

**Request for Proposals for  
Exhibition Design for the  
Historical and Cultural Society of Clay County Museum  
at the Hjemkomst Center  
202 1<sup>st</sup> Ave. N.  
Moorhead, MN 56560**

**PROJECT**

The Historical and Cultural Society of Clay County Museum (HCSCC) seeks a design company to design a refurbishment of its Viking ship gallery. The project is located at the Hjemkomst Center in Moorhead, MN. The project involves providing a fresh new face to a dated exhibition space with a Viking ship replica at its center. The selected design company will create a concept drawing and text panel graphics sample as well as edit the existing exhibit text down for the new text panels. The concept must draw upon the regions Scandinavian roots and the Hjemkomst Center's Viking aesthetic.

**TIME PERIOD**

The project is scheduled to begin at award of contract and must be completed in time to submit a proposal to the Minnesota Historical Society large-grant round in July 2021.

**BUDGET**

The project will be funded by a \$20,000 grant from the Margaret A. Cargill Philanthropies.

**PROJECT COORDINATION**

Although most of the meeting work can be accomplished via Zoom, it is preferred that the selected design company representatives make one visit to the site to understand the parameters of the space. It is essentially two walls and some floor space for possible moveable stations. The building is owned by the City of Moorhead and the ship gallery is used for festivals and receptions, and so any exhibition materials beyond the walls have to be removable.

**PROFESSIONAL QUALIFICATION STANDARDS**

The selected contractor must prove satisfactory experience in museum exhibition design. Making the exhibition fully accessible is a priority. Submission of qualifications and past experience is required for this project.

**BACKGROUND**

The Historical and Cultural Society of Clay County museum is inside the Moorhead City-owned building Hjemkomst Center and is home to the *Hjemkomst* Viking ship and the Hopperstad Stave Church. The

museum consists of exhibit, storage, and office space on four different levels. The ship gallery is on the main floor at ground level. The museum was built in 1986, and the ship exhibition has gone through multiple iterations over time so there is no longer any consistency in design elements.

**SCOPE OF WORK**

This Request for Proposal (RFP) seeks to identify an exhibition designer who would assume overall responsibility to complete the design project in a timely manner.

Work elements for the design company include the following:

1. MN Prevailing Wage Rates are to be followed.
2. Payroll reporting will be required. Certified payroll reports are to be submitted to the Owner on a weekly basis.
3. A project sign acknowledging the Minnesota Historical Society must be displayed. It will be provided by the Owner.
4. The Owner currently has \$50,000 set aside toward the fabrication and installation phases and plans to submit a proposal to the Minnesota Historical Society to match that amount.

**EXPECTED PRODUCTS**

Prepare a proposal with a general timeline of design phases needed to move effectively from early discussions to final concept design with graphics sample and edited text.

**ROLE OF HCSCC STAFF**

The Historical and Cultural Society of Clay County will assist in any or all phases of the project that contribute to the successful completion.

**REIMBURSEMENT PROCEDURES**

The project will be funded in part by grants from the Margaret A Cargill Philanthropies.

HCSCC will schedule payment to the design company on a phase completion basis as outlined in the company's proposal. On submission of invoices from the design company, payments will be made.

**PROPOSAL CONTENTS**

A proposal must contain the following:

List of 3 references of companies or organizations (contact name, email and/or phone number) for whom the design company has done similar work.

Anticipated project duration and estimated completion.

Any other information deemed helpful in demonstrating the proposer’s ability to successfully complete the project.

HCSCC will accept proposals that meet the following criteria:

1. The proposal provides evidence that the service provider understands the needs of the individuals to be served and the issues involved in providing quality services.
2. The proposal demonstrates the service provider has an understanding of “best practices” and incorporated them into the proposal.
3. The proposal outcomes are realistically attainable and can be expected to produce the desired outcomes.
4. The proposal philosophy and values are consistent with HCSCC’s mission, values, and operating principles.
5. The proposal demonstrates that all Minnesota laws will be adhered to during the course of any and all work completed.

HCSCC will provide written notice to the service provider as to whether their proposal was accepted or rejected by HCSCC.

**FOR MORE INFORMATION**

Direct inquiries to Maureen Kelly Jonason, Executive Director Historical and Cultural Society of Clay County, telephone 218-299-5511, Ext. 6732 (9am to 5pm) or 701-429-4716 (home).  
Maureen.jonason@HCSmuseum.org

**PROPOSAL DEADLINE**

All proposals must be received by the HCSCC (museum) office by 3pm on October 29, 2020.

Electronic Submissions can be emailed to: [Maureen.jonason@HCSmuseum.org](mailto:Maureen.jonason@HCSmuseum.org)

Hardcopy Submissions can be mailed or delivered to:

HCSCC  
Hjemkomst Center  
202 1<sup>st</sup> Ave N.  
Moorhead, MN 56560

HCSCC reserves the right to waive any irregularities or to reject any or all proposals if it is in the best interest of the project.

The successful proposer will be notified on October 30, 2020. The project may begin immediately after notification.