

Request for Proposals

Design and Fabrication for Travelling Exhibition, *Food and Immigration*

Date of Solicitation: March 4, 2024

Closing: April 15, 24

The Canadian Museum of Immigration at Pier 21 is committed to purchasing goods and services to ensure the best overall value. Procurement is conducted with due regard to applicable laws, regulations, trade agreements, internal policies, environmental considerations and competitive processes. Ensure that you have read all procurement documents carefully and that your response includes all of the information requested. For additional information:

<https://canadabuys.canada.ca/en/how-procurement-works/policies-and-guidelines>

The logo for the Government of Canada, featuring the word "Canada" in a serif font with a red maple leaf above the letter 'a'.

Table of Contents

1. SCOPE OF WORK	4
1.1 Introduction	4
1.2 General Requirements	4
1.3 Conceptual Travelling Exhibition Design	6
1.4 Conceptual Travelling Exhibition Crate Design	6
1.5 Conceptual Design of Temporary Enhancements for display at CMI	7
1.7 Graphic Design of Travelling Exhibition and Temporary Enhancements	8
1.8 Production Drawings of Travelling Exhibition and Temporary Enhancements	8
1.9 Fabrication of Travelling Exhibition	9
1.10 Travelling Exhibition Crate Fabrication	10
1.11 Graphic Printing and Installation of Travelling Exhibition	11
1.12 Fabricate Custom Artifact Display Cases for Travelling Exhibition	11
1.13 Shipping of Travelling Exhibition	11
1.14 Installation of Travelling Exhibition and Temporary Enhancements at the CMI Site	12
1.17 Training and Exhibition Manuals, excluding Temporary Enhancements	12
1.18 Project Management	12
1.19 CMI Responsibilities / Out of Scope	13
1.20 Schedule	13
1.21 Budget	14
2. PROPOSAL SUBMISSION GUIDE	14
3.1 Key Dates	14
3.2 Form of Submission	14
3.3 Proposal Submission Instructions	14
3. EVALUATION AND AWARD	15
4.1 General Notices.....	15
4.2 Evaluation Criteria and Process	15
4.3 Process	16
4.4 CMI’s Rights.....	16
4.5 Notification, Award and Debriefing	16
4. PROPOSAL SUBMITTAL DOCUMENTATION	17
5.1 Company Information	17
5.2 Addenda	18
5.3 Project Proposal	18

5.4	Experience in Travelling Exhibit Design	18
5.5	Experience in Artifacts and Artwork	18
5.6	Accessibility in Design	18
5.7	Sustainability in Design and Fabrication	19
5.8	Project Team	19
5.9	Budget	19
5.10	Schedule and Project Management.....	19
5.11	Technical and Fabrication Resources.....	19
APPENDIX A: CMI’s Conceptual Interpretive Plan		20
APPENDIX B: Ingenium Accessibility Standards For Exhibitions		21
APPENDIX C: CMI’s Available Equipment.....		22
APPENDIX D: Ralph and Rose Chiodo Gallery		23
Appendix E: CMI Workplace Harassment and Violence Policy Definitions		24

1. SCOPE OF WORK

1.1 Introduction

- 1.1.1 The Canadian Museum of Immigration at Pier 21 (hereinafter “CMI”) is seeking proposals from firms with experience in exhibition design and fabrication for the travelling exhibition, *EAT MAKE SHARE* (hereinafter the “Travelling Exhibition”). The Travelling Exhibition is approximately 1,200 – 1,500 sq. ft. The Travelling Exhibition will be designed in 2 stages:
- a) As a 1,200-1,500 sq. ft. Travelling Exhibition that will open at the CMI site May 10, 2025 and travel across Canada beginning in March 2026 for a minimum period of 6 years.
 - b) As a 3,500 sq. ft. expanded version of the Travelling Exhibition for the CMI site only with approximately 2,000 sq. ft. of added temporary components (hereinafter “Temporary Enhancements”) which will be added to the 1,200-1,500 sq. ft. Travelling Exhibition opening May 10, 2025.
- 1.1.2 The Contractor will be responsible for the design and fabrication of the Travelling Exhibition and the design of the Temporary Enhancements for the display at CMI. Temporary Enhancement Fabrication is not included in the Scope of Work.
- 1.1.3 The Travelling Exhibition will present content as detailed in the Conceptual Interpretive Plan (refer to Appendix A) and include the following sections and themes, including Indigenous perspectives, with approximate percentage/space guide:
- Introduction 5%
 - Eat: Hunger and the need to eat is a driving force in people’s decision to migrate to Canada. The first meal in Canada is often a pivotal experience in an immigrant’s first impression of their new country.
 - First Taste of Canada 15%
 - Hunger and Hope 10%
 - Make: Hundreds of years of immigration history have shaped the way that much of our food is made in Canada. From the kitchen to the field to the factory, food industries depend on immigrant labour and creativity.
 - Food Mix and Remixed 20%
 - Business of Food 10%
 - Share: Whether it is at a public food festival or at the dining room table, the act of sharing a meal is a way to connect and celebrate cultural identities in Canada.
 - Sharing Culture through Food 20%
 - Food as Memory 10%
 - Conclusion 10%

1.2 General Requirements

- 1.2.1 CMI requires the following:
- a) Conceptual Travelling Exhibition design;
 - b) Conceptual design of Travelling Exhibition crates;
 - c) Conceptual design of Temporary Enhancements to create an onsite experience of approximately 3,500 sq. ft.;
 - d) Conceptual floor plans and elevations for the Travelling Exhibition and Temporary Enhancements;
 - e) Graphic design of Travelling Exhibition and Temporary Enhancements;

- f) Production drawings for the Travelling Exhibition and Temporary Enhancements;
- g) Exhibition fabrication of the Travelling Exhibition only;
- h) Crate fabrication for the Travelling Exhibition;
- i) Graphic printing and installation and graphic standard guides for Travelling Exhibition;
- j) 2 CMI Site Visits at Design/Fabricator facility with a full inspection of the Travelling Exhibition;
- k) Preparation and coordination with a shipping company (provided by CMI if applicable) for the delivery of the Travelling Exhibition to CMI;
- l) Virtual or onsite installation support of the Travelling Exhibition at CMI;
- m) Deficiency review and follow-up;
- n) Warranty information; and
- o) Training and Exhibition Assembly Manuals.

