

**BRIGHAM CITY CORPORATION ([www.brighamcity.utah.gov](http://www.brighamcity.utah.gov))**

**REQUEST FOR PROPOSAL – Exhibit Cases**

PROPOSALS MUST BE RECEIVED NO LATER THAN: 5:00 p.m., February 24, 2012. Proposals received after this time will not be evaluated.

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified contractors to provide exhibit cases and furniture for the Box Elder Museum.

Please complete all areas of this page before returning your proposal. By signing this form, you verify having read this information and agree to provide the services proposed herein.

Respondent's Signature: \_\_\_\_\_

Respondent's Printed Name: \_\_\_\_\_

Date of Proposal: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax No. or Social Security No.: \_\_\_\_\_

Failure to complete and submit this form may result in rejection of your proposal.

**I. Administrative Background**

Brigham City Corporation is a municipal corporation of the State of Utah. Brigham City is a small city located approximately 60 miles north of Salt Lake City, Utah. The 2000 Census population of Brigham City was 18,300. Brigham City Corporation offers a diversity of municipal services including police, fire, and ambulance service; utility services including culinary water, sanitary sewer, storm drainage, and electricity; other public services such as waste collection, street construction and maintenance, planning and zoning, building permitting, economic development, a museum, a library, volunteer coordination, and senior citizen services. The City manages and maintains 12 parks and an 18-hole golf course, and operates a recreation program that serves Brigham City and neighboring communities, and provides a variety of activities.

The City operates two museums: the Brigham City Museum-Gallery (art and history) and the Box Elder Museum (natural history). The Box Elder Museum opened in 2008 and moved to its current home in the Hervin Bunderson Center in late 2010. Grant funding has recently made two additional rooms available for exhibitions, to focus on the natural history of Box Elder County and vertebrate paleontology, respectively.

**II. Statement of Purpose**

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified contractors to provide exhibit cases and other exhibit furniture. Execution of this contract may involve designing, building, and finishing cases, vitrines, and other exhibition furniture.

### III. Scope of Work

There are three different components to the work being sought. Respondents may provide quotes for any combination of components as follows:

- A. Exhibit cases – 30-32” high by 44-60” long by 22-30” deep, ideally with detachable deck (will need 10-15 total) (may be cabinet or table cases)
- B. Exhibit furniture - pedestals for larger objects, partial walls or other freestanding structures to hold exhibit text and photos. (See appendix 1 for concept drawings – alternates may be suggested.)
- C. Acrylic vitrines for exhibit cases (in matching lengths and depths to cases with an interior clearance of 6-19”)

**The contractor will be responsible for:**

- a. Designing exhibit furniture in accordance with the needs of the Box Elder Museum.
- b. Consulting closely with Brigham City staff to develop exhibit furniture solutions that meet the City’s purposes and priorities for the project.
- c. Ensuring materials used meet museum standards for conservation.
- d. Cases should be finished or primed (using acrylic primer).

### IV. Contractor Minimum Qualifications

The Contractor submitting proposals on this project must show evidence of at least four (4) years experience.

- 1. All proposals must contain the following information:
  - a. Name and contact information for the key person assigned by the respondent to this project.
  - b. Resumes or background descriptions of all key personnel to be assigned to this project.
  - c. Information on work (similar to the current project) completed by respondent over the past four (4) years. A minimum of three (3) complete references must be submitted.
  - d. A concise description of how the respondent meets the qualifications listed under Section IV.
  - e. A list of work to be subcontracted by the respondent to fulfill the items listed under III, Scope of Work. Information on subcontractor qualifications must also be included.
  - f. Assurances that project timelines will be met (all elements must be delivered by April 30, 2012, at the absolute latest). If you cannot meet this deadline, please do not respond.

### V. Deliverable Items/Performance Requirements

- 1. Period of Performance

The period of performance shall begin upon the date the contract is signed by all parties and extend for one (1) full year. The contract may be extended for one (1) additional year upon agreement by both parties. Meetings between Brigham City Corporation and the contractor will be held as often as necessary to accomplish the required tasks and discuss problem areas. Either party may suggest a meeting.

- 2. Deliverable Items

All exhibit furniture, as-built drawings if custom furniture is created. Work shall be considered work made for hire and any applicable copyright will rest with Brigham City Corporation.

- 3. Delivery Deadlines

Deadlines for delivery of all items listed above shall be negotiated with the contractor, but will not be later than April 30, 2012.

### VI. Criteria for Selection

Proposals will be evaluated by Brigham City Corporation staff on the likelihood of meeting Brigham City Corporation’s purposes as outlined in this RFP. Proposals will be evaluated on evidence of understanding of the

objectives and work involved, and on the demonstrated capability of the respondent to accomplish the work. The primary criteria and relative weight given to each category during the evaluation process will be:

1. Quality of Proposal: 30%.

The respondent shall provide detailed costs for exhibit elements as outlined above. Brigham City Corporation staff may interview the top three respondents. If interviews are conducted, then the results of the interview will comprise a portion of the final score assigned to this criterion.

