



RFQP

EXHIBIT DESIGN FOR OUR LEGACY MUSEUM

RFP # 2023-0005

Proposals Due: 02/09/2023

Spalding County
119 E. Solomon Street
Griffin, GA 30224
<http://www.spaldingcounty.com>

(770) 467-4226



Request for Qualifications and Proposals

January 13, 2023

Organization Overview

In 1927, the Fairmont community was created as the first neighborhood in Griffin, GA that allowed African-American men and women to purchase a plot of land to build a home. Two years later, the Board of Education of the City of Griffin purchased ten acres of land in Fairmont, on which the national Rosenwald Fund supported the creation of a six-teacher type school for African-American children. The completion of the Rosenwald School building ushered in a 40-year educational boom. Initially known as Vocational High School, the original campus consisted only of the six-teacher type building. In 1949, in response to the needs of the growing African-American community, the City of Griffin Board of Education constructed two additional educational buildings and renamed the school Fairmont High School. Again in 1958, the flourishing African-American community required the expansion of Fairmont High School, which led to the construction of an entirely new campus near the original one. Ultimately, in the fall of 1970, Griffin-Spalding schools fully integrated, reducing the uses of the original Rosenwald School building and adjacent structures. Over time, the school buildings fell into disrepair.

The discussion for site revitalization within the Fairmont community began as early as 2006, and in 2016, the residents of Spalding County passed a SPLOST directing funds toward that goal. The project culminated in the creation of Spalding County's Fairmont Vocational Heritage Park, which is anticipated to house a special events facility, a cultural arts center, and a history museum upon the park's completion. Construction on Our Legacy: The Griffin-Spalding African-American History Museum commenced in May 2021, and we anticipate opening the museum's exhibit space to the public in 2024.

Our Legacy Museum's mission is to present the inspiring historical and cultural experiences of Griffin-Spalding's African-American community within a regional and national context. Our vision is to create a space where future generations of all backgrounds will learn of their shared heritage and discover what they can achieve together.

Purpose

Spalding County is requesting qualifications and proposals to provide design and fabrication services for Our Legacy Museum's exhibit space. Your firm has been invited to submit a proposal to be considered as a candidate to design the museum's exhibits. The submission must be received in the office via mail addressed to Terri Bass, Spalding County Purchasing Agent, no later than 2.00pm EST on Thursday, February 9, 2023.



The current budget for the project is \$200,000.

Design Objectives

Our Legacy Museum preserves and shares the historical and cultural experiences of Griffin-Spalding's African-American community. The museum will be housed in the renovated Rosenwald School Building. The 2,400 square foot exhibit space will consist of four rooms, each approximately 600 square feet, that share themed narratives of the community's history. We envision an ADA compliant space that is interactive and encourages guests to place themselves within the historical narrative to better understand the past.

Recreated Classroom Exhibit: The Recreated Classroom Exhibit will center around the history of Vocational and Fairmont High Schools. These stories are pivotal to the understanding of the Griffin-Spalding African-American community, their history and culture. We would like the space to be as period appropriate as possible with tactile interactives.

Community Exhibit: The Community Exhibit will begin with two sub-exhibits in one room. The first exhibit will share the histories and accomplishments of the community's movers and shakers – the individuals who helped lead the Griffin-Spalding Civil Rights movement, prominent teachers or politicians, and local heroes. The other exhibit will share the amazing achievements of some of the community's athletes. Fairmont High School graduates went on to become NFL Super Bowl Champions, Hall of Fame coaches, and an Olympic Gold Medalist. Both exhibits will be centered around significant individuals from Griffin-Spalding's African-American community. We would like this space to be relatable to people today, encouraging the next generation to reach for their dreams.

History Narratives Exhibit: The History Narratives Exhibit will explore US themes that directly impacted the African-American community in Griffin-Spalding. In this first run of rotating exhibits, enslavement, Reconstruction, and Jim Crow will be discussed and will place the local narrative within the larger national historical context. We imagine this space will utilize historic documents and images to immerse visitors in the stories.

Civil Rights Exhibit: The Civil Rights Exhibit will uncover the untold stories of the Griffin-Spalding Civil Rights Movement. Influenced by the National Civil Rights Movement, leaders within the local African-American community bound together to bring the town into a new era. To do so, the community held marches, boycotts, pickets, and other direct action. This exhibit will share those never-before-heard stories through oral histories and interactives. We want this space to be the most impactful experience



within the museum, leaving the guests with profound knowledge of the past and a desire for a better future.

Proposed Schedule

Below is the current schedule of events for this project:*

Release of RFQP by Spalding County:	January 13, 2023
Submission of RFQP Responses Deadline:	February 9, 2023
Notice of Selection for Interview by:	February 23, 2023
Design Firm Interviews by:	March 17, 2023
Design Firm Selection Notice by:	April 7, 2023
Projected Design Firm Contract Start:	April 28, 2023
Anticipated Museum Opening:	September 1, 2024

*Schedule is contingent on supply chain availability and needed design and fabrication time.