1.2.2 The Contractor shall design the Travelling Exhibition and Temporary Enhancements to create a stimulating experience incorporating best practices and most current exhibitions developments in:

- a) Bilingualism: CMI follows the Official Languages Act (<https://laws-lois.justice.gc.ca/eng/acts/o-3.01/>) and all exhibits created for the public must be produced in both official languages (English and French). CMI will translate all text;
- b) Diversity, Equity and Inclusion: CMI pursues an environment that is respectful of the lived experiences of others, that considers diverse perspectives, and that fosters meaningful relationships within the community. CMI values diversity, equity, justice, and inclusion;
- c) Accessibility: CMI pursues an accessible environment as defined in the Accessible Canada Act (<https://laws-lois.justice.gc.ca/eng/acts/a-0.6/>) and through best practices as described in the Ingenium Accessibility Standards For Exhibitions (Appendix B) and CMI's Accessibility Plan (<https://pier21.ca/sites/default/files/accessibility/CMI-accessibility-plan.pdf>). Our Museum is for everyone. We are respectful and welcoming. We focus on including people. We build accessible spaces. We work to meet the needs of persons with disabilities. We strive for: a barrier-free workplace; a safe and accessible site; easy-to-use websites; accessible exhibitions, programs and services;
- d) Greening Government: CMI pursues actions to reduce greenhouse gas (GHG) emissions and increase the resilience of assets, services, and operations by adapting to a changing climate. Design of materials used will support Canada's sustainability goals and the Government Greening Strategy (<https://www.canada.ca/en/treasury-board-secretariat/services/innovation/greening-government/strategy.html>) and follow best practices by the Canadian Museums Association (<https://www.museums.ca/client/document/documents.html?categoryId=361>). In particular, the Contractor shall design and build for:

- 1.2.2.d.1 Low impact materials, including low/no VOC, non-PVC, non-toxic materials;
- 1.2.2.d.2 Eco-friendly and sustainable printing services where possible;
- 1.2.2.d.3 Reused, recycled materials where possible with a target of 30% recycled or reused materials overall;
- 1.2.2.d.4 Locally sourced materials where possible (LEED Guidelines 100 miles);

- 1.2.2.d.5 Reduced Travelling Exhibition weight (less than 12,000 lbs.) and storage size through the use of standardized crates;
- 1.2.2.d.6 100% dedicated, reusable packing materials;
- 1.2.2.d.7 Circular-design planning (durable, reusable, repairable and recyclable);
- 1.2.2.d.8 Light-weight design materials; and
- 1.2.2.d.9 Reporting on how the Exhibition design and build incorporates accessibility and sustainability targets throughout planning, design and production phases;
- e) Seamless integration of all content including but not limited to: text, audio visual clips, artifacts, archival resources, images, and elements of engagement; and
- f) Equipment requirements evaluated based on: the goals of CMI's Conceptual Interpretive Plan (Appendix A); CMI's available equipment (Appendix C) and CMI's fabrication budget, providing specific recommendations for additional hardware (parts and equipment, including audio-visual equipment) required for the design.

1.3 Conceptual Travelling Exhibition Design

The Contractor shall:

- 1.3.1 Incorporate use of Octanorm Series standardized wall system with classic S 250 extrusions and hinged connectors (or proposed alternative approved by CMI);
- 1.3.2 Provide a design that permits easy access for maintenance and changing digital content and related elements without affecting the rest of the exhibition;
- 1.3.3 Ensure artifact cases are designed to be secure (locked) and hold a stable internal climate and include desiccant drawers;
- 1.3.4 Include 3 distinct floor layout options for different gallery spaces, including a 1,000 sq. ft. gallery; 1,200 sq. ft. gallery with a single entrance/exit; and a 1,500 sq. ft. gallery with separate entrance and exit;
- 1.3.5 Ensure Exhibition components are no more than 96" high when installed and no more than 79.5" high when packed for travel;
- 1.3.6 Design cases for audio visual equipment (TV's, computers, touchscreens, etc.) with casters, unless otherwise attached to a wall permanently;
- 1.3.7 Design Travelling Exhibit parts that are easy to install and dismantle for 3 people over 4 days without the use of power tools. The Travelling Exhibition will be designed in such a way to help minimize the use of crates and in turn reduce the need for storage of any packing material at the host venue while the exhibition is on display;
- 1.3.8 Meet and, where possible, exceed CMI accessibility requirements;
- 1.3.9 Work with and respond to feedback from CMI's contracted accessibility consultant; and
- 1.3.10 Look for and provide to CMI opportunities to maximize accessibility in visitor experience of Exhibition.

1.4 Conceptual Travelling Exhibition Crate Design

The Contractor shall:

- 1.4.1 Design crates and/or dollies and shipping diagrams to fit all Travelling Exhibition components within a single 53 ft. trailer (minimum interior dimensions 7.5' x 51') with additional space leftover for truck pumpjack, standard supplies. CMI expects no more than 19-22 crates for the Travelling Exhibition;
- 1.4.2 Design Travelling Exhibition components to fit into crates or built to travel that can accommodate a pallet jack with maneuverability into a gallery;

