



**Services:** Design and install a high-density collections storage system

**Project:** The Minnesota Masonic Historical Society & Museum seeks a qualified vendor to design and install a high-density, archival storage furniture system for its museum collection.

**Closing Date:** Tuesday, February 7, 2023 at 5:00 PM Central Standard Time

**Contact:** Theresa Norman, Director  
952-948-6507  
[Theresa.Norman@mnmasonic.org](mailto:Theresa.Norman@mnmasonic.org)

### **Purpose and Scope of Services**

I. Introduction:

The Minnesota Masonic Historical Society & Museum (MMHSM) seeks proposals from qualified vendors who are interested in providing, designing, and installing high-density, archival mobile storage furniture inside the Minnesota Masonic Heritage Center to house the historical society's collection.

This RFP describes the basic services required and the process for selecting the qualified vendor for this project.

II. Scope of Services:

Contractor will work with MMHSM staff to create a high-density mobile storage system. Expected services will include:

- Providing a system that is constructed of inert materials.
- Designing a system that specifically accommodates the historical society's collection and increases storage capacity.
- Planning a system that adapts to building codes and safety issues.
- Establishing a timeline of work to be completed.
- Installing storage furniture according to approved timeline.

## **Background**

- I. The Minnesota Masonic Historical Society & Museum (MMHSM) was organized in 1994. Its mission is to invite and encourage the exploration of Freemasonry and its role in shaping Minnesota history and culture. These tenets are carried out by the organization's Museum and Research Library in the Minnesota Masonic Heritage Center (MMHC), which collects, preserves, and promotes that history.

The MMHSM owns just over 30,000 artifacts including three-dimensional objects, artwork, archival and library holdings, photographs, and other items. The collection is currently stored inside eight connected rooms in the basement of the Minnesota Masonic Home (MMH). It is the intention of the MMHSM to move the collection from the Home into the Heritage Center.

As a result, the MMHSM is now seeking a qualified vendor to design and install a high-density, archival furniture storage system inside the MMHC in order to provide storage for the collection.

## **Project Timeline**

- |      |                           |   |                                  |
|------|---------------------------|---|----------------------------------|
| I.   | Tuesday, January 3, 2023  | - | RFP issued                       |
| II.  | Tuesday, February 7, 2023 | - | RFP responses due by 5:00 PM CST |
| III. | Friday, March 3, 2023     | - | Estimated contract award date    |
| IV.  | Monday, March 6, 2023     | - | Project start date               |
| V.   | Friday, June 30, 2023     | - | Project end date                 |

## **Deliverables**

- I. Vendor shall work with MMHSM staff to provide the following:
  - Specially designed high-density, archival storage system.
  - Written project timeline.
  - Full budget proposal for system including drawings, specifications, and pricing.
  - Written descriptions detailing flooring needs, transportation, electrical and mechanical needs, and any other potential fees not included with the furniture system.
  - Trained, insured, and certified installers.
  - Instructions for MMHSM regarding physical installation of furniture system.
  - Installation of furniture system within project timeline.
  - Standard clean-up and removal of supplies following installation.

## Required Knowledge, Skills, and Abilities

- I. Selected vendor shall possess the following qualifications:
  - Knowledge of and understanding of museum-quality shelving and materials.
  - Experience working with other institutions regarding housing museum collections.
  - Documented experience designing and installing high-density storage furniture systems.
  - Ability to organize project records, develop timelines, and accommodate special needs associated with museum collections.
  - Excellent oral and written communication skills.

## Proposal Submission

- I. Proposals must be in writing and prospective vendors should submit one (1) electronic copy of their proposal and fee schedule to the MMHSM no later than 5:00 PM Central Standard Time on Tuesday, February 7, 2023. All proposals, questions, and correspondence should be directed to: Theresa Norman, Director at [Theresa.Norman@mmasonic.org](mailto:Theresa.Norman@mmasonic.org).
- II. Proposals should be clearly marked “High-Density Storage System – MMHC”. All submissions must be received by the RFP closing date. Incomplete submissions and submissions received after the closing date will not be accepted.

## Proposals

- I. Proposals from qualified vendors shall include the following information:
  - Method and Understanding
    - Describe project and identify approach to fulfill required scope of services and deliverables listed.
    - Identify any potential challenges to the project and how they can be overcome.
    - Outline reasons why your firm should be selected for this project.
  - Experience
    - Identify similar project experience within the past five (5) years.
    - Provide a minimum of three (3) references with contact information for each project described in the line item above.
    - By submitting a response to this RFP, respondent hereby authorizes the MMHSM to contact references and make further investigations as may be in the best interest of the MMHSM.
  - Qualifications

- Submit an organizational profile and identify the project manager(s), his/her experience on similar projects, and his/her qualifications.
- Identify additional team members, including subcontractors if needed, and their experience and qualifications.
- Note where vendor personnel and subcontractors are located.

- Work Plan

- Provide a basic timeline for the project including likely dates for the completion of drawings and specs, ordering of supplies, onsite arrival, installation, and clean-up.

- Fees

- Identify total amount due to complete work described, including but not limited to use of subcontractors and specified deliverables.

- Identify all fees not included or provided for by your organization. Include cost estimates for such goods and services.

- The fee shall be structured as “not-to-exceed” unless a different cost structure is developed and deemed appropriate.

- II. This RFP does not obligate the MMHSM to award any specific vendor this project. MMHSM reserves the right to cancel this request. MMHSM also reserves the right to waive unsuitable proposal content or to request additional information from prospective bidder(s). All documents included in this RFP and the proposals received as a result of it do not constitute a legal offer. A legally binding contract will not be created until all parties involved have fully executed a written contract incorporating all mutually agreed-upon instructions, specifications, conditions, and fees.

### **Proposal Evaluation and Selection Process**

- I. Shortly after the submission deadline, MMHSM staff will review all proposals. At its discretion, the MMHSM may choose to conduct interviews with prospective vendors as part of the selection process.
- II. The MMHSM will evaluate proposals based on the following criteria:
  - Method for approaching project and understanding its needs.
  - Experience with similar projects.
  - Vendor qualifications.
  - Ability to work within established timeline.
  - Fees.
  - Any other factor(s) that might assist in selecting the best organization for the project.
- III. Upon approval by MMHSM, the successful vendor will be notified and an agreement will be finalized. Unsuccessful submissions will be notified after the agreement has been executed. Work on this project is expected to begin no later than March 6, 2023.

- IV. The MMHSM reserves the right to cancel this RFP at any time, or for any reason that is in the best interests of the organization. MMHSM also reserves the right to reject any proposal based on the evaluation of submitted materials. The selection of the successful bidder will be based on the best interests of the MMHSM and the goals established as part of this project.

#### **Budget**

- I. The amount budgeted for this project is \$170,690.00. Funding is provided by a Minnesota Historical and Cultural Heritage Grant (Legacy Grant). Contingency costs exceeding this amount may be covered by the MMHSM as deemed appropriate.
- II. Submitted proposals should include all anticipated expenses (transportation, flooring, etc.) associated with this project in order to complete it correctly and on time.

#### **Contact**

Questions regarding this RFP should be directed to:

Theresa Norman, Director  
952-948-6507  
[Theresa.Norman@mnmasonic.org](mailto:Theresa.Norman@mnmasonic.org)