



KOCH FAMILY
children's
museum
OF EVANSVILLE

Professional Exhibition Design- Build Services
REQUEST FOR PROPOSAL MULTIPLE EXHIBITS

June 21, 2023

The Koch Family Children’s Museum of Evansville (cMoe), an Indiana based not-for-profit children’s museum located in the downtown district serving over 50,000 visitors each year, is undergoing major renovation to upgrade, add and replace nearly 8,000 sq. ft. of exhibits, including a mobile museum for children ages two to twelve.

Upon receipt of this letter, it is requested that any company interested in this project email nwhetstone@cmoekids.org as confirmation of your receipt and interest by June 28, 2023. Please also indicate if you would like a site visit to review the renovation/expansion plans.

**REQUEST FOR PROPOSAL FORMS MUST BE RECEIVED NO LATER THAN
July 19, 2023 @ 5:00 pm CST.**

LATE SUBMITTALS WILL NOT BE CONSIDERED.

Request of Exhibit Designers and Fabricators:

Proposals are for the design, fabrication, and installation of exhibit component(s) outlined in this package. Exhibit designers and fabricators should be able to provide documentation that can support design concepts, potential exhibit layouts and exhibit costs. Total projected costs (design to installation) for the project are currently estimated at \$2.9 million.

The Koch Family Children’s Museum requests that all respondents submit a proposal which includes as much of the following as possible or appropriate:

1. A narrative of no more than ten pages of respondents’ proposed design ideas.
2. A plan of how the respondent intends to execute their proposed design ideas (to include timetable and budget).
3. The credentials of those who will be planning and mounting the exhibit include copies of insurance, bonding coverage, and a copy of your firm’s base contract for services.
4. Examples of successful work completed on similar projects during the past five years.
5. A list of three references.

Please send proposals to Nick Whetstone, Facilities & Exhibit Manager, Koch Family Children’s Museum of Evansville, P.O. Box 122, Evansville, IN 47701 or via email to nwhetstone@cmoekids.org. For more information on the Koch Family Children’s Museum of Evansville visit: www.cmoekids.org.

cMoe reserves the right to reject any or all proposals or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the services desired otherwise, at any time or in any manner considered in the Museum’s best interests. The Executive Director may modify or amend any provision of this notice or the RFP.

SCOPE

Building on 16 years of success, we are ready to embrace the future, using our new master plan that will transform spaces and experiences with new and dynamic ideas—and help with future sustainability. To bring these concepts to life, we are planning a \$6.5 million campaign to fund significant updates and new exhibits for the children of Evansville. The exhibits plan identifies an expansion/renovation of the following:

Details on the proposed Exhibit Experiences:

Tot Work Zone- \$135,000 (current estimated cost)

The Tot Work Zone is an exhibit designed specifically with our youngest guests in mind. Tot's will experience the full range of sensory stimuli while creating, building, and climbing. The exhibit will employ colorful, texturally pleasing manipulatives that let toddlers explore STEAM activities designed specifically for their developmental range. Located on the main level near the entrance, this new space will be a natural spot for families to stop and plan their visit and will lead directly to the Work Smart Gallery.

Project Physical Specification Limitations

- Footprints for all components are not to exceed 228 square feet.
- Height not to exceed 7 feet.
- Power required should not exceed 110v outlets, with constraints on the location of power outlets.

River Adventure- \$375,000 and Quack Factory Upgrades/Climber- \$900,000 (current estimated cost for each exhibit)

A new water play area will connect visitors of all ages to the flow, force, commerce, activities, and experiences related to the Ohio River, replacing the current Wet Deck. Visitors will experience first-hand the importance of the Ohio River to the Evansville economy both in the past and today. The experiences will include STEAM activities such as: locks and dams, bridge building, loading, and unloading barges, changing current flow, fishing, boat building and boat racing, along with the sheer fun of playing with water! River Adventure will also be connected to a new climbing structure that will function as a bridge over the water table, connecting it to the existing Quack Factory. This structure will incorporate interactive STEAM activities connecting every level to the water table below, creating an integrated educational and play experience for visitors of all ages. Still higher up slides will connect to the second floor (Upper Quack), adding to the fun factor of our beloved Quack Factory.

