HISTORY CENTER
OF OLMSTED COUNTY

A Request for Proposal for the LED conversion of the lights in the display, research, and collection storage areas of the History Center of Olmsted County, Rochester, Minnesota

Project Name:	LED Conversion of the History Center of Olmsted County
Project Location:	1195 W Circle Drive Rochester, MN 55902
Request for Proposal Issue Date:	January 8, 2021
Walkthrough:	January 18, 2021 through January 22, 2021
Last Day for Questions:	January 29, 2021
Response Due Date:	February 5, 2021 at 12:00pm
Interviews / Follow- Up:	Week of February 8, 2021
Project Team:	History Center of Olmsted County – Upholding Our Legacy Committee
Response Emailed To:	Kevin Whaley History Center of Olmsted County Collections Manager 1195 W Circle Dr. SW Rochester, MN 55902 Electronic copy- Registrar@olmstedhistory.com
Contact for Questions:	Kevin Whaley Phone: 507-282-9447 ext 109 Email: registrar@olmstedhisotry.com

Information obtained from any other source is not official. All inquiries must go to the contact above – responses will be recorded and will be distributed to all respondents via email.

1: Introduction

The History Center of Olmsted County (HCOC) actively serves Olmsted County and the southeastern Minnesota region by collecting, preserving, and interpreting the history of the region and offering educational and outreach programs, special events, museum exhibits, a research center and archives. The main museum is on a 54 acre property and housed in a 1970s style bunker building. Within this building are the main collections storage, research areas, and exhibit areas for the HCOC. The HCOC is requesting proposals for the LED Conversion of the lights in these areas. This project will begin in January 2021 and finish in December 2021.

2: Project Description

- The HCOC is the main source of historical artifacts and information about Olmsted County, Minnesota. Its mission is to give people of all ages and backgrounds access and opportunity to learn about the past through interpretive programs and exhibits, research, publications, and events.
- The HCOC main building is the main display, storage, and research space encompassing approximately 25,000 square feet. This space is the primary area where all collections activities take place and artifacts are exposed to light.
- The HCOC is seeking to convert to current lighting in these areas to better meet museum lighting guidelines. This will be done by illuminating objects when only visitors are present, using just as much light as needed for good visibility, and filtering out the ultra-violet and infrared rays.
- This Request for Proposal (RFP) is intended to identify and select a vendor that will:
    - Follow the design build project plan created by Rummel Design (attached in Appendix A)
        - Install occupancy sensors and dimmers to control the exhibit lighting.
        - Relight the exhibit galleries and display cases, installing a combination of LED fixtures to provide ambient light and LED track lighting to accent focal points.
        - Replace fluorescent lamps in the research area and archive space with linear LED fixtures.
        - Install retrofit LED lamps in the existing fixtures in the storage and workrooms.
    - Adjust the drop ceiling as some of the lights require new fixtures.
        - Either replace the drop ceiling, replace the tiles around the new fixtures, or cut the current tiles to fit the new fixtures.
        - Existing lights are 2X4 – see drawing L3 – we will be installing new lights based on the L5 drawings.
    - Touch up paint work and paint the conduits as needed to match the current building design.
        - Touch up from the area of lights removed in the L4 drawing.
        - Conduits installed as part of L6.
- This project is subject to prevailing wage.

3: Required Submission Format

Respondents' Proposal shall be numbered sections 1-7 and match the headings below. The detailed requirements of each section are contained below. Please do not include sales and marketing information in the Proposal. Failure to number response 1-7 may result in a "non-conforming" bid submittal.

1. Profile of Respondent
2. Project Staffing
3. References/Relevant Experience
4. Materials
5. Safety Program
6. Proposal Validity
7. Pricing

Summary of Requirements

1. Profile of Respondent

   Describe the highlights, key features and distinguishing points of the Proposal. On a separate sheet, include a list of contacts for the Proposal and how to communicate with them. Limit this section to a total of two (2) pages excluding the separate contact sheet.

   Respondent shall include a brief description of the Respondent's business and its corporate organization structure, the number of years in business, the names of all applicable affiliates, diverse business status and history.

   In the event Respondent submits a joint response, please identify the role of each company, and a rationale for the joint response.

2. Project Staffing

   Describe how the project will be staffed. Key project team members shall be identified by name, title, and specific responsibilities on the project. Please **do not** include résumés of individuals; rather a brief paragraph explaining their relevant experience and background. A detailed organizational chart for project execution must also be included.

3. References/Relevant Experience

   Respondent shall provide a brief history of experience and capacity that illustrates its ability to complete the Work and include the following:

   A. Client names
   B. Project(s) scope
   C. Location of project(s)
   D. Dates of the project(s)

E. Type of equipment/materials installed

4. Materials

The Respondent will be required to procure, store, and handle all materials required for the project including but not limited to lights, fixtures, dimmers, and occupancy sensors.

5. Safety Program

Respondent(s) shall provide:

A. Its current comprehensive safety plan/manual and Respondent's safety plan shall include details of safety training program/schedule, CPR training, and equipment inspections

B. All OSHA recordables for the previous 2 years, and any risk mitigation efforts implemented as a result

C. Any other related safety information

All information in this section is required as part of a Response. Failure to provide it may result in a nonconforming Response and exclusion from further consideration.

6. Proposal Validity

All Proposals that are submitted in response to this RFP shall be valid until December of 2021, unless otherwise noted in the proposal.

7. Pricing

The vendor must provide a complete price estimate that addresses all of the relevant services offered in relation to the scope of this project. The HCOC recognizes that there may be difficulty in estimating costs when the duration of some of the source material is unknown. The price estimates must reflect all line items that will potentially appear on an invoice, including:

- Lights
- Fixtures
- Occupancy Sensors
- Dimmers
- Labor

4: RFP Schedule

Response may be submitted either hardcopy or electronically. The deadline for submitting proposals is February 5, 2021. Contractors will be noted of the HCOC's decision on or before March 1, 2021.

