



PROFESSIONAL SERVICES – REQUEST FOR APPROVAL

Approved by Consent Agenda:

TO BE COMPLETED BY COUNCIL STAFF ONLY

Title: 21-105 Design, Fabrication, and Installation for Heritage Museum RFQ RFP RFQ/RFP # 21-105

Dept: Parks and Recreation Contact Person: Ben Gall Ext.: 7632

Description (service, justification and use):

St. Charles County Parks and Recreation Department is seeking approval to select Riggs Ward to design and install the new exhibits for the St. Charles County Heritage Museum. This project will help increase visitation to Heritage Park and the St. Charles County Heritage Museum by discussing local history in an immersive and engaging environment. Riggs Ward has fabrication, computer programming, and design capacities that exceed those of St. Charles County Parks and Recreation, which will allow the County to expediently produce these exhibits.

Riggs Ward has worked with the St. Charles County Heritage Museum before, producing high quality exhibits about German immigration and transportation in 2010 and 2011.

This Request for Approval will allow the contractor, Riggs Ward to proceed with the design process.

The Funds for this project were approved as part of the Parks Capital Plan in August 2021 and as part of the 2022 County Budget in December 2021. The total cost of the project is \$295,000 and will be paid out of the FY2022 site development (7150) line item. Notice of the posting of the RFP was sent directly to Riggs Ward, Steve Feldman Design LLC, and Healy Kohler Design. Additionally, the County received inquiries into the RFP from Northern Light Productions, EXPLUS, Chicago Scenic Studios, Color-Ad, Inc. and Capitol Museum Services. Riggs Ward submitted the only proposal.

Award to: Riggs Ward Location: Richmond, VA

Was the vendor pre-qualified? Yes No

Total negotiated price: \$ 295,000.00 Contract term: 2021-2022 with 0 renewals.

Price break-down (if applicable): Research \$7,500; Design and Development \$37,500; Production \$200,000 Installation \$50,000

Proposal opening held on: September 30, 2021 Opened by: Terry Daugherty

Account number to be charged for purchase: 245 3300 47150 3309

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:

PROFESSIONAL SERVICES – REQUEST FOR APPROVAL

RFP/RFQ #: 21-105



Additional RFQs/RFPs Received

The following additional responses were received:

Vendor: _____ Location: _____

Vendor: _____ Location: _____

Vendor: _____ Location: _____

Vendor: _____ Location: _____

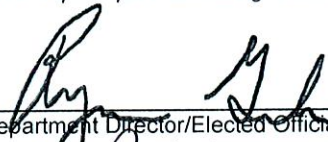
Vendor: _____ Location: _____

Vendor: _____ Location: _____

Vendor: _____ Location: _____

Sole source justification memos from (1) dept. and (2) vendor attached.

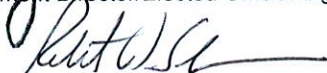
Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.



Department Director/Elected Official Signature

10/18/2021

Date



Approval or Concurrence of Director of Finance

10/19/21

Date

BELOW ONLY TO BE COMPLETED FOR PROPOSALS AT LEAST \$15,000 AND LESS THAN \$50,000. See instructions at the top of pg. 1.

Director of Administration Signature

Date

To: Saint Charles County Council
From: Ryan Graham, Director of Parks
Date: 10/18/2021
Re: 21-105 Design, Fabrication, and Installation for Heritage Museum Exhibits

For your consideration is a Request for Approval for exhibit design for the Heritage Museum at Heritage Park.

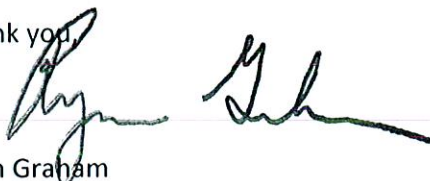
The St. Charles County Parks and Recreation Department is seeking approval to select Riggs Ward to design and install new exhibits on the American Revolutionary War in the West, Colonial St. Charles, and the War of 1812 in St. Charles at the Heritage Museum at Heritage Park. This project will improve visitation to the park by creating an all new immersive and engaging experience that tells local history

Riggs Ward has performed work at the Heritage Museum in the past, producing high quality exhibits for the County. Additionally, Riggs Ward has fabrication, computer programming, and design capacities that exceed those of St. Charles County Parks and therefore will allow the Heritage Museum to expediently produce the exhibits.

This Request for Approval will allow the contractor, Riggs Ward to proceed with the design and installation process

The funds for this project were approved as part of the Parks Capital Plan in August 2021 and as part of the 2022 County Budget in December 2021. The total cost of this project is \$295,000.00 and will be paid out of FY2022 site development (7150) line Item. Notification of the publishing of the RFP was submitted to Riggs Ward, Steve Feldman Design LLC, and Healy Kohler Design. Additionally, the County received inquiries into the RFP from Northern Light Productions, EXPLUS, Chicago Scenic Studios, Color-Ad, Inc. and Capitol Museum Services. Riggs Ward submitted the only proposal

Thank you,



Ryan Graham

Director of Parks