- 1.4.3 Design crates to be safely moved by 2 people without use of forklift and minimal use of pumpjack;
- 1.4.4 Design crates for fabrication that are robust, sturdy and fitted with lockable casters rated to carry their weight;
- 1.4.5 Design and fabricate crates with a maximum length of 84", a maximum width of 35" W, and a maximum height of 79.5" H (including items or crates stacked on top). Dollies shall have a maximum length of 84", a maximum width of 44" and a maximum height of 79.5."
- 1.4.6 Ensure for stacking crates or loose items on top of crates, that the overall height should not be more than 79.5" including the pallet base and/or wheel height, spacers and fillers. Larger, sturdy furniture pieces with minimal packing requirements can be stacked on top of crates with ratchet straps as needed;
- 1.4.7 Design and fabricate crates securely lined with Ethafoam padding or equivalent, where needed, to prevent damage to contents as the crates will be subject to repeated installation, loading, unloading and vibration during transportation and will be displayed at 12-14 host museums across Canada, totaling 24-28 installations/de-installations;
- 1.4.8 Design Travelling Exhibition crates and/or dollies and all outer "envelopes"/packaging with easily identifiable labels including CMI's logo, a sequential numbering system and clear identification of the weight and contents of each crate;
- 1.4.9 Design Artifact Crate(s) to meet museum best practices for the protection of artifacts as described in the Smithsonian Institution Traveling Exhibition Service Crate Specifications (<https://elyinc.com/sites/default/files/service/SITES%20Crate%20Specifications%20smaller.pdf>) and specifically include: removable shelves, side opening doors, and pallet base with heavy duty plastic cushioning on pallet base; and
- 1.4.10 Design crates and/or dollies that, when empty, can be efficiently stored to reduce storage space requirements.

1.5 Conceptual Design of Temporary Enhancements for display at CMI

The Contractor shall:

- 1.5.1 Conduct measurements of the Ralph and Rose Chiodo Gallery for all design requirements;
- 1.5.2 Include layout and signage for introductory area and incorporate 490 sq. ft. of permanent storage for Museum's onsite curatorial inventory and incorporate storage for travelling exhibition crates into the 4,200 sq. ft. Ralph and Rose Chiodo Gallery (Appendix D);
- 1.5.3 Identify specific temporary enhancements to be designed and fabricated making use of CMI's modular wall inventory known as "Mila-wall® Series 100" movable wall systems (Appendix C);
- 1.5.4 Make use of CMI's existing artifact cases and audio-visual equipment (Appendix C);
- 1.5.5 Ensure components can be brought into Chiodo Gallery through the 10'x 10' loading door; and
- 1.5.6 Ensure components can be transported in a 53 ft. tractor trailer with lift gate, or equivalent, with additional space leftover for truck pumpjack, standard supplies.

1.6 Conceptual Floor Plans and Elevations of Exhibition and Temporary Enhancements

The Contractor shall prepare conceptual design drawings including floor plans and elevations for review by CMI to ensure maximized visitor experience.

1.7 Graphic Design of Travelling Exhibition and Temporary Enhancements

The Contractor shall:

- 1.7.1 Work with CMI in a collaborative review process to ensure graphic proofs are accurate and meet interpretive and accessible requirements before they are ready for production. CMI anticipates an average of 4 rounds of proofing and revisions depending on the complexity of each graphic file;
- 1.7.2 Create Exhibition graphic design artwork and provide printer-ready files for production;
- 1.7.3 Be representative of CMI's distinct visual identity;
- 1.7.4 Provide detailed hierarchical list including dimensions of each individual graphic components for printing;
- 1.7.5 Be responsible for all font licensing costs and include recommendation for suite of fonts and cost estimates for future design work on the Exhibition by CMI;
- 1.7.6 Create a Style Guide for CMI so that any future design work by CMI such as promotional posters or panel corrections can be done using the same style; and
- 1.7.7 Upon completion of the Project, provide to CMI final layouts, linked images, fonts, colour guide and other required materials as Illustrator or InDesign files, and also as high-resolution PDF files, with text that has not been outlined, and any other required materials. All material is to be CC6, PC compatible and be able to be edited and reformatted internally at CMI.

1.8 Production Drawings of Travelling Exhibition and Temporary Enhancements

The Contractor shall:

- 1.8.1 Prepare all design drawings and packages (floor plans, elevations, renderings, detailed crate drawings, specifications, material, fastening and finish details for the Travelling Exhibition and Temporary Enhancements) suitable to provide to fabricators for Exhibition construction;
- 1.8.2 Prepare all drawings to identify audio-visual equipment and provide wiring diagrams for data and power cords;
- 1.8.3 Prepare all visuals (e.g. elevations, graphic renderings) that can be used by CMI in marketing documents as required;
- 1.8.4 Provide computer generated renderings, including a 3-D bird's eye views of galleries, compatible with SketchUp® of:
 - a) Travelling Exhibition layouts (1,000, 1,200, and 1,500 sq. ft.) and;
 - b) A layout of the Travelling Exhibition with Temporary Enhancements in Chiodo Gallery (3,500 sq. ft.);
- 1.8.5 Confirm and transfer copyright of all designs, artworks, and production to CMI;
- 1.8.6 Produce floorplans to maximize accessibility of the Exhibition; and
- 1.8.7 Upon completion of the Project, provide to CMI final layouts, linked images, fonts, and other required materials as Illustrator or InDesign files, and also as high-resolution PDF files, with text that has not been outlined, and any other required materials. All material is to be CC6, PC compatible and be able to be edited and reformatted internally at CMI.

1.9 Fabrication of Travelling Exhibition

The Contractor shall:

- 1.9.1 Fabricate Travelling Exhibition components and crates. Fabrication of Temporary Enhancements components for the CMI site is out of scope. Fabricated components must:
 - a) Be resistant to light exposure and fading;
 - b) Ensure visitor safety and accessibility;
 - c) Have ample time allowed for any paints to off-gas;
 - d) Stand alone without needing to be affixed to an existing wall;
 - e) Be no more than 96" high when installed and no more than 79.5" high when packed for travel;
 - f) Be lightweight and able to be lifted by 2 people max;
 - g) Be self-contained;
 - h) Be integrated into a packing guide described in the Training and Exhibition Manuals. See Section 1.17.
 - i) Be made of sustainable materials that can last 28 installs and de-installs combined;
 - j) Use a common tool/key and/or bolt size for all components needing to be assembled and disassembled; and
 - k) Use only Robertson screws, unless security screws or keys are required for public restrictions;
- 1.9.2 Provide material samples of finishes and surfaces in the Travelling Exhibition;
- 1.9.3 Beta Test the Travelling Exhibition and provide CMI with 2 detailed orientation site visits.
 - a) The first site visit will include initial testing of major elements of the Exhibition including full-size examples of graphics, a prototype crate and a prototype wall section.
 - b) The second site visit will include final testing of all elements of the Travelling Exhibition as well as for CMI to:
 - 1.9.3.b.1 Conduct fabrication to maximize accessibility of the Travelling Exhibition;
 - 1.9.3.b.2 Inspect the fully installed Travelling Exhibition;
 - 1.9.3.b.3 Receive training on the installation and de-installation of a full set up Travelling Exhibition; and
 - 1.9.3.b.4 Make comments about any changes needed to the physical exhibit or installation manual;
- 1.9.4 Provide CMI's staff virtual support in leading a full onsite installation of the Travelling Exhibition at CMI, including the Temporary Enhancements as required. Support to include reply within 1 day to phone calls and emails requesting advice or remedies on components during the first installation of the Travelling Exhibition at a host museum site;
- 1.9.5 Provide a turnkey /prefabricated travelling wall system using Octanorm components or equivalent as reviewed and agreed by CMI. Proponents may propose an alternative turnkey wall system. Where an alternative turnkey system has been accepted, the Contractor shall confirm all system components prior to ordering. The Contractor may be required to produce shop drawings to show the progress of the build of alternative

turnkey wall. The turnkey travelling wall system must:

- a) Connect together using a mechanism (such as pegs) that achieves radius angles from 0-360 degrees;
- b) Be slightly rounded on the edges to achieve radius angles;
- c) Be lightweight and able to be lifted by 1 person;
- d) Have laminated finish with non-reflective finish according to exhibit elevations;
- e) Be nailable and strong enough to hold 40 lbs. per nail;
- f) Be balanced and leveled with a minimum ability to rise 3.75" off the ground;
- g) Be able to power on/off using a timer unless otherwise stated;
- h) Be accessible for troubleshooting;
- i) Be secure in transport and resistant to theft during display period; and
- j) Use video monitors which are easily removable during installation and de-installation.

1.10 Travelling Exhibition Crate Fabrication

1.10.1 All crates and flat dollies constructed by the Contractor shall:

- a) Be fabricated to meet museum best practices for travelling exhibition crates;
- b) Be fabricated with wood that is painted, waterproof, with a colour chosen by CMI;
- c) Not exceed 84" in length, 44" in width and 79.5" in height for any single flat dolly;
- d) Not exceed 84" in length, 35" in width and 79.5" in height for any single crate, including items stacked on top of the crate;
- e) Be on casters which are polyurethane, swivel, lockable and can support the weight of the unit/contents when stationary, support the weight when being tilted by a forklift, and be accessed for wheel changes;
- f) Protect Exhibition items with interior lining materials that are scratch resistant, acid free, and clearly labeled;
- g) Be able to receive a forklift if weight exceeds 100lbs.;
- h) Be stackable for storage using ratchet straps;
- i) Include soft packing with custom sewn slip covers for flat dollies with Ethafoam tops to protect contents (must have CMI logo and crate number clearly visible);
- j) Be resistant to light exposure and fading;
- k) Allow ample time for any paints to off-gas; and
- l) Be fabricated with identification stencils on the exterior as outlined in design. For clarity of branding, crates cannot show promotional graphics about the Contractor.

1.10.2 Artifact crate(s) shall:

- a) Be air tight and waterproof;
- b) Contain a chamber for environmental control and desiccants;
- c) Have painted exterior in a custom colour determined by CMI and have clear-coated interior that off-gases for 1 month before delivery, with notification given to CMI when interior coating is complete and begins off-gassing; and
- d) Meet museum best practices for the transport and protection of artifacts as described in the "Smithsonian Institution Traveling Exhibition Service Crate Specifications":
<https://elyinc.com/sites/default/files/service/SITES%20Crate%20Specifications%20smaller.pdf> and specifically include:
 - i. Removable shelves;

- ii. Side opening doors; and
- iii. A pallet base with heavy duty plastic cushioning on solid wood pallet skids.

1.10.3 All audio-visual equipment (video monitors, spare pieces, etc.) that are to be removed for travel must be crated for safe travel.

1.10.4 The Contractor shall provide all equipment and accessories for transportation:

- a) Ratchet straps with corresponding load capacity in new excellent condition (no holes, dirt, fraying or rust);
- b) Wooden spacers for hosts to use when stacking crates for storage, as required, spray painted with CMI logo; and
- c) All reusable packing materials (moving blankets, foam, containers, etc.).

1.10.5 The Contractor shall provide a tool crate for the Travelling Exhibition, excluding Temporary Enhancements. The tool crate must:

- a) Be sturdy, lightweight and have sufficient handles to easily move around the installation workplace and be clearly labelled as property of the Museum;
- b) Contain all tools needed to install exhibition and supply of spare parts for common items that wear and tear. The final list will be approved by both CMI and the Contractor. Spare parts to be included at a minimum are:

1.10.5.b.1 10 x Castors and hardware for wheel changes;

1.10.5.b.2 5 x Ratchet straps;

1.10.5.b.3 20 x Surface mounted twist latches;

1.10.5.b.4 40 x A stock of each spare bolts and screws for all items, clearly sorted and labeled according to where it was used;

1.10.5.b.5 50 x stock of spare washers of various sizes used; and

1.10.5.b.6 Specialized tools for general exhibit assembly.

1.11 Graphic Printing and Installation of Travelling Exhibition

The Contractor shall provide print graphics that are durable, fade-resistant, non-peeling and scratch resistant.

1.12 Fabricate Custom Artifact Display Cases for Travelling Exhibition

The Contractor shall create 6 custom artifact display cases for the Travelling Exhibition.