Project Physical Specification Limitations

- Height not to exceed 10 feet.
- Power required should not exceed 110v outlets, with constraints on the location of power outlets.
- Wet Deck floor is a SUB floor grate with water holding pool underneath.

Work Smart - \$750,000 (current estimated cost)

This gallery includes multiple areas resembling actual workspaces where children and their families can use their hands and feet to create. Because manufacturing has such a significant place in the lives of Evansville residents, cMoe wants to show children how various workplaces operate, with activities in bridge building, a design center, an auto care shop, and a construction work site.

Project Physical Specification Limitations

- Footprints for all components are not to exceed 2,065 square feet.
- Height not to exceed 11 feet.
- Power required should not exceed 110v outlets, with constraints on the location of power outlets.

5th Street Theatre- \$170,000 (current estimated cost)

Our interactive theater is the perfect place for kids to fire up their imaginations. Guests can slip on new costumes designed to go along with pre-set scripts to become someone they never thought they could be at 5th Street Theatre. Young actors can also create their own play and novice theater techs can take charge of updated props and improved scenic changes, stage lighting, and sound.

Project Physical Specification Limitations

- Footprints for all components are not to exceed 324 square feet.
- Height not to exceed 13 feet.
- Power required should not exceed 110v outlets, with constraints on the location of power outlets.

Live Well-Be Well Clinic – \$75,000 (current estimated cost)

Guests will notice several different zones that feature how a healthy lifestyle is maintained, from physical exercise to growing, harvesting, and preparing healthy foods, to visiting a doctor's office. Kids can role play as a doctor or nurse, check their patient's vitals, and explore anatomical models selected for every age range. These changes will create a more cohesive story about health and wellness.

Project Physical Specification Limitations

- Footprints for all components are not to exceed 1,890 square feet.
- Height not to exceed 10 feet.
- Power required should not exceed 110v outlets, with constraints on the location of power outlets.

Fantastic Plastic-Light Brite City Scape -\$65,000 (current estimated cost)

The exhibit will be refocused to provide additional interactivity and expanded information about recycling. It will encourage groups to work together to solve simple STEAM questions and activities, including a new and much larger two-sided lite brite-style pin wall.

Project Physical Specification Limitations

- Footprints for all components are not to exceed 774 square feet.
- Height not to exceed 10 feet.
- Power required should not exceed 110v outlets, with constraints on the location of power outlets.

Gateway to Learning- \$255,000 (current estimated cost)

The museum lobby will usher guests into our learning environment with improved guest services and interactive elements to kick off the educational journey adding map kiosk, interactive front desk activity and improved identifying signage.

Project Physical Specification Limitations

- Footprints for all components are not to exceed 1,664 square feet.
- Height not to exceed 10 feet below drop historic chandeliers.
- Power required should not exceed 110v outlets, with constraints on the location of power outlets.

cMoe to Go -\$175,000 (current estimated cost)

An innovative mobile museum (cMoe to Go) will extend our footprint, creating equal access for all children—at festivals and fairs, schools, other youth program sites, and after-care programs. Educators can do lessons on the go as a pop-up feature that can travel around the community. Interactive STEAM activities will be a key focus of cMoe to go, bringing important content—and fun— beyond the museum walls.

The total budget for these exhibits, from schematic design to installation completion, should not exceed \$2.9M (this must include shipping). These experiences will be installed in the themed gallery as outlined in this request (excluding the mobile vehicle which will be installed outside the Museum).

