



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 13, 2024

FROM: MUSEUM DEPARTMENT WARD: 1

SUBJECT: APPROVE A PROFESSIONAL CONSULTANT SERVICES AGREEMENT FROM RFP NO. 2284 TO RIGGS WARD DESIGN OF LONG BEACH, CALIFORNIA, FOR EXHIBITION DESIGN AND INTERPRETIVE PLANNING SERVICES FOR THE MAIN MUSEUM AT 3580 MISSION INN AVENUE FOR A TERM THROUGH DECEMBER 31, 2026, IN AN AMOUNT OF \$379,500 AND AUTHORIZE 10% CHANGE ORDER AUTHORITY OF \$37,950 FOR A TOTAL AMOUNT NOT TO EXCEED \$417,450.

ISSUE:

Approve a Professional Consultant Services Agreement from Request for Proposals No. 2284 to Riggs Ward Design of Long Beach, California, for exhibition design and interpretive planning services for the main museum at 3580 Mission Inn Avenue for a term through December 31, 2026, in an amount of \$379,500 and authorize 10% change order authority up to \$37,950 for a total amount not to exceed \$417,450.

RECOMMENDATIONS:

That the City Council:

1. Approve a Professional Consultant Services Agreement for RFP 2284 with Riggs Ward Design of Long Beach, California, for exhibition design and interpretive planning services for the main museum at 3580 Mission Inn Avenue for a term through December 31, 2026, in an amount of \$379,500; and
2. Authorize 10% change order authority in an amount up to \$37,950 for project changes including, but not limited to, unforeseen conditions or necessary design changes for a total contract amount of \$417,450; and
3. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Riggs Ward of Long Beach, California, including making minor and non-substantive changes and sign all documents necessary to implement the exhibition design and interpretive planning services for the main museum.

BACKGROUND:

On April 23, 2019, City Council approved the selection of Pfeiffer Partners Architects (now a division of Perkins Eastman Architects D.P.C.) to undertake Phase I architectural design services

for the renovation and expansion of the main museum at 3580 Mission Inn Avenue, with expenses allocated within the Measure Z Spending Plan.

After a hiatus resulting from the COVID-19 pandemic, on October 4, 2022, City Council approved an amendment to the professional services agreement with Pfeiffer Partners to complete Phase II of the architectural design process for the renovation and expansion of the main museum, with expense allocated within the Measure Z Spending Plan.

At the same meeting on October 4, 2022, City Council approved a reimbursement resolution to provide the option of using future bond proceeds for the museum renovation and expansion project estimated at \$35,000,000, understood at that time to encompass all project costs. A central aspect of the project is creating multiple flexible gallery spaces that may be reprogrammed regularly over time, as well as installing an inaugural group of attractive, relevant, and compelling exhibitions to introduce the new galleries to the Museum’s audiences upon reopening. An allocation for exhibition design and installation is itemized within the overall Museum renovation and expansion project and is outside the scope of the eventual general contractor’s work. Exhibition design and planning will precede a subsequent bid to be issued for fabrication and installation.

On December 12, 2023, City Council approved the design approach for the museum renovation and expansion, and authorized the Chief Financial Officer to record an interfund transfer of \$10,000,000 from General Fund Infrastructure Reserves to the Museum Expansion and Renovation project account, and determined the project is exempt from the California Environmental Quality Act. The overall estimated project costs are currently \$45,000,000.

DISCUSSION:

The Museum renovation was a priority from the inception of Measure Z. Bringing the structure up to date was recognized as a long-deferred need for Riverside’s cultural community and the enhancement of its educational and tourism opportunities. The project is codified in *Envision Riverside 2025*, the City’s strategic plan approved by the City Council in October 2020, as a core goal of the “Arts, Culture and Recreation” strategic priority.

