REQUEST FOR PROPOSAL  
ISSUE DATE - JANUARY 31, 2020  
Architectural and Engineering Services

I. INTRODUCTION
Living History Farms, a not for profit outdoor living history museum, located at 2600 111th street in Urbandale, Iowa, is soliciting bids/Proposals from Architect/Engineer (A & E) teams to plan and design the construction of a new museum arrival and innovative educational center in 2023. A pre-proposal meeting will occur Friday, February 7th from 10:00am -11:00am at the Visitor Center of Living History Farms to answer any questions with the President and Directors of Living History Farms.

II. PROJECT DESCRIPTION
This project will utilize funds raised from a capital campaign during 2020-2022. The scope of our project will move Living History Farms from a seasonal outdoor museum to a year-round museum, being able to offer both indoor and outdoor experiences and dynamic educational exhibits. We estimate we will raise approximately $4,000,000 for this project. Construction will not occur before 80-90% of the funds are raised, and no earlier than 2023. Ideally, occupancy would occur in late 2024 or early 2025.

A new facility will allow us to expand current program offerings and develop new programs that we cannot currently offer. Many of the improvements we can make with a new facility will enhance the amenities that fulfill basic expectations of museum-goers. For example, there is no indoor space for people to eat lunch. Currently, school groups sit on the floor of the visitor center when the weather is bad. Another example is parents changing diapers in our first aid room, as there is no family restroom. If we do not address these desired amenities swiftly to meet guest expectations, we risk losing our current audience and will struggle to build new audiences. Instead Living History Farms will be increasingly seen as outdated and irrelevant.

We must also be able to provide programming that is accessible year-round; a new facility on the frontage of our property will be highly visible to the community and serve as a reminder that we are accessible to the community throughout the year. The expanded year-round museum beginning with the new education and arrival facility will:

⇒ Focus on innovation in agriculture, throughout Iowa’s history, highlighting how curious minds have always led the past into the future
⇒ Foster lifelong learning through fun experiences and play, the most powerful way humans learn technology, merging the past and the present
Provide classrooms for hands-on, exploratory educational opportunities all year long
Be a unique venue for community events
Appeal to visitors in every season
Be an educational, entertaining and engaging place to visit over and over

The proposed new facility will check all of the boxes that emerged during master planning for the future of Living History Farms:

⇒ Welcoming environment
⇒ Innovation in programming
⇒ Expanded storytelling
⇒ Enhanced amenities

NEW Building - Approximately 17,000 square feet of new building space. The building will include room for changing exhibits, two classrooms and guest services. This building will be adjacent to hard surface parking at the frontage of the museum. Arrival enhancements will include an all-season enclosed picnic shelter and outdoor classroom with a fire pit/hearth cooking area with test gardens in a courtyard that connects the current visitor center with the new building.

<table>
<thead>
<tr>
<th>Building Functions:</th>
<th>Square feet</th>
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<tbody>
<tr>
<td>Guest services/Admissions (3-4 offices and 2 moveable ticketing booths)</td>
<td>1,000</td>
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<tr>
<td>Retail Operations with storage (1020 store and 275 storage)</td>
<td>1,300</td>
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<tr>
<td>Classrooms for Education programs</td>
<td>1,000</td>
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<tr>
<td>Collections exhibit space</td>
<td>5,000</td>
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<tr>
<td>Collections storage</td>
<td>1,000</td>
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<tr>
<td>Administrative office space (15)</td>
<td>3,000</td>
</tr>
<tr>
<td>Bathrooms – 1 family and 3 gender neutral</td>
<td>1,000</td>
</tr>
<tr>
<td>Other Storage</td>
<td>1,000</td>
</tr>
<tr>
<td>Break room</td>
<td>500</td>
</tr>
<tr>
<td>Conference rooms – 1 board room, 1 staff room</td>
<td>1,500</td>
</tr>
<tr>
<td>Other/non-designated – self check-in kiosks, day planning area</td>
<td>700</td>
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<tr>
<td>exterior load in area for exhibits and crate deliveries</td>
<td></td>
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</tbody>
</table>

