

## Golden Valley Historical Society Request for Proposal (RFP)

**Services:** Museum Security Services

**Project:** The Golden Valley Historical Society seeks to contract a qualified museum security consultant to conduct a security survey and produce a written report with recommendations.

**Closing Date:** Friday, August 26, 2022 at 5:00pm Central Time

**Primary Contact:** Crystal Boyd  
Project Manager  
(612) 247-5283  
[crystalboydconsulting@gmail.com](mailto:crystalboydconsulting@gmail.com)

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### *1. Purpose and Scope of Services*

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The Golden Valley Historical Society (GVHS) seeks proposals from qualified museum security consultants to conduct a security survey of GVHS in Golden Valley, Minnesota. The primary goal of this project is to determine what changes and improvements would be feasible and necessary to improve physical, personnel, and electronic security measures. The consultant shall:

- 1) Provide a pre-visit questionnaire about the facility, security, and organization's security-related policies and procedures;
- 2) Conduct an on-site visit to assess security needs;
- 3) Meet with local law enforcement to discuss crime rates and relevant information;
- 4) Draft a Security Survey Report with recommendations customized to GVHS for the GVHS Board to review and provide comments (see Section 4 and Appendix A); and
- 5) Submit the final Security Survey Report.

This RFP describes the basic services required and the process for selecting the qualified consultant for this project. Women and minorities are encouraged to apply.

Individuals hired for this work are considered contractors and not GVHS employees. No sick leave, vacation, or medical benefits are provided for this work. Contracted individuals will be responsible for their own state and federal income taxes.

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## *2. Submission of Proposal*

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Prospective contractors shall submit one (1) electronic copy of their proposal and fee schedule no later than 5:00pm Central Time on Friday August 26, 2022 to [crystalboydconsulting@gmail.com](mailto:crystalboydconsulting@gmail.com). All proposals must be clearly marked "Security Survey – Golden Valley Historical Society" in the subject heading.

All submissions must be received by the RFP closing date. Incomplete submissions and submissions received after the closing date will not be accepted.

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## *3. Background Information*

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The Golden Valley Historical Society (GVHS) was organized in 1974. Its mission is to find, preserve, and disseminate historical knowledge about the city of Golden Valley, Minnesota. In pursuit of this mission, GVHS collects written documents, photographs, oral histories, video histories, and three-dimensional objects.

In 1997, GVHS acquired the city's oldest church as a permanent home and maintains a repository of its collections there. In 2012, the GVHS Board of Directors and membership began fundraising to build an addition to house permanent and rotating exhibitions and office space. Construction began in late 2013 and was completed in mid-2014. The first permanent museum exhibit opened in fall 2018.

GVHS is now pursuing a series of collections improvement grants and other projects that will raise its profile among people who live, work, and play in Golden Valley. In 2016, it developed a Collections Management Policies and Procedures document. In 2017, it conducted a full collections inventory and developed a Conservation Assessment and Long Range Preservation Plan. In 2019, GVHS completed cataloging its archives and three-dimensional objects. It also began transferring its database records from PastPerfect to Collective Access and updating its website. In 2021, GVHS developed a Disaster Plan. In 2022, the Board of Directors began a self-assessment program called the Standards and Excellence Program for History Organizations (STEPS).

GVHS now seeks to complete a security survey and obtain a written report with recommendations that will take a broad perspective on long-term and short-term protection needs.

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#### *4. Deliverables*

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The consultant shall provide a draft and final version of the Security Survey Report that includes a critical examination of GVHS's present security status and shall:

- Identify deficiencies or excesses;
- Determine protections needed;
- Make recommendations to improve overall security, including physical, personnel, and electronic security measures that are thorough, honest, and within GVHS's capabilities to accomplish within a reasonable time;
- Document results with sufficient detail to help justify the adjustment, expansion, or tailoring of security to meet GVHS's mission;
- And include the following:
  - Potential threats
  - Risk analysis
  - A determination of which losses are most likely and which would have the greatest impact
  - Priorities for correcting deficiencies
  - Recommended improvements
  - Countermeasures that correct more than one problem
  - Alternatives for correcting deficiencies
  - Estimated cost for each recommended action (see Appendix A).