PROJECT TIMELINE

DATE	ACTIVITY
June 21	RFP released
June 28	Firms confirm intent to submit a proposal
June 8-22	Firms may schedule a site visit if needed. Note: all proposers shall include a statement declaring they have visited the site and are familiar with the existing museum space.
July 19	Proposals due
July 21	Notification of firms selected for interview with dates/times
Week of July 24	Interviews via Zoom and notification/awarding of contract
August 2023- February 2024 (6-8 months)	Detailed Design Development
February- October 2024 (9 months)	Design Specification, Cost Estimates, Value Engineering, Production & Fabrication

October-December 2024 (3 months)	Installation (first phase) <i>Note: Timeline will be determined for the phasing the installation of exhibits</i>
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PROPOSAL EVALUATION

Submitted proposals will initially be evaluated by cMoe staff based upon a 100-point scale (35 points each for Proposed plan and budget, 15 points each for Team and Qualifications/Experience). Proposals that do not meet the basic criteria of this RFP will not be considered. Proposals that meet the requirements will be invited for an interview with the Museum’s exhibit committee via Zoom prior to a final decision being made.

cMoe reserves the right to negotiate with any or all bidders prior to selection. cMoe reserves the right to reject all proposals and solicit new proposals, should no applicant be deemed an appropriate fit.

ORGANIZATIONAL OVERVIEW

The Koch Family Children’s Museum of Evansville (cMoe) is an open-ended, hands-on, interactive environment for children ages birth to twelve and their families/caretakers. Informal education is at the core of the museum’s mission. The following sections provide additional details of the Museum’s mission, values, educational objectives, history, and facility.

Mission: Our mission is to create extraordinary experiences that ignite the imaginations of children and families through the power of play.

Core Values:

We believe in: Children, Play, Family, Excellence, and Stewardship

We have respect for all children and their amazing abilities. We want to inspire their creativity, curiosity, and exploration.

We value creativity and the importance of play.

We create a setting that brings all generations of family together to share the early childhood learning experience with one another.

We are committed to excellence.

We value the trust of our community and continually seek to earn it.

We include everyone. We believe all children, and the adults in their lives, should feel welcomed, valued, connected, and included. We embrace and live the ideals of Access, Diversity, Equity, and Inclusion for all as a foundation for institutional excellence.

Educational Purpose Statement:

Helping children and families intentionally explore the arts and sciences through free-choice learning.

We invite children and adults to experience inquiry-based exhibits, programs, and activities. We wish to ignite a lifelong passion for learning, emphasizing the interaction of the arts and sciences. We seek to create opportunities where children's innate joy, creativity, curiosity, and imagination are nurtured. Simultaneously we seek to engage adults on their level as they play, observe, and learn about child development. Our exhibitions and programs consider the complete visitor environment – physical, social, and personal.

Educational Vision Statement: Positive experiences with cMoe's exhibits, programs and activities will motivate our visitors to think differently about the arts and sciences and empower them to make informed choices in their everyday lives.

Educational Value Statements:

1. Imagination, innovation, wonder & awe are built into the cMoe experience.
2. cMoe values experiences that lead to the development of the whole child through best practiced principles of child development.
3. Family interaction occurs at a variety of levels.
4. cMoe provides a forum for community connection.

History:

In 1990, the Junior League of Evansville formed Hands on Discovery as its signature project, opening in 1994 in the Eastland Mall. The organization became incorporated and received its not-for-profit status in 1995. The museum moved to Washington Square Mall in 1996. For over fourteen years Hands on Discovery provided a hand-made, home-made learning laboratory for children from throughout Evansville and the tristate region. With decreasing resources for both in-school and field trip activities, teachers from dozens of school districts came to rely on our children's museum as an important extension of the classroom.

During the final three years in operation at Washington Square Mall, the need for a larger and professionally developed children's museum became overwhelmingly clear. Operating in a small, donated storefront, the first Hands on Discovery Children's Museum served over 200,000 children, one class at a time. The Children's Museum became such an important community resource that in 2004 alone over 150 school groups, representing 3,000 students, had to be turned away due to the lack of space.

Following extensive community input and a fund development feasibility study, and in an extraordinary act of city, business and community partnership, the City of Evansville's Redevelopment Commission gifted the Children's Museum with a historic downtown building – the former Central Library – and a corporate challenge grant to launch its fundraising campaign to relocate and expand the Children's Museum.