Most changing exhibits will be traveling exhibits we rent on an annual basis, but some will be developed in-house using our own collections. We anticipate rotating exhibits more often than the average “permanent” exhibit lifespan of seven years, which will encourage guests to come back more often. The two classroom spaces will provide flexible space that can be expanded with moveable partitions between the two classrooms. The wall to the courtyard will function like a large garage door, opening in seasonal weather and closing in less temperate weather conditions. There may be the
possibility for removeable walls as well. With the building adjacent to the Visitor Center parking lots, we do not envision adding additional parking.

III. PREPARATION OF PROPOSALS
Envelopes containing Proposals shall be labeled as stated on cover page and must be easily identified as containing a Proposal. Envelopes must include the following:

- Name and location of project.
- Name and address of bidder.

Addressed to:

Ruth Haus, President of Living History Farms
2600 111th Street
Urbandale, Iowa 50322

Submit proposal in triplicate plus one original.
Emailing the proposal is an acceptable method to Rhaus@lhf.org (Oral or telephone modifications will not be considered).

IV. PRE-QUALIFICATION
To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Iowa.

Architect/Engineer bidder must have demonstrated prior experience in designing arts and cultural facilities, museums and educational spaces in accordance with applicable codes, standards, rules and regulations.

V. SCOPE OF WORK
Scope of Services and Responsibilities to be defined as per Standard AIA Owner/Architect Agreement B-141 are as follows:

- Structural Engineering (inspections, reports and recommendations)
- Schematic Design (existing and new layout)
- Design Development & Preliminary Sketches for the campaign casebook
- Construction Documents
- Construction Administration

VI. FORM OF PROPOSAL
Proposals must consist of the following information in the order indicated below:
Cover letter stating interest in project with signature of duly authorized principal.

Technical qualifications.

Experience with similar projects involving museums.

Experience of key staff personnel assigned to the project.

List of Professional/Owner References and Cost History.

Evidence of License in the State of Iowa.

Financial References.

Cost of services breakdown in accordance with Section V Scope of Services/work.

VII. ACCEPTANCE OR REJECTION OF PROPOSAL:
Living History Farms reserves the right to reject any and/or all Proposals when such rejection is in the interest of Living History Farms. We reserve the right to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of Living History Farms, in a position to perform the contract. Living History Farms also reserves the right to waive any information and technicalities in bidding. Contract will be awarded on the basis of five factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. Living History Farms reserves the right, however, to award contract according to its best interest.

Price = 40 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 20 Points. Points will be awarded on the basis of prior experience in performing similar work produced in each of the previous three years; technical and financial resources in designing; and record of the past job performance.

Experience = 20 Points. Points will be awarded on the basis of experience of the bidders in working in arts & culture or with museum facilities.
Other = 20 Points. Additional points will be awarded on the basis of the presentation, timeline or other intangibles that set the proposal apart as creative and innovate.

VIII. GENERAL INFORMATION
Bid Proposals will be received at the offices of Living History Farms, 2600 111th Street, Urbandale, Iowa 50322, until 3:00 p.m. on March 5th, 2020. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened privately.

The President shall hold the bids for 30 days for purposes of reviewing the bid Proposals. The top two finalists will be invited to present their proposal at a meeting/interview scheduled the week of March 23rd, 2020. The President shall announce the successful bidder on or before April 3, 2020.

Bidders should carefully review the pre-requisites for bidding which will be adhered to when interviewing the bids. Bids will be evaluated to determine the bidder that is responsive to the solicitation and is most advantageous to Living History Farms, price, capacity, experience, and other factors considered.

LIVING HISTORY FARMS RESERVES THE RIGHT TO WAIVE IRREGULARITIES AND TO REJECT ANY AND ALL BIDS.