

Rossland Museum & Discovery Centre Request for Qualifications for EXHIBIT FABRICATION AND INSTALLATION



Closing Date: March 14, 2025

RFQ submissions must be sent via email to: hiring@rosslandmuseum.ca

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Summary of Key Information

RFQ REFERENCE	RFQ 2025-02-01 - Exhibit Fabrication and Installation - Rossland Museum & Discovery Centre Please use this title on all correspondence
OVERVIEW OF THE OPPORTUNITY	The objective of this RFQ is to identify potential partners capable of executing the construction and installation of newly designed exhibitions on Rossland's mining/industrial history and recreational lifestyle. Shortlisted firms will be invited to participate in a subsequent Request for Proposals (RFP) process.
CLOSING DATE AND TIME	Submission Deadline is: 15:00 Pacific Time on March 14, 2025
INSTRUCTIONS FOR SUBMISSION	Submissions are to be consolidated into one PDF file and emailed to hiring@rosslandmuseum.ca <ol style="list-style-type: none">1. In the "subject field" include: RFP number and name2. Add files in .pdf format
QUESTIONS	Questions are to be submitted in writing quoting the RFQ number and name no later than 5 business days before deadline. The contact person for this RFP is Joelle Hodgins (she/her) - Museum Director - hiring@rosslandmuseum.ca

For additional details, visit: www.rosslandmuseum.ca/renewal

We look forward to your submissions and potential collaboration on this exciting project.

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1 INTRODUCTION

1.1 Purpose of the RFQ

The Rossland Museum & Discovery Centre (RMDC) invites proposals from qualified firms for the fabrication and installation of pre-designed exhibits for Phase Two of the Museum's renewal project. The objective of this RFQ is to identify potential partners capable of executing the construction and installation of newly designed exhibitions on Rossland's mining/industrial history and recreational lifestyle. Shortlisted firms will be invited to participate in a subsequent Request for Proposals (RFP) process.

This RFQ is not a formal tender or contract offer but serves as an initial qualification stage.

1.2 About RMDC

The RMDC is operated by the Rossland Historical Museum & Archives Association, which is a non-profit society and registered Canadian charity whose mission is to preserve and dynamically present the history and culture of Rossland and area. The Association has operated from the historic Black Bear Mine site since 1967 following a community-led Canadian Centennial project where the crown land was gifted to the City of Rossland for the purposes of a museum. A guided, underground mine tour in part on lands leased from TECK Metals Ltd. was the key attraction from 1967 until its closure in 2009.

After much stakeholder engagement conducted by a "Gateway Committee" with members from the City of Rossland, the Rossland Historical Museum & Archives Association, Teck Metals Ltd., Tourism Rossland, and the community, the committee developed a comprehensive phased approach for reinvigorating the museum site and recovering from the lost revenue of the regional attraction.

More information is available at:
www.rosslandmuseum.ca.

1.3 Administration of this RFQ

The Rossland Museum & Discovery Centre will manage the Competitive Selection Process, including responding to any questions, via the membership of the Renewal Museum Experience Working Group. Membership is composed of the Museum Director, Museum Consultant, Trustees, and Community Members. The final decision will be made by the Rossland Historical Museum & Archives Association's Board of Trustees.

1.4 Eligibility

Any interested party, or parties, may submit a Response to this RFQ. Respondents may be individuals, corporations, joint ventures, partnerships, or any other legal entities. If the Respondent is not a legal entity, the Respondent will act through the legal entity or entities comprising the Respondent.

2 PROJECT OVERVIEW

2.1 Background

The RMDC is undergoing a multi-phase renewal, with Phase Two focusing on the Mine Experience, a key visitor attraction. The museum previously operated underground mine tours but transitioned to an indoor experience following the closure of the original tour site in 2009.

The Phase Two project also includes renovation and expansion of the main museum building, so this exhibition fabrication and installation includes coordination and planning work directly with the Architect/Construction Manager to integrate exhibitions into simultaneous upgrades to the spaces (more info in 2.4).

2.2 Project Scope

The scope of work includes the fabrication and installation of exhibits in the following areas:

- **Mine Experience** – All exhibits within the immersive mine tunnel and associated areas.
- **Assayer's Office** – Exhibit elements related to ore analysis and mining processes.
- **Industrial Timeline (Phase One)** – A small exhibit wall and digital kiosk (an expansion has been designed for a future phase).
- **Lifestyle Island** – A section focusing on Rossland's recreation history.

The selected firm will work in coordination with RMDC and the firm responsible for the completed exhibit design. The project will follow the CCDC 5B Contract framework ([CCDC 5B Contract Overview](#)), a standard agreement for construction management services.

2.3 Project Team

The Owner is the Rossland Historical Museum & Archives Association (DBA Rossland Museum & Discovery Centre), a non-profit society and registered charity whose mission is to preserve and dynamically present the history and culture of Rossland and area.