On April 26, 2023, Request for Proposals (RFP) No. 2284 was posted to solicit exhibition design firms to submit for exhibition design and interpretive planning services. There were 660 vendors notified via PlanetBids bidding portal. The notification resulted in 56 prospective bidders. On May 4, 2023, a non-mandatory virtual pre-bid meeting was held, there were five (5) attendees from three (3) companies. The RFP closed on June 9, 2023, with three (3) proposers and eight (6) non-bidders stating no bid for other reasons, and two (2) plan rooms. The three (3) proposals were evaluated by three (3) members of the City and one (1) outside evaluator. The top two (2) scoring companies were invited to participate in a virtual interview which was held on September 13, 2023. The results of the proposal evaluations and interview scores are listed in the tables below:

Table 1 – Summary of Proposal Evaluations

Rank	Score	Proposer
1	921.25	IQ Magic
2	826.09	Riggs Ward Design
3	698.42	City Design Studio

Table 2 – Summary of Interviews

Rank	Score	Proposer
1	902.34	Riggs Ward Design
2	835	IQ Magic

Approval of the current request to award RFP No. 2284 to Riggs Ward Design for exhibition design and interpretive planning services will result in 1) a phase of collaborative research and conceptual planning between Riggs Ward Design and the Museum’s program staff, 2) design documents and presentation materials that will be reviewed by the Museum’s community advisory teams and available for sponsorship solicitation purposes, 3) biddable construction documents, and 4) construction administration during the exhibition fabrication and installation phase. Riggs Ward Design’s deliverables will be aligned with the main museum building construction schedule to ensure that exhibition installation may occur as soon as building construction is completed and the site made available to staff. The process will include prototyping, audience testing, and community input. Four exhibition themes are under development to reopen the Museum of Riverside in a locally relevant manner: 1) how migration and immigration have shaped Riverside, 2) foodways and food traditions in Riverside, 3) a diverse list of micro-stories on Riverside-based topics (history, nature, and culture), and 4) the new Nature Lab. A grand reopening is currently anticipated in late 2026.

Purchasing Resolution No. 23914, Section 700 (b) states that “Acquisition of Services by a Using Agency under the supervision of the Manager: (b) anticipated to be more than \$50,000, shall follow the Formal Procurement process.”

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 23914, Section 700(b).

The General Services Department concurs with this report.

STRATEGIC PLAN ALIGNMENT:

The activities of the Museum of Riverside align with the Strategic Priority, “Arts, Culture and Recreation.” Action 1.1.3 of the Operational Workplan is to “Complete the Museum of Riverside renovation and expansion project to enrich the Mission Inn Avenue cultural corridor.”

Museum programs further support the Strategic Priority, “Community Well-Being.” Specific goals supported by Museum programs and partnerships include goal 2.3, which includes strengthening neighborhood identities, and goal 2.5, which points to fostering relationships between community members and partner organizations.

1. **Community Trust** – The Museum renovation project was announced to the public in September 2017 as a three-year project. Public support is strong for proceeding with this project and fulfilling its promise. Inclusive community engagement processes, including Boards and Commissions, resulted in positioning of the Museum renovation project as a high priority in *Envision Riverside 2025*.
2. **Equity** – The Museum renovation and expansion project will result in public gallery spaces with the flexibility to host varied stories reflecting the ethnic and cultural diversity of the community. The exhibitions will meet or exceed ADA requirements and provide more equitable access to City cultural resources.

3. **Fiscal Responsibility** – For decades, the need has been recognized to address the Museum’s downtown facility to provide a museum residents can take pride in. It is fiscally responsible to improve existing facilities simultaneously with improving City services, and to develop dynamic programming that aligns with 21st-century audience demands so that they may see value for their public investment.
4. **Innovation** – Museums have evolved at a meteoric rate in the past generation, and the renovation and expansion project—including its active approach to developing changing exhibitions—will permit the Museum of Riverside to take part in the new thinking that our peers are already engaged in and that contemporary audiences expect.
5. **Sustainability & Resiliency** – The reopening exhibitions in the newly renovated and expanded structure will place a high priority on green building technologies and efficient long-term operating and energy costs. Further, the new exhibitions will support efforts toward cultural sustainability.

FISCAL IMPACT:

The total fiscal impact of the action is \$417,450. The funds are budgeted and available in the Capital Outlay Fund, Museum Expansion and Rehab Project Account No. 9901710-462050.

Prepared by:	Robyn G. Peterson, Ph.D., Museum Director
Approved by:	Robyn G. Peterson, Ph.D., Museum Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. RFP Award Recommendation
2. Agreement