

EMNRD – State Parks Division

RFP for EXHIBIT PLANNING, DESIGN, FABRICATION AND INSTALLATION SERVICES

RFP questions received and answers provided by State Parks Division

April 25, 2023

- 1. Will EMNRD accept proposals from an exhibit design company with an exhibit fabrication partner or vice versa?**
 - a. Both types of teams/proposals will be accepted.
- 2. As a development and design firm are we required to include an exhibit construction team in our proposal?**
 - a. Including an exhibit construction team is not required but it is encouraged if possible. Offerors will be evaluated on the services included in their proposal. Proposing as a team in this initial stage will allow more flexibility to make additions/changes to the team as needed in the future.
- 3. Who is responsible for content development including research, writing, editing?**
 - a. This will vary on a task-by-task basis: for some tasks, content development will be performed in-house by State Parks staff; for others, content development will be performed by successful Offeror(s) who have proposed with content development as a listed service.
- 4. Does each center have a database of high-resolution images to be used for graphics or will images be licensed?**
 - a. We have some high-resolution images of some items. If a task order requires the use of such images, it may be part of a task order request.
- 5. Related to artifacts and objects, does the agency have existing collections that may require any type of conservatory work as part of new and/or refurbishment Task Orders?**
 - a. Yes, the division does have existing collections that may require conservatory work.
- 6. Should we include a conservator(s) on the team? If so, can you provide a list of the types of typical artifacts/objects? Are they metal, wood, fabric, paper?**
 - a. Offerors who can include a conservator(s) on the team are encouraged to do so, but this will not preclude any Offeror(s) from being considered on their services and areas of expertise that they do propose on, as not every task order will require a conservator.
 - b. Typical artifacts/objects include: antique furniture, machinery, and display units that may require conservation as identified in specific task orders.
- 7. Does each center have a list of existing artifacts? Are they digitized?**
 - a. We have a comprehensive list of artifacts, artwork, etc. for each Visitor Center and museum/display area. This will not be furnished for the RFP process. The data would be made available as task orders are issued.
- 8. What dollar volume of task orders does EMNRD expect to issue per year?**
 - a. Per section B. Task Orders: *“While the Division anticipates the need to assign several Task Orders, the Division cannot and does not predict or guarantee the number or frequency of Task Order assignments that the successful Offeror(s) may be asked to complete.”*
- 9. Roughly how many centers or spaces do you anticipate needing new and refreshed exhibits?**
 - a. Approximately 15-20 parks have needs related to new and updated exhibits.

10. Is there an average square footage for visitor centers?

- a. Our visitor centers range from 1,500 square feet to 12,000 square feet and average approximately 3,000 square feet.

11. Can you share any floor plans or images of the existing spaces?

- a. We are unable to share floor plans or images of existing spaces as part of this RFP process but those will be provided on a task-by-task basis.

12. I do not see any place in the RFP requesting cost, am I missing something?

- a. Cost estimates are not required in this proposal. Once Offerors are selected based on their qualifications, successful Offeror(s) will submit fee schedules during the contracting process.

13. Does the agency have existing interpretive wayside/exterior exhibit design standards?

- a. NM State Parks Division has existing interpretive wayside/exterior exhibits to use as precedents. The division does not have a comprehensive design standard guidebook.

14. Attachment 4 • Item 2 – Compensation Options: How is the option approach determined?

Does the contractor propose the option as part of a response to a Task Order? Are schedule of fees based on milestones or progress for projects acceptable?

- a. These options will be negotiated between successful Offeror(s) and EMNRD in the contracting process.

15. Do local firms have priority?

- a. Per Section D. 8.: *“New Mexico/Native American Resident Preferences – As this procurement may be funded through both federal and state dollars, New Mexico preference laws do not apply.”*

16. It is noted that projects will be given on a case-to-case basis, how much notice will be provided before the start of a new project?

- a. Task orders for desired projects will be issued to successful Offeror(s), at which point the Offeror will propose a schedule for the new project, to be agreed upon between the Offeror and State Parks staff.

17. How much time will be needed for review periods?

- a. Review periods will vary on a task-by-task basis. These will be agreed upon between the Offeror and State Parks staff in the initial stage of a task.

18. To confirm, no pricing is needed at this time?

- a. There is no pricing or budget required for this RFP. They would be required for specific task orders issued to the successful Offeror(s).