The museum closed for almost two years to focus its attention on a capital campaign, new exhibit design and major renovations. During this time, community forums were held in Southern Indiana, Southern Illinois, and Western Kentucky to discuss and dream about exhibits for the new space. These forums led to final exhibit concepts, which were then created by Roto Studio of Ohio specifically for the Children’s Museum. The organization was renamed as the Louis J. Koch Family Children’s Museum of Evansville (cMoe) in July 2006 and opened in its new location on September 29, 2006.

cMoe seeks to provide a safe and educational learning facility for children and families in the Evansville area. Since opening, over 900,000 individuals visited cMoe and 1580 families became museum members.

Facility Overview:

- Building was originally constructed in 1930 and 1931 as Evansville’s Central Library Building
- The building underwent major renovation in 2005 and 2006 making way for the Children’s Museum
- The building has a total of 44,000 square feet. At present 18,000 square feet are being used as exhibit space. The remainder of the building space is being utilized as rental space, fieldtrip and camp workshop space, administrative offices, storage, and mechanical spaces. This project proposal would see the museum expanding its total exhibit gallery space and the addition of gallery experiences on our third floor.
- cMoe hosts six main galleries, plus a multimedia theater entitled “Freedom Gallery” (1,500 sq. ft)
 - **Work Smart Gallery** (2,200 sq. ft.): focuses on engineering skill development and the freedom to build and create. The exhibits in this gallery give children an inside view into the technical and mechanical side of our world. In this gallery, children can estimate their weight and construct a bridge. In addition, the deconstruction tables offer a variety of activities that focus on problem solving.
 - **Live Well Gallery** (1,960 sq.): focuses on building health literacy and personal responsibility for wellness. Activities in the gallery include opportunities to prepare fresh food, plant and harvest veggies and fruits, and sell them in the Fresh Produce Farm stand. The giant Carrot Climber will delight visitors as they actively move and climb, going higher and higher. There are challenges waiting to be discovered that will keep minds and bodies fit in the Backyard Challenges. Visitors will find ways to Stay Well and learn about their bodies in the Well Check Clinic. As a cMoe Roving Reporter in the Be Well WBWL TV studio, visitors can broadcast health news in their choice of six scenes showing different ways to be healthy. SunSmart offers many ways to discover the importance of playing it safe in the sun while having fun outside. The wide range of experiences in this new gallery are sure to impact the health of visitors and the community while exploring how to Live Well.
 - **Speak Loud Gallery** (2,200 sq. ft.): Children naturally gravitate toward the creative arts in their everyday play. Speak Loud encourages children to

dramatize a familiar story, play instruments from around the world (and their own backyard) and express their feelings through the creative arts.

- **Quack Factory Gallery:** Water play, development of gross and fine motor skills and working toward a common goal are all found in the Quack Factory. This exhibit, spanning 2 1/2 floors in the Museum, allows children the opportunity to investigate water movement, force, and motion, as well as how pulleys and other simple machines help make work easier.
- **Art Maker Gallery:** Children can draw a high-tech model at the Design Station and print it out at the 3d Printer. Sculpt using their hands at the Clay Station. Use real sewing machines to discover the engineering of textiles at Sew. Discover how circuits work at Wire. Paint a still life with friends or create Light Art at the projection table. Additionally, they can discover cause and effect at the mechanical contraptions Tinker Wall.
- **Kids World Gallery:** Provides visitors an experience focused on Evansville, and it is three sister cities, Tochigi-Shi, Japan; Osnabruck, Germany; and Tizimin, Mexico. Creative, Interactive, hands-on experiences regarding family life, language, food, education, architecture, trade, city planning, and government will highlight the wonderful similarities and differences between these three unique cities. Enter the Kids World Gallery through an airline-ticketing gate and be welcomed in English, German, Spanish and Japanese as you follow the swirling ribbons above to discover more about each city.

ATTACHMENTS ---

These documents are not to be considered a comprehensive source of materials, details, and/or constraints.

- Master Plan including conceptual designs prepared by Kraemer Design + Production, Inc. for cMoe to begin fundraising efforts.
- Play it Forward Campaign Case Statement