Fabricated cases must:

1.12.1 Follow best practices for museum artifact display cases;

1.12.2 Be the same in style, wall attachment, security feature, and interior;

1.12.3 Include a hidden descant drawer/chamber;

1.12.4 Be resistant to light exposure and fading;

1.12.5 Ensure visitor safety and accessibility; and

1.12.6 Have had ample time for any paints to off-gas.

1.13 Shipping of Travelling Exhibition

The Contractor shall be responsible for packing and coordinating the delivery of the Travelling Exhibition with CMI through a shipping contractor hired by CMI (if applicable).

1.14 Installation of Travelling Exhibition and Temporary Enhancements at the CMI Site

The Contractor shall be responsible for supporting the initial installation at the CMI site in coordination with CMI staff. Installation support may occur via videoconference or onsite coordination. The Contractor shall address accessibility deficiencies addressed during the display of the Travelling Exhibition and Temporary Enhancements at CMI.

1.15 Deficiencies

The Contractor shall work with CMI during the display of the Exhibition to repair/replace and modify the Exhibition for deficiencies. CMI anticipates this work to occur between December 2025 and February 2026 (prior to travelling to the first host site).

1.16 Warranties

The Contractor shall provide all supplier warranties and guarantees upon completion of the Project.

1.17 Training and Exhibition Manuals, excluding Temporary Enhancements

The Contractor shall:

1.17.1 Create and provide CMI with a detailed, step-by-step, bilingual manual for the installation and deinstallation of the Travelling Exhibition, excluding instructions for the Temporary Enhancements, following the organization of sample manuals provided by CMI. Table of contents must contain:

- a) Crate List;
- b) Crates & Skids Packing;
- c) Wall connection & leveling techniques;
- d) Exhibit case installation;
- e) Powering the exhibit;
- f) AV connections; and
- g) Prop Placement.

1.17.2 Provide CMI with a Microsoft Word or Publisher raw version for ongoing edits;

1.17.3 Provide CMI with all images used in the Manual, and all resource images taken;

1.17.4 Ensure all photographs are clear and in colour;

1.17.5 Ensure contents flow according to step by step instructions. Example: Set up walls, set up features, install audio visual equipment, install artifact cases, etc.;

1.17.6 Provide clear and colour photographs of:

- a) Each crate exterior, interior when packed, and interior when empty;
- b) All pieces that need to be connected and disconnected; and
- c) All items that need to bolt or unbolt together.

1.18 Project Management

The Contractor shall:

1.18.1 Attend site meetings or teleconference meetings as required;

1.18.2 Maintain an up-to-date budget breakdown for CMI review and report any risks to budget;

1.18.3 Conduct cost analyses for the Travelling Exhibition (Conceptual Design and Final Design);

1.18.4 Maintain an up-to-date schedule for Museum review and report any risks to schedule

delivery performance;

1.18.5 Provide summary document of accessible design incorporated; and

1.18.6 Provide summary document of sustainable design incorporated.

1.19 CMI Responsibilities / Out of Scope

CMI shall provide:

1.19.1 A Detailed Interpretive Plan by May 24, 2024;

1.19.2 Details of the artifacts, props, and AV requirements;

1.19.3 Text and high-resolution, licensed images and video;

1.19.4 Research and written copy along with photos and other content. All permissions and licensing of images and content related to the project will be handled by CMI;

1.19.5 Translation services. However, while translation services will be provided as required, the Contractor must take into consideration that CMI is a bilingual organization and subject to the Official Languages Act, and any proposed creative must work in both official languages as a condition of approval;

1.19.6 Licensing and audio-visual post production;

1.19.7 Digital interactive development;

1.19.8 Shipping of components in Appendix C to the Contractor, as deemed reasonable by CMI, to be used in the Travelling Exhibition;

1.19.9 Artifact handling;

1.19.10 Prop sourcing; and

1.19.11 Delivery of the Travelling Exhibition components and crates to CMI and all subsequent exhibition host locations.

1.20 Schedule

The following dates are subject to change:

- Kick-off meeting 2024 May
- CMI handover Detailed Interpretive Plan 2024 May 24
- Conceptual Design and Cost Analysis due 2024 June 06
- Review and feedback from CMI to Contractor 2024 June 14
- Conceptual Design updates due 2024 June 20
- Review and feedback from CMI to Contractor 2024 June 21
- Layout Design and Cost Analysis due 2024 June 28
- Elevations Due 2024 August 6
- Graphic Design Due 2024 November 1
- Production Drawings Due 2024 December
- Sustainability and accessibility reporting due 2024 December
- Kick-off meeting with Fabricator 2025 January
- Final High-Res image handover from CMI 2025 January 24
- First Site visit to fabricator's facility by CMI 2025 February
- Second Site visit to fabricator's facility by CMI 2025 March
- Delivery of Exhibition Assembly Manual and Style Guide 2025 April
- Delivery of Exhibition Components to CMI 2025 April

- Travelling Exhibition with Temporary Enhancements Opening 2025 May 10
- Review and modification period 2025 August
- Edits and Specification Updates to Fabricator 2025 September
- Contract Wrap-Up 2025 February
- Travelling Exhibition Tour Begins 2025 February

1.21 Budget

1.21.1 The total budget for the Contract is \$330,000 CAD exclusive of taxes.

- a) The design budget is inclusive of all design fees, computer software and all administrative expenses for the Exhibition. The design budget for the Exhibition shall not exceed \$120,000 CAD and is exclusive of taxes.
- b) The fabrication budget is \$190,000 for the Travelling Exhibition and \$20,000 for crate construction.
- c) CMI has reserved an additional \$25,000 for the fabrication of Temporary Enhancements, \$17,000 for AV hardware, and \$7,000 for props and reproductions.

1.21.2 The Contractor will provide 2 cost analyses during the Contract. The cost analyses for 3 layouts, elevations, and graphics in consultation with the Curator to ensure that the Project does not exceed the budget.

