



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2017-0172

**TO:** Mayor and City Council Members  
**FROM:** Pat McKay, Museum Supervisor  
**DATE:** April 17, 2017  
**SUBJECT:** Exhibit Design, Fabrication and Installation Services

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**REQUEST:**

City Council is requested to authorize a project budget for the Museum's Exhibit Design, Fabrication and Installation Services to Flutter and Wow Museum Projects, Ann Arbor, Michigan in the amount not-to-exceed \$75,000.00.

**REASON FOR PURCHASE:**

The City issued Request for Proposals for Museum Exhibit Design, Fabrication and Installation Services and received three responses. An evaluation committee consisting of staff from the Museum reviewed the responses received and subsequently conducted an interview with Flutter and Wow. Flutter and Wow has past experience with designing and fabricating exhibits for several museum projects, has the capacity to perform the work, and a cost proposal that meets the budget for this project. The other responses received were determined that the one proposer's response did not have experience with designing museum exhibit projects and the other proposal was deemed to be out of the museum's budget range. Based on these factors it is recommended that award be issued to Flutter and Wow Museum Projects as the best value to the City.

With the successful completion of the Museum's PBS movie last year - *Pioneer Family - On Van Hoosen Farm* - the Museum has experienced a tremendous increase in attendance, interest, and questions about the Van Hoosen Family. The current exhibits inside the Dairy Barn were constructed 17 years ago and contain virtually no information on the Van Hoosen Family. The Museum is planning to have this exhibit design/fabrication projects address the following Museum needs:

- Reconfigure the Museum store space to address the creation of new exhibits on the Taylor/Van Hoosen Families.
- Create a new way to have Museum store items displayed that creates a mobile system so we are not committing valuable floor space.
- Reconsider the size of the reception desk and consider ways of downsizing and repurposing this space.
- Reconsider use of the silo exhibit space for use as the Museum store or the Adams Road Mastodon Bones, or other ideas.
- Create ways to interpret the Bull Barn and Milk House so they can open to the public when the Equipment Barn is built in 2018.
- Create exhibits that are unique, creative, and innovative.

All funds for this project have been privately raised and are at the Community Foundation of Greater Rochester.

**PROCESS:**

**Vendor Name and Address:**

Flutter and Wow Museum Projects  
1013 Fountain Street #1  
Ann Arbor, MI 48103

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

If approved by City Council, a 2<sup>nd</sup> Quarter Budget Amendment will be presented to increase both the Facilities Fund revenue and expenditure accounts by \$75,000 so that no additional funding is required from fund balance.

Fund Name	Department Account No	Account No. Description	2017 Budget Amount	2017 Cost	2017 Remaining Budget
Facilities	631.977000	Facilities – Capital Equipment	\$0	\$75,000	(\$75,000)

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize a project budget for the Museum’s Exhibit Design, Fabrication and Installation Services to Flutter and Wow Museum Projects, Ann Arbor, Michigan in the amount not-to-exceed \$75,000.00.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		