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#### *5. Required Knowledge, Skills, and Abilities*

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The selected contractor shall possess the following qualifications:

- Knowledge and understanding of the functions of a cultural property.
- Ability to recognize problem areas with a reasonable amount of research.
- Not affiliated with a vendor's products or services.
- Experience conducting security surveys for museums.
- Experience working with all-volunteer history organizations.
- Ability to travel to Golden Valley, Minnesota.
- Ability to organize project records and meet deadlines.
- Skill in managing, leading, communicating, and collaborating with a wide range of internal and external stakeholders to accomplish project goals.
- Excellent oral and written communication skills.

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## 6. Project Timeline

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Date	Activity
Monday August 15, 2022	RFP issued
Friday August 26 at 5:00pm Central Time	RFP response due
Friday September 9, 2022	Estimated contract award
Monday January 2, 2023	Project start date, dependent on funding
Tuesday January 31, 2023	Estimated project end date

Proposals will be evaluated within a maximum of two weeks after RFP responses are due. Bidders will be notified of their status as soon as possible thereafter.

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## 7. Proposals

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### Minimum Proposal Contents

Proposals from qualified contractors shall include, at a minimum, the following sections:

#### 1. Project Understanding and Approach

- Describe project understanding.
- Identify the approach to fulfill the scope of services and deliverable requirements.
- Describe any perceived challenges or opportunities.
- Outline reasons why you or your firm should be selected.

#### 2. Similar Project Experience

- Identify similar project experience within the last 3-5 years.
- **Provide a reference and contact information for each project described above (minimum of 3).**
- Submitted projects shall represent work of the proposed contractor or consulting team and not just that of the firm, if applicable.
- By submitting a response to this RFP, the respondent hereby authorizes GVHS to contact references and make such further investigations as may be in the best interest of the organization.

#### 3. Contractor Profile, Team, and Project Manager Qualifications

- Submit a contractor or consulting firm profile and identify a project manager, work performed on similar projects, and project manager qualifications.
- Identify additional team members, including subcontractors if required, and their previous experience, qualifications, and training details.

- Identify where bidder personnel and subcontractors are located.
- The contractor is encouraged to use minority- and women-owned businesses in the implementation of the scope to the fullest extent possible.

#### 4. Schedule and Work Plan

- Identify the key work tasks, milestones, and critical path based upon GVHS's proposed project completion date of January 31, 2023.
- Any proposals that describe work beyond GVHS's preferred project completion date must provide clear justification for the scheduling overage.

#### 5. Fee

- Identify total fee to complete described work with a breakdown of tasks, estimated hours, and hourly rates.
- The fee shall be structured "not-to-exceed" unless an alternative fee structure is proposed as appropriate.
- Costs for each phase of service shall be individually delineated.
- Include the following items in the proposed budget, if applicable: travel costs, print services, mailing costs, supply costs if any, etc.
- The total fee shall reflect all costs, including but not limited to, subcontractors/consultants, meeting allowance, specified deliverables, overhead, profit, and reimbursable.
- Also include estimated costs for materials in the fee proposal under reimbursable expenses. As appropriate, the contractor shall include the cost for coordinating purchases and receipt of materials in the fee proposal.
- Please note that indirect/overhead is not an allowable expense under the terms of the Arts and Cultural Heritage Grant, so GVHS is unable to cover this line item.

### **Conditions on Receipt of Proposals**

This RFP does not obligate GVHS to award any specific project. GVHS reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interests of GVHS. GVHS also reserves the right to waive irregularities in proposal content or to request supplemental information from prospective bidder(s). All documents included in this package do not constitute a legal offer. A legally binding contract will not be formed until all parties involved have fully executed a written contract that incorporates all mutually agreed-upon instructions, specifications, conditions, and fees.

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### *8. Proposal Evaluation and Selection Process*

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1. Shortly after the submission deadline, a selection committee comprised of the GVHS Board of Directors will review all proposals. At its discretion, GVHS may elect to conduct interviews with prospective contractors as part of the selection process.