2. PROPOSAL SUBMISSION GUIDE

3.1 Key Dates

Item	Date
RFP Issued	4 March, 2024
Question Period Ends	29 March, 2024
RFP Closes	15 April, 2024
Interviews	Week of April 22, 2024
Estimated Award Date	Week of May 6, 2024

3.2 Form of Submission

- 3.2.1 The Proponent must submit Section 5 (Proposal Submittal Documentation).
- 3.2.2 If a consortium or team submits a proposal a clear “lead” must be identified that will be legally responsible for the contract. CMI will enter into contract with only one Agency or Joint Venture organization. Only a complete team or consortium deemed to be able to complete all aspects of the Services shall be considered for award.

3.3 Proposal Submission Instructions

- 3.3.1 Proposals shall be delivered electronically to:
Ashley MacPherson, VP Operations
procurement@pier21.ca
- 3.3.2 The proposals must be received by 2 pm AST April 15, 2024 according to CMI’s internal servers. Timely receipt and correct direction of the proposals shall be the sole responsibility of the Proponent. Please note that email submissions over 15 MB will not be received through CMI’s electronic mail server. Please ensure submissions are

provided in a compressed format such as a compressed pdf less than 15 MB.

3.3.3 For alternative delivery formats, contact procurement@pier21.ca.

3. EVALUATION AND AWARD

4.1 General Notices

- 4.1.1 Proponents are hereby advised that failure to provide all of the information and documentation to the degree specified in the RFP and in the format indicated may result in their proposal being assessed as non-compliant, or in the case of rated requirements no points or lesser points will be assigned to the criteria. The criteria specified in this RFP, as possibly amended by Solicitation Amendments, are the sole criteria that will be used in the evaluation of proposals.
- 4.1.2 Based on the best overall value to CMI, proposals will be assessed using the criteria specified herein.
- 4.1.3 There shall be no public opening of the proposals received in response to this RFP.

4.2 Evaluation Criteria and Process

Proposals will be evaluated and scored in accordance with the following criteria:

Evaluation Criteria Section 1	Maximum points
Provides all Criteria Section 1	Y / N
Budget	10
Schedule and Project Management	5
Experience in Travelling Exhibit Design	20
Project Proposal	10
Criteria 1 Total	/45
Proponents scoring at or over 60% will be evaluated in Evaluation Criteria Section 2	
Evaluation Criteria Section 2	
Experience in presenting artifacts and artworks in exhibitions	5
Demonstrated Accessibility in Design	15
Demonstrated Sustainability in Design and Fabrication	10
Project Team	15
Technical and fabrication resources	5
Evaluation Criteria Section 2 Total	50
Combined Evaluation Score	/95
Of those Proponents scoring 75% or higher, CMI will invite the top three scored Proponents to interview. If there is a four-way (or more) tie, Proponents with the highest Accessibility in Design scores will be invited for interview.	
Interviews	30

Evaluation Criteria Section 1	Maximum points
<p>Examples of Past Work</p> <p>Proponent will provide a list of all recent exhibition projects with descriptions of size and client contact information. CMI may contact any of the listed clients from this section or the Proponent’s proposal.</p>	20
Total Score	/145

4.3 Process

- 4.3.1 An Evaluation Committee shall evaluate the proposals. Decisions as to the degree to which a proposal meets the requirements of this RFP are within the exclusive judgment of the Evaluation Committee.
- 4.3.2 The Evaluation Committee will recommend up to three Proponents for interview who have achieved a minimum of 75% in the Combined Evaluation Scores. If there is a tie, up to four Proponents will be recommended.
- 4.3.3 It is the intent of CMI that the Proponent with the highest score overall shall be recommended for contract award.

4.4 CMI’s Rights

CMI reserves the right to:

- 4.4.1 Ask any Proponent to provide proof that they have the necessary management structure, skilled personnel, experience, programs, and software to perform competently the work identified in this RFP.
- 4.4.2 Cancel and or reissue this RFP at any time; CMI will not assume liability for any response preparation costs whatsoever.
- 4.4.3 Request clarification or supporting data for any point in a Proponent’s proposal.
- 4.4.4 Negotiate with Proponents subject to the constraints of the mandatory requirements of this RFP.
- 4.4.5 Make changes to this RFP, including substantial changes provided that those changes are issued by way of a Solicitation Amendment in writing, and is issued prior to the RFP closing date. CMI may do so without incurring any liability whatsoever to any of the Proponents.
- 4.4.6 Maintain sole ownership of the proposals. All materials submitted by a Proponent in response to any part of this RFP shall become the sole property of CMI without payment or liability for payment.

4.5 Notification, Award and Debriefing

- 4.5.1 Once the successful Proponent and CMI have executed a Contract, CMI will communicate the name of the successful Proponent to all Proponents who have submitted a proposal.
- 4.5.2 CMI will provide a debriefing of a Proponent’s proposal, if requested in writing, within ten (10) days of notification that they have been unsuccessful. Requests must be submitted to the VP, Operations or designate.

4. PROPOSAL SUBMITTAL DOCUMENTATION

5.1 Company Information

Request for Proposal Design and Fabrication of Food and Immigration Exhibition. Please submit information as per this table (fill out empty blanks):

Requested Company Information
Lead Legal Agency Name
Legal Agency Name (if required)
Full Address
Telephone
Business (GST) Number
Email Address
Name and title of person authorized to sign on behalf of the Agency (Type or Print)
Lead Signature
Name and Title of Project Contact (Type or Print)
Contact Person Telephone
Contact Person Email

5.2 Addenda

Addenda will be issued by CMI regarding any changes and answers to questions that may arise during the solicitation period. Completion of this section will ensure that you have received and factored this information into your proposal. Failure to identify addenda issued by CMI may result in the disqualification of your proposal.

Number	Date Issued

5.3 Project Proposal

5.3.1 Please explain your approach to travelling exhibit design, style and process. Proponents shall respond to this section with no more than five pages. Include the following:

- a) Understanding of the project requirements (travelling and temporary exhibition design) and broad outcomes including approach and initial thoughts/high-level direction; and
- b) Visualization or concept design (approximately 1 page).

