Fauna
- Community science opportunities, including BVD's live-streaming sites
- Causes of pollution along the bayou
- Impact of pollution and litter
- Opportunities to participate in litter/pollution reduction in the community

Any questions the vendor may have regarding content development outside of full workgroup meetings will be responded to by the Project Director.

#### **b. Task 2: Fabrication**

Once designs have been finalized with approval from the workgroup, the second stage will be in terms of fabrication, during which the vendor will be responsible for frequent updates to the Project Director.

#### **c. Task 3: Installation**

A date and time will be set between the vendor and Project Director for the delivery and installation of the exhibit. The vendor will ensure that the exhibit is installed correctly, securely, up to code standards, and is functioning as designed and described. The Project Director and workgroup will be given a 'last looks' tour of the new exhibition, and the vendor will demonstrate any technical or activatable aspects, to ensure functionality and understanding.

## **7. Submission guidelines**

Responses to this RFQP should be submitted to the Project Director by **email only** at [ville@bayouvermiliondistrict.org](mailto:ville@bayouvermiliondistrict.org). Please make sure that the subject line is titled "RFQP

<vendorname>.” Please ensure that all files are in Microsoft Word/Excel and/or PDF format.

The Bayou Vermilion District is anticipating starting the design process in Fall/Winter of 2024/2025. Responses to this request deadline at 5:00pm CST July 26<sup>th</sup>, 2024

All proposals that are received prior to the deadline will receive notice of receipt. No proposals submitted after the deadline will be considered.

**a. Submissions should include:**

- Contact information
  - Project Name or Description
  - Company Name (please include partner agencies)
  - Address: City, State, Zip Code
  - Lead Contact Person
  - Telephone Number LCP
  - Email Address of LCP
- A Letter of Introduction from the firm and identify any ideas, thoughts or concepts that differentiate your firm from the competition, especially regarding the nature of this exhibit
- At least four projects that are substantially similar to this project
  - Please include references for each.
  - Please include an approximate final cost for each
- A description of method of approach, strategy, process, further qualifications, and the ability to understand and complete this project.
- An estimated price proposal, no more than two pages. This should include hourly rates for staff, meeting times, design efforts, fabrication costs, shipping, and installation. Please make sure that this is dated. *This will not be considered a final quote for this project but will inform the review panel in their selection of the final three Respondents for further follow-up.*

- Provide an estimated project timeline and key benchmarks, with *Day 1* being the first meeting with the work group. Please provide your anticipated schedule for (at minimum) the following:
  - Kickoff – Scoping Meeting
  - 30% Design Review
  - 100% Final Design Plans / Fabrication Documents
  - 100% Design Review and Pre- Fabrication Meeting
  - Fabrication
  - Installation
  - Final As-Built Drawings
  - Etc
- Proposals should include any standard guarantees or warranties regarding the installation or technical elements.
- Please include any standard set of terms and conditions
- It is preferred that the respondent proposal will include all aspects of design, fabrication, and installation. The BVD will also explore proposals for vendors that include only design, or design and fabrication, but ensure that your proposal outlines that clearly. If a Respondent is selected for only the design phase of the project, there will be a round of Request for Quotes to finalize a vendor for fabrication and installation.

Please review 2.b for further points to consider.

### **c. Proposal Review**

The proposals will be reviewed by the project workgroup, and selection will be based on the qualifications and experience of the Respondent as they apply directly to this project; evidence of a range of varying approaches to engagement; the level of understanding of and commitment to achieve the project's principles and objectives; demonstrated understanding and application of inclusivity and diversity; and estimated costs for various project approaches.

**Evaluation Criteria includes:**

1. Experience, Work Samples, References	25
2. Qualifications	25
3. Fees	20
4. Method of Approach	20
5. Timeline and Milestones	10
Total Maximum Score	100

Please reach out to Project Director Brady McKellar with any questions:

(337) 233-4077 x211 // [Vville@bayouvermiliondistrict.org](mailto:Vville@bayouvermiliondistrict.org)

This Request for Qualifications/Proposal does not commit The Bayou Vermilion District to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Bayou Vermilion District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified Respondents or to cancel this Request for Proposals, if it is in the best interests of the BVD to do so.

*The Bayou Vermilion District believes “that those who have historically been relegated to the margins of society due to legacies of racism, ableism, sexism, heterosexism, xenophobia, and all other forms of injustice must be fully included in museum workplaces and communities.”(American Alliance of Museums) Inclusion is central to the effectiveness, relevance and sustainability of museums and to furthering our mission of increasing appreciation for the history, culture, and natural resources of our region’s diverse peoples. As such, our Diversity, Equity, Accessibility and Inclusion Group creates opportunities to increase understanding and awareness of individual and institutional barriers to inclusion, accessibility and equity, identifying actionable steps to address these barriers.*