Inquiries

Firms are encouraged to ask questions about the project prior to the submission deadline. Any question asked will be answered for all for invited firms. All inquiries and answers will be posted to Spalding County's vendor registry, the Spalding County website, and the Georgia Procurement Registry for each respondent to review. Answers will be posted on Fridays at 2:00pm EST while the RFQP is active.

Please submit all questions via email to Terri Bass at tbass@spaldingcounty.com.

Response Submission

Submissions must be received in the office no later than 2.00pm EST on Thursday, February 9, 2023. All design firms must submit proposals in writing by mail to the principal contact listed below. No email submissions will be accepted.

Terri Bass
Spalding County Purchasing Agent
119 E Solomon St
Griffin, GA 30223

All responders will be notified of the selection committee's review within 10 business days of the submission deadline. The selected design firms should be prepared to deliver a presentation



related to their submission on or by March 17, 2023. The decision to award a contract will be based upon the evaluation system outlined in the “Evaluation Criteria” portion of the RFQP.

All proposals and accompanying material will become the property of Spalding County and Our Legacy Museum as permitted by law. Design firms must identify any portions of their qualifications that they consider to be confidential, proprietary information, or trade secrets. Spalding County and Our Legacy Museum will make every reasonable attempt to honor such confidentiality.

The final contract will include the standard relevant Georgia state clauses, and the design firm’s proposal related to this RFQP. The final contract will be reviewed and signed off by the Spalding County Board of Commissioners before moving forward.

Submission Requirements

Spalding County and Our Legacy Museum reserve the right to invite any design firm to appear for an interview and in-person presentation.

Design firms must adhere to the following outline for their written proposals. Responses should be complete and comprehensive.

Section 1: Introductory Letter: This letter should provide general background information related to the design firm and services offered. Key figures within the assigned design group should be introduced in a brief (approximately one paragraph per individual) biography highlighting experience and pertinent educational background.

Section 2: Previous Work: This section should include a pictorial and written representation of previous work completed by the design firm and, preferably, the assigned design team for this project. These representations should reflect actual completed projects and not theoretical designs from past proposals. These representations should relate to exhibitions of historical objects in museums, similar institutions, and/or similar projects.

Section 3: Plan of Action: This section will contain a narrative describing how the design firm goes about developing and implementing its vision for the display of historical objects and storytelling within an exhibit space. The design firm will also provide examples of how it has successfully integrated other similar institutions’ missions and visions with those organizations’ spaces.



Section 4: Pricing: Design firms must provide itemized* pricing for their services and materials. The current budget for the design and fabrication for Our Legacy Museum's exhibits is \$200,000.

*Itemized to the best of your ability at the response submission stage.

Section 5: References: This section will contain no fewer than three references from museums or other public institutions with similar exhibits that the design firm has provided services for within the past five years. Museum names, addresses, and phone numbers should be included. Testimonials from these organizations may be included but are not required.

Selection Process

Our Legacy Museum's Exhibit Design Committee, the Museum Curator, and the Spalding County Leisure Services Manager will serve as the selection committee to review all submissions and determine if an interview process is necessary. All responders will be notified of the selection committee's review within 10 business days of the submission deadline.

The Design Firm will work with the Museum Curator, who will act as the point of contact for Our Legacy Museum.

Evaluation Criteria

Proposals will be evaluated on scores on a five-point scale in five categories. Each category is weighed by its relative importance and the overall ability for the design firm to account for that criterion with the information found within this RFQP. The categories include:

- Accessibility 10%
- Design cost 20%
- Experience in designing museum exhibitions 20%
- Maintaining integrity of the artifacts 25%
- Originality and creativity 25%

BID RESPONSE SIGNATURE

Please indicate organization type: Individual Partnership Corporation

NAME OF COMPANY: _____

MAILING ADDRESS: _____

CITY /STATE/ZIP: _____

PHONE (including area code): _____

E-MAIL: _____

AUTHORIZED SIGNATURE

TITLE

NAME (PRINTED)

TITLE (PRINTED)

RESPONDING WITH 'NO BID'

Our company has elected to submit a 'NO BID' response for the following reason: _____

AUTHORIZED SIGNATURE

TITLE

NAME (PRINTED)

TITLE (PRINTED)

If you elect to submit a 'No Bid', you may email this page to tbass@spaldingcounty.com or fax to 770-467-4227 at any time prior to deadline.

**EXHIBIT A
IMMIGRATION AND SECURITY FORM**

O.C.G.A. § 13-10-91 requires contractors interested in public works contracts to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor.

In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must warrant and affirm that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>; and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Spalding County, Georgia has registered with and is participating in a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, and Contractor warrants that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Spalding County, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Georgia Department of Labor Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Spalding County, Georgia at the time the subcontractor(s) is retained to perform such service.

Signature

Title

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email: _____

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ _____ Local Government </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

EXHIBIT B
Affidavit Verifying Status
For County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Spalding, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

* _____
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20_____.

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.