5.4 Experience in Travelling Exhibit Design

5.4.1 Please provide three relevant examples of your experience in travelling exhibit design. Include the following:

- a) Client contact information (name and email) of the client. Relevant example clients may be contacted;
- b) Describe your design and decision-making techniques. Please include a floorplan example and photos; and
- c) Budget and timeline considerations.

5.4.2 Please indicate if you have created exhibition manuals and if so, please provide a sample.

5.5 Experience in Artifacts and Artwork

5.5.1 Please provide photos and drawings of artifact cases and display cases that your team has designed and fabricated.

5.6 Accessibility in Design

5.6.1 Please tell us about your approach to accessibility in exhibit design. How do you incorporate accessibility and the Accessible Canada Act (where applicable) in your design process?

5.6.2 What are your measures for success in accessible design?

5.6.3 Please provide two examples of impactful accessible design and explain why these examples are meaningful.

5.7 Sustainability in Design and Fabrication

5.7.1 Please tell us about your approach to sustainability in exhibit design and fabrication. How do you incorporate sustainability in your design and fabrication process?

5.7.2 What are your measures for success?

5.7.3 Please provide two examples of impactful sustainable design and explain why these examples are meaningful.

5.7.4 Please provide two examples of impactful sustainable fabrication and explain why these examples are meaningful.

5.8 Project Team

5.8.1 Please include the team members proposed for this project and their expertise in the role they will provide in this project.

5.8.2 Please provide examples of how your team will work together / division of work for the project.

5.8.3 Please provide your approach to project management and proposed communications with CMI.

5.9 Budget

5.9.1 Please provide your anticipated budget for this project. Please include a breakdown for:

- a) Conceptual Design;
- b) Elevations;
- c) Graphic Design;
- d) Production Drawings;
- e) Fabrication;
- f) Roles of people working on the project;
- g) Project Management and Administration Fees; and
- h) Contingency.

5.9.2 Please provide any comments on budget allocations, exclusions, assumptions, or recommendations based on your interpretation of the Conceptual Plan and direction of the Exhibition.

5.10 Schedule and Project Management

5.10.1 Please provide a high-level schedule with key project milestones for this project.

5.10.2 Please provide your approach to milestone sign-off, client communications, and change management. What constitutes a change order and how will you manage this process? What are strategies you will put in place to prevent cost over-runs? How will you communicate the need for a change order?

5.11 Technical and Fabrication Resources

5.11.1 Please provide a list of the software suites and production facilities that you plan to use.

5.11.2 Demonstrate the arrangement of facilities for Beta testing of the preliminary layout of the Travelling Exhibition.

APPENDIX A: CMI's Conceptual Interpretive Plan

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APPENDIX B: Ingenium Accessibility Standards For Exhibitions

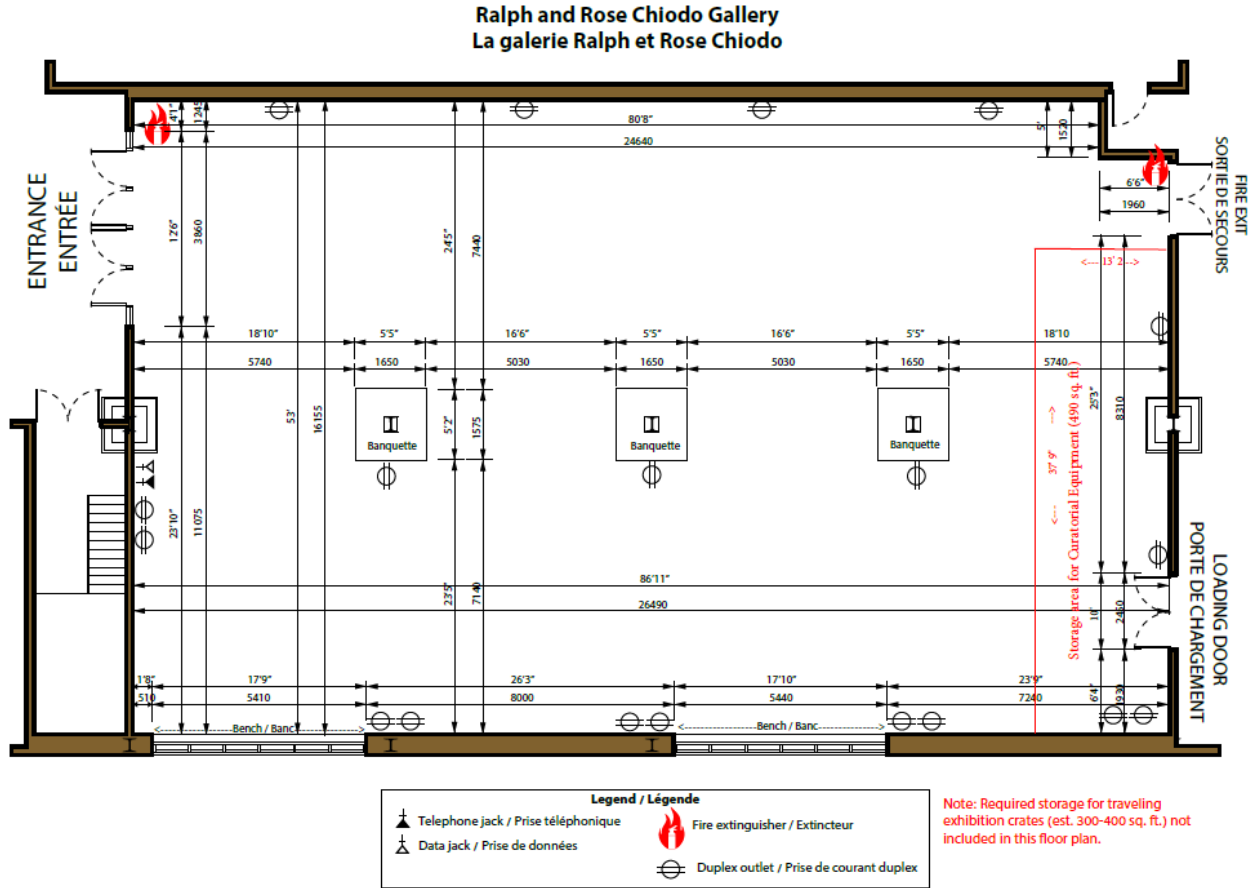
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APPENDIX C: CMI's Available Equipment