Additional information about the Owner is available at:

<https://www.rosslandmuseum.ca/>

2.4 Advanced and Simultaneous Work by Owner

The Owner may complete the following work before contract execution:

- **Permit Approvals** – Municipal building permits secured.
- **Hazardous Materials Removal** – Completed before exhibit installation.
- **Demolition & Construction** – Walls, ramps, and ceilings will be prepared per architectural plans.
- **Utilities** – Sprinkler, HVAC, and electrical routing will be handled separately.
- **Atrium Addition** – Construction adjacent to the Mine Experience exhibit.

2.5 Project Budget

All exhibition work falls within the overall \$1.2 million budget and will require value engineering and cost-saving strategies to optimize designs and installation while balancing community priorities and funder/stakeholder expectations.

3 QUALIFICATION PROCESS

3.1 Submission Requirements

Interested firms must submit a qualifications package including:

- **Cover Letter** (1 page): introducing the firm, outlining key qualifications, and describing services offered as they relate to the project scope.
- **Team Overview** (max 3 pages): A breakdown of key personnel, including their roles, relevant experience, and responsibilities within the project.
- **Comparable Projects** – Provide at least three projects similar in scope and complexity.
- **References** – Contact details for at least three recent clients who can speak to the firm's experience, reliability, and quality of work.

3.2 Evaluation Criteria

Submissions will be evaluated based on:

- Demonstrated experience and capability with museum exhibit fabrication and installation (40%)
- Technical expertise in interactive and immersive exhibit elements (35%)
- Overall team qualifications (15%)
- Overall Proposal Quality (10%)

See Appendix B for more information.

3.3 Submission Timeline

- Questions are to be submitted in writing quoting the RFQ number and name no later than 5 business days before deadline.
- Submission Deadline – March 14, 2025
- Notification of Shortlisted Firms – March 21, 2025

3.4 Submission Process

Submissions must be sent electronically to: hiring@rosslandmuseum.ca

4 TERMS & CONDITIONS

- RMDC reserves the right to modify or cancel this RFQ at any time.
- Participation in this RFQ does not guarantee the issuance of an RFP or contract award.
- RMDC is not liable for any costs associated with preparing or submitting a response.

- RMDC reserves the right to disqualify any submission at its discretion without providing a reason.
- Respondents must disclose any potential conflicts of interest in their submission.
- Any proprietary or confidential information must be clearly marked.

APPENDIX A EXHIBIT PLANS & DESIGN DOCUMENTS

We completed the Design Development phase of the Exhibition Plan in July 2024. This work was developed with Panther Creative, One by On Design, and the Roaming Writer.

- You can find the 100% Design Development Exhibit Plan here:
<https://grouse-bronze.squarespace.com/s/RMDC-Design-Development-Exhibit-Plan-2024-07-19-reduced.pdf>
- Graphics and Text Document is accessible here:
<https://drive.google.com/file/d/1DS3DeTcXy1M5GpA478g2KI4sKSZJRFn/view>
- Graphics Elevations package is here:
<https://drive.google.com/file/d/14TDoV5iBR23fBC8kwWqHrFkZqVmXKKI/view>

For further background, our 2023 Concept Plan is accessible here:

<https://drive.google.com/file/d/1z0TBFDn9gDUcd5LTvOA87S0cm1li2ton/view>

NOTE: All of these documents are also linked on the website:

www.rosslandmuseum.ca/news/2025-02-01-rfq

APPENDIX B EVALUATION CRITERIA

Evaluation Scoring Matrix

Section	Evaluation Criteria	Weighting (%)	Maximum Score
1	Experience & Capability	40	40
	1.1 Proven experience in museum exhibit fabrication and installation	20	20
	1.2 Demonstrated ability to manage projects of similar scale, complexity, and budget	15	15
	1.3 Experience executing projects in rural or remote locations	5	5
2	Technical Expertise	35	35
	2.1 Proficiency in interactive and immersive exhibit technologies	10	10
	2.2 Quality and feasibility of proposed fabrication and installation methodologies	10	10
	2.3 Knowledge of materials, durability considerations, and best practices for small museums	15	15
3	Project Team & Key Personnel	15	15
	3.1 Qualifications, experience, and relevant expertise of key team members	10	10
	3.2 Availability, project roles, and commitment of key personnel	5	5
4	Overall Proposal Quality	10	10
	4.1 Clarity and completeness of submission	5	5
	4.2 Strength of references and validation of past project successes	5	5
TOTAL	Overall Score	100	100

Scoring Methodology:

- Each submission will be assessed according to the criteria above and assigned a score out of the maximum available points per section.
- Weighted scores will be calculated to determine a final overall score out of 100.
- The highest-ranked submissions will be shortlisted for the next phase of the procurement process.