2. Experience: 40%.

The respondent shall detail previous work experience with custom cabinetry, woodworking, or museum display fabrication. In addition, each respondent shall provide a minimum of three (3) references from the last two (2) years to demonstrate the skills necessary to complete projects similar in scope to the current proposed project.

3. Cost: 30%.

Each respondent shall include rates per case or element, including materials and delivery costs, if any.

**PROPOSAL PROCESS**

**Submittal Process**

Respondents must submit three (3) complete copies of the proposal to:

Attn: Mary Kate Christensen  
City Recorder  
Brigham City Corporation  
P.O. Box 1005  
20 N. Main Street  
Brigham City, UT 84302  
435-734-6621  
mchristensen@brighamcity.utah.gov

Submissions must be received no later than 5:00 p.m., February 24, 2012. All proposals not received by the deadline will be considered late and will be returned to the respondent unopened.

**COST OF PREPARATION OF RESPONSE**

Costs incurred by any agency in the preparation of their response to this Request for Proposal are the responsibility of the responding agency and will not be reimbursed by Brigham City Corporation.

**CANCELLATION**

Brigham City Corporation reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in Brigham City Corporation's best interest. In no event shall Brigham City Corporation have any liability for the cancellation of award.

**CLARIFICATION**

Any respondent requiring clarification of the information herein may contact:

Kaia Landon, Museum Director  
(435) 226-1439  
klandon@brighamcity.utah.gov

**ASSIGNMENT**

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the Contractor without the express written consent of Brigham City Corporation.

**PROPOSALS ARE PUBLIC RECORDS**

All information submitted by Respondents shall be public record and subject to disclosure pursuant to the Utah Government Records Access Management Act, except such portions of the proposals for which respondent requests exception from disclosure consistent with Utah Law. All requests shall be in writing, noting specifically which portion of the proposal the Respondent requests exception from disclosure. Respondent shall not copyright, or cause to be copyrighted, any portion of any said document submitted to Brigham City Corporation as a result of this Request for Proposal.

**REJECTION OF PROPOSALS**

Brigham City Corporation reserves the right to reject any or all proposals or to waive any informality or technicality in any proposal in the interest of the City.

**COLLUSION**

A Respondent submitting a Proposal hereby certifies that no officer, agent, or employee of Brigham City Corporation has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent; the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of Brigham City Corporation shall be final and binding upon all parties.

CLARIFICATION OF RESPONSES

Brigham City Corporation or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.

NON-APPROPRIATION

The respondent agrees that if payment for the contract extends into Brigham City Corporation's next fiscal year, it is made subject to future appropriations by Brigham City Corporation to fund its provisions, and may be canceled by Brigham City Corporation upon thirty (30) days written notice to contractor of any such failure.

**CONTRACT EXECUTION REQUIREMENTS**

Contract

The selected firm will be expected to sign a Brigham City Corporation Contract accompanied by a letter of agreement outlining the basic elements of the project as stated in this RFP and any other conditions mutually agreed upon by Brigham City Corporation and the contractor.

NOTE – A portion of the contracted payment may be made by the Box Elder Museum Foundation, Inc.

40 feet

sink

Panels/partial walls (we are planning for 5, but can be flexible based on functional design needs)