Responses submitted via hardcopy should be sent to:

History Center of Olmsted County

Attention: Kevin Whaley

1195 West Circle Dr SW

Rochester, MN 55901

Electronic submissions may only be submitted in PDF to Kevin Whaley Collections Manager at (registrar@olmstedhistory.com)

5: RSP Review and Evaluation

HCOC's objective is to identify the Respondent that best meets the requirements in this RFP. The evaluation process will include the assessment of both economic and non-economic criteria. The evaluation will be conducted reviewing pricing, scheduling, feasibility, and other relevant factors.

Submissions may be evaluated using a multi-step process as follows:

Step 1: - The information provided in the Proposal will be evaluated for completeness and consistency with the Proposal content and RFP requirements. The HCOC may have limited follow-up contacts to clarify Proposals

Step 2: The HCOC will evaluate the Proposals based on the following criteria that are in no particular order:

A. Pricing
B. Capacity
C. Relevant Experience and References
D. Project Management capabilities
E. Safety Program

Please note, that this is only the proposed process, and that the HCOC reserves the right to amend this process at its sole discretion.

Appendix A

Richard Rummel Report and Design Build Project Plan

February 15, 2019

Kevin Whaley
Collections Manager
History Center of Olmsted County
1195 West Circle Drive SW
Rochester, MN 55902

Kevin,

Thank you for the opportunity to review the lighting at your museum. As you know, lighting is one of the most critical elements in the museum environment. Proper lighting not only protects valuable artifacts, but also plays a significant role in providing a positive visitor experience.

The following is my report summarizing my findings and recommendations resulting from my site visit in September 2018.

Overview of existing conditions

The museum is open to visitors each week Tuesday through Saturday from 9:00 am to 5:00 pm, for a total of about 2,000 hours per year. Staff estimates that visitors are present 15 hours per week or about 780 hours per year.
The 25,000 square/foot museum contains collections storage, work, and display areas as well as a research and archive area. Collections are displayed in the main exhibit gallery, west exhibit gallery, a traveling exhibit room, and three large, built-in display cases.
The storage, workroom, and research and archive area are lit with fluorescent lights. Fluorescent lighting is also present in the main and west exhibit spaces. The exhibit spaces also have quartz halogen track lighting which is not well laid out for the current display. Daylight is present in the research and archive area. Existing light levels vary significantly, ranging 3,000 footcandles of daylight near the windows to less than five footcandles in some of the exhibit areas. Lights are turned on at the beginning of the day and off again and the end of the day.

Recommendations

There are three guidelines to follow in museum lighting:

1. Illuminate objects only when visitors are present.
2. Use just as much light as needed for good visibility.
3. Filter out the ultra-violet and infrared rays.

When followed, these guidelines not only prevent unnecessary damage, they also save energy. I have come up with the following recommendations, listed in order of effectiveness in terms of both object conservation and energy conservation, to improve the exhibit lighting at your museum.

General

a. Eliminate and control daylight in all spaces where objects are on display.
This includes the research and archive area. Add light blocking shades or panels to the windows to eliminate daylight during closed hours and add light filtering film or shades to reduce the intense daylight exposure during the times the museum is open to the public. Sensitive objects on display were subject to excessive amounts of daylight. I recorded a daylight level of 3,000 footcandles during my site visit. In rough terms, there are 4380 hours of daylight per year. The museum is open only approximately 2,000 hours per year and visitors are only present for about 780 hours per year, so the majority of those daylight hours of exposure are causing unnecessary damage. While the museum has considered applying UV filter film to the windows, keep in mind that all light causes damage. UV is filtered out because the eye does not respond to it and in most cases, it causes more damage per unit of energy than the visible wavelengths of the electromagnetic spectrum.

b. Install occupancy sensors and dimmers to control the exhibit lighting.

   These controls limit both the intensity and duration of light exposure on your collection objects as well as reducing your energy costs.

c. Relight the exhibit galleries and display cases (including the IBM Hallway).

   I recommend installing a combination of linear LED fixtures to provide ambient light and track lighting to accent the focal points of your exhibits. The fixtures should have a color temperature of 3000 Kelvin, a color rendering index above 90, and should be dimmable to provide between 5 and 50 footcandles of light. This range provides adequate light levels for the wide age range and viewing requirements of your visitors.

d. Replace fluorescent lamps in the research and archive space with linear LED fixtures. The new fixtures are dimmable and zoned to provide flexibility for both the needs of the staff working and the visitors doing research in this area.

e. Install retrofit LED lamps in the existing fixtures in the storage and workrooms. The new light sources save energy, and there is no need to maintain a UV filtering system since the LED source recommended does not contain any UV energy.

Drawings and Specifications

I have attached drawings and specifications showing layouts of new light fixtures and occupancy sensors. The drawings can also be used to determine possible modifications to the layout of the exhibits that will better allow for proper display of your collections. The occupancy sensors have an override switch to allow the museum staff to keep the lights on during installation and maintenance or in the rare event that visitors are moving too slowly to keep the lights on past the recommended 12-minute cycle time.

These recommendations allow you to limit the electric light intensity on display objects to a maximum of 25 footcandles. Footcandle/hours of exposure will be significantly reduced and based on the reported visitation time of 18 hours per week or about 780 hours per year, stay below the current recommendation of 20,000 footcandle/hours per year for most museum objects.

Thank you for the opportunity to work on this project. I look forward to reviewing this information with you.

Richard Rummel