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APPENDIX D: Ralph and Rose Chiodo Gallery

- Explore the Chiodo Gallery in a virtual tour by visiting the Matterport link: [Chiodo Gallery Matterport Tour](#)
- Look at Ralph and Rose Chiodo Gallery floor plan:



Appendix E: CMI Workplace Harassment and Violence Policy Definitions

Abuse of Authority is a form of harassment that occurs when an individual improperly uses the power and authority inherent in the position held, to threaten or endanger an employee's job, undermine an employee's ability to perform their job properly, threaten the economic livelihood of the employee, or in any way interfere with or influence the career or career aspirations of an employee.

Normal managerial activities are not considered abuse of authority. These include but are not limited to the following:

- Performance management such as coaching and feedback, formal counselling of expectations, performance appraisals, constructive feedback, or performance improvement plans;
- Attendance management;
- Reasonable disciplinary action;
- Assigning or reassigning work.

Bullying is offensive, cruel, intimidating, insulting or humiliating behavior that could include physical violence or the threat of physical violence. It can be physical or verbal, direct or indirect such as gossip. It usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate. Bullying is considered harassment in general, unless there is physical contact or a threat of violence, where it is considered violence.

Conciliation or mediation is an intervention between conflicting parties to promote reconciliation, settlement, or compromise. The intervention is facilitated by a conciliator or mediator who is an impartial, neutral party, without decision-making powers. All parties involved in conciliation must mutually agree to participate in conciliation and on the person who will be acting as the conciliator. The conciliator or mediator may be the Human Resources Manager, or another internal or external party. The goal of the conciliation or mediation is to assist both parties to reach a mutually beneficial resolution.

Complaint refers to a verbal or written statement submitted by the 'principal party' or a witness to the Human Resources Manager or delegate based on the actions defined as harassment, discrimination, acts of violence and/or unacceptable behaviors outlined in this policy. A complaint will not be:

- Made in bad faith – the conscious doing of a wrong for a dishonest purpose or due to moral underhandedness on the part of the complainant. It is characterized by an intention to mislead;
- Vexatious – a complaint that is made without reasonable or probable cause or excuse and was intended to annoy or embarrass the respondent.

Designated Recipient is the Human Resources Manager and is responsible for receiving complaints, initiating investigation, communicating with the parties and working with the parties to seek resolution.

Discrimination means to treat someone differently or unfairly because of a personal characteristic or distinction which, whether intentional or not, has an effect which imposes disadvantages not imposed upon others or which withholds or limits access to other members of society.

Under the Canadian Human Rights Act, the prohibited grounds of discrimination are race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

Harassment and Violence as amended by the Canada Labor Code means any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment. It includes harassment within the meaning of the Canadian Human Rights Act. Harassment is normally a series of incidents but can be one severe incident that has a lasting impact on the individual.

Harassment does not include:

- Voicing differences of opinion;
- Showing frustration or annoyance, where such behavior is justified and displayed in a respectful manner without any threat of violence, intimidation, or other reprisals, and where it is shown only rarely; or

- A single or isolated incident such as an inappropriate remark or abrupt manner which is not severe.

Investigator means a person who is neutral and is seen by the parties to be impartial is trained in investigative techniques, has knowledge, training and experience in issues relating to workplace harassment and violence, and has knowledge of relevant legislation and principles of natural justice.

Principal party refers to an employee who has reasonable cause to believe they have been the subject of disrespect, discrimination and/or harassment and who complains, whether informally or formally, using the reporting procedures outlined in this policy.

Physical violence includes, but is not limited to, striking, shoving, pushing, kicking, or unlawfully restraining an individual, or inciting an attack on another person.

Prohibited Conduct includes, but is not limited to:

- Intentionally causing physical injury to another person;
- Intentionally causing damage to property of another person;
- Threatening remarks directed at another person (written or oral);
- Possessing, during work, a dangerous weapon that is prohibited or not provided by the Museum (not applicable to artifacts or donations considered for acquisitions);
- Bullying or intentional harmful teasing (written or verbal);
- Displaying or exhibiting extreme anger or hostility.
- Any behavior that constitutes harassment.

Respect mean treating others with dignity and courtesy.

Disrespectful behavior includes, but is not limited to:

- Scolding or humiliation in the presence of others;
- Aggressive patronizing or condescending behavior;
- Belittling or name calling;

- Insubordination; and/or
- Engaging in damaging gossip, innuendo, or rumor.

Responding party refers to the person against whom a complaint of alleged disrespect, discrimination, harassment and/or violence has been made.

Sexual Harassment is a form of harassment defined by the Canada Labor Code as any conduct, comment, gesture or contact of a sexual nature that is likely to cause offence of humiliation to any employee; or that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.

Threatening behavior includes, but is not limited to, activity that is intended to intimidate or incite fear, such as shaking fists, destroying property, use of verbal or written threats, props or images intended to intimidate or alarm, or throwing objects.

Workplace includes any location and grounds in which employees are engaged in the Museum related business activities necessary to perform their work. This includes, but is not limited to, the Museum buildings, employee parking lots, social events organized or attended by management, remote work locations and during business related travel.

Workplace Violence means any action, conduct, threat or gesture of a person, towards an employee in their workplace that can reasonably be expected to cause harm, injury or illness to that employee or others. Workplace violence includes acts of physical violence, abuse (verbal or physical), bullying, intimidation, or other threatening behavior that occurs in the workplace which can lead to mental or physical injury, disease or death.