2. GVHS will evaluate proposals based on the following criteria:
  - a. Project understanding and approach
  - b. Previous experience with similar projects
  - c. Bidder and sub-contractor qualification, technical expertise, knowledge, and experience
  - d. Schedule and Work Plan
  - e. Fee
  - f. Any other factor(s) that might aid in selecting the best candidate.
3. Upon approval by GVHS, the successful candidate will be notified and a contractor agreement will be finalized. Unsuccessful candidates will be notified after the contractor agreement has been executed. Work on this project is projected to commence no later than Monday January 2, 2023.
4. GVHS reserves the right to cancel the RFP at any time, or for any reason that is in the best interests of the organization. GVHS also reserves the right to reject proposals based on the evaluation of submitted materials, to accept other than the lowest cost proposal, and to negotiate the specified dollar amount or any portion thereof.
5. The selection of the successful bidder is not based solely on low bid, but on the candidate that will best accomplish the objectives of the project.

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#### *9. Delivery Schedule*

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The production schedule will be determined at project start-up, on a schedule mutually agreed to by the successful bidder and GVHS. The anticipated project completion date is January 31, 2023. Please note that funding may be provided by the Minnesota Historical and Cultural Heritage Grants program, which may restrict GVHS's ability to approve an extension on the project end date.

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#### *10. Anticipated Budget*

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Proposals shall not exceed \$10,000. The consultant is expected to include the following items in the proposed budget: travel costs, print services, mailing costs, supply costs if any, etc.

Support for this project may be provided by the Minnesota Historical and Cultural Heritage Grants program of the Arts and Cultural Heritage Fund, created by the Clean Water, Land, & Legacy Amendment. Status of the GVHS grant proposal is expected in mid-December 2022.

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## 11. Contact

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Questions regarding this RFP or the associated project should be directed to:

Crystal Boyd

Project Manager

(612) 247-5283

[crystalboydconsulting@gmail.com](mailto:crystalboydconsulting@gmail.com)

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## Appendix A

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The draft and final Security Survey Report should include an Executive Summary and a prioritized list of recommended action items accompanied by cost estimates and, when possible, suggested funding sources. Included below is an example of a prioritized list of actions from GVHS's "Conservation Assessment and Long-Range Preservation Plan (2017)".

#	Item	Cost	Annual Budget	Operating Expenses	Donation	Local grant	ACHF*	IMLS**
<b>On-Going Activities</b>								
1	Facilities Maintenance	TBD		X			X	X
2	Pest Management (IPM)	~\$50	X	X				
3	Inspection & Cleaning	~\$100	X					
4	Inventory & Cataloging	N/A		X			X	
5	Written Collections Policy	N/A		X				
6	Review Collections Objects	N/A						
7	Inspect & Replace Roofs	~\$40,000			X	X		
<b>Short-Range (1 – 2 Years)</b>								
8	Block Daylight	~\$50			X	X	X	
9	Tighten Building Envelope	\$100 - \$200		X				
10	Improve Fire & Security	~\$3000			X	X	X	X
11	Emergency & Disaster Plan	~\$3500					X	X
12	Textile Display Supports	\$200					X	X
13	Assess Basement Stairs	~\$2000			X	X		
14	Review Insurance Policy	N/A						
<b>Mid-Range (2 – 5 Years)</b>								
15	Monitor Environment	\$240-\$1,050			X		X	X
<b>Long-Range (5 – 10 Years)</b>								
16	Street Sign Storage	\$1,000-\$2,000			X		X	X
17	Shelving for Objects	\$500 - \$1,000			X		X	X
18	Improve Boot/Shoe Support	\$50 - \$100			X		X	X
19	Digitize Videos	TBD			X	X	X	X
20	Paint building	\$10K-\$15K			X	X		
21	Replace carpeting	\$5000			X	X		
<b>Total:</b>		<b>\$65,790 – \$73,250</b>						

\* ACHF = Arts and Cultural Heritage Fund, as funded by Minnesota's Clean Water and Legacy Amendment

\*\*IMLS = Institute of Museum and Library Science, as funded by the federal government