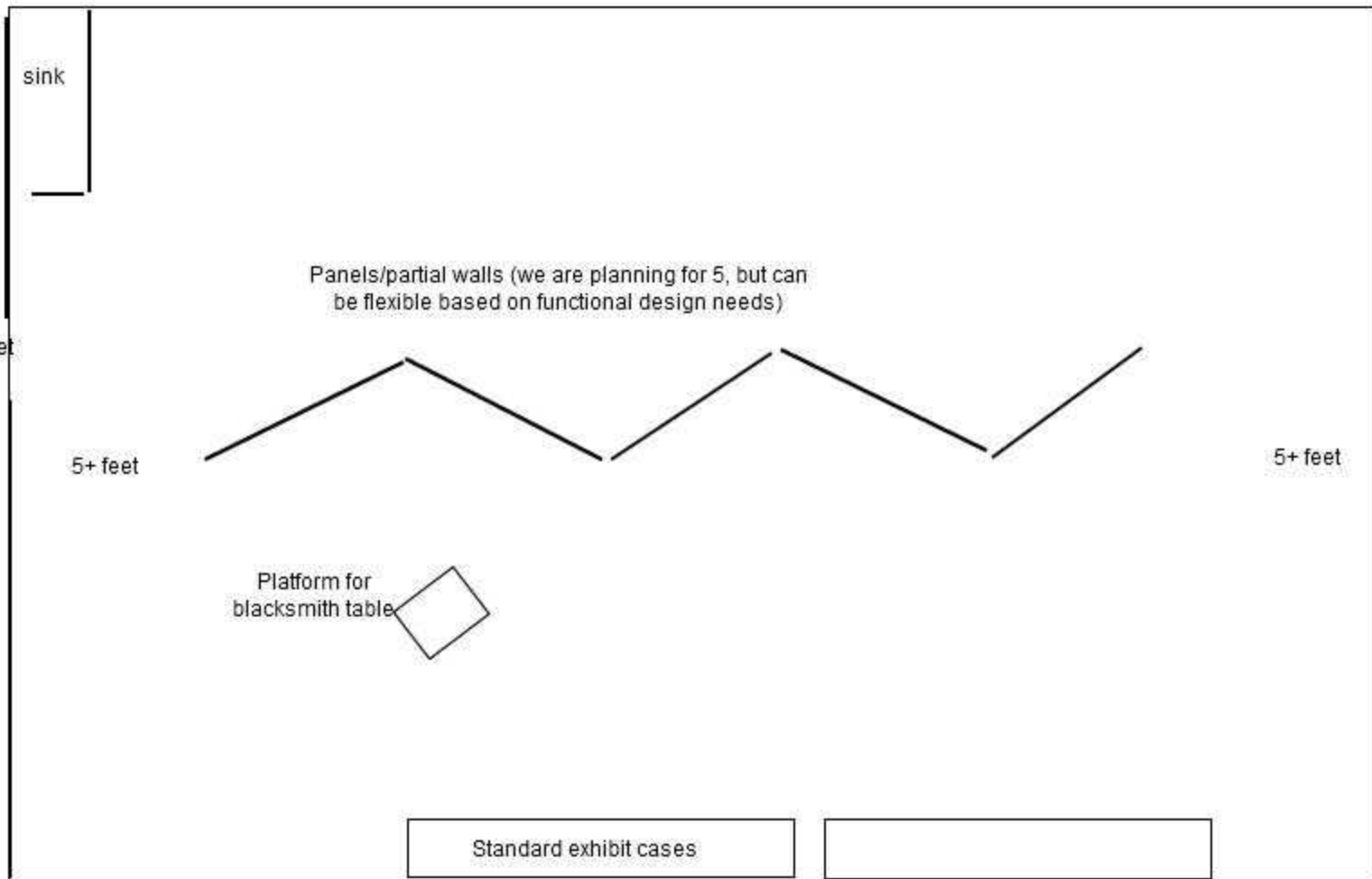
25 feet

5+ feet

5+ feet

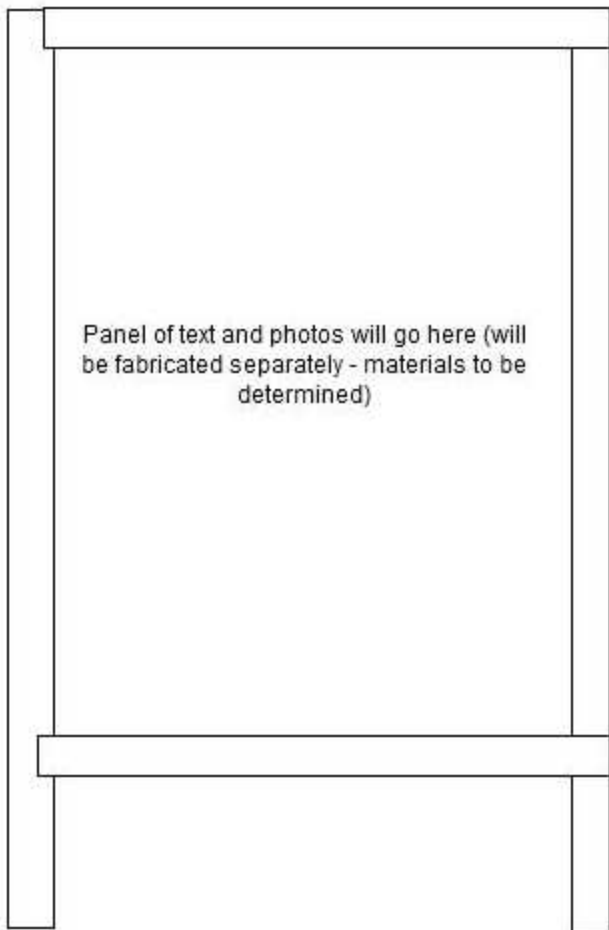
Platform for  
blacksmith table

Standard exhibit cases



# Panel/partial wall idea 1

Top is 80"  
high or less



Panel of text and photos will go here (will be fabricated separately - materials to be determined)

Panel/partial wall idea 2

Column for stability

