



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)

---

Legislative File No: 2017-0172 Version 2

**TO:** Mayor and City Council Members

**FROM:** Ken Elwert, Department Director; Patrick McKay, Museum Manager

**DATE:** June 4, 2018

**SUBJECT:** Museum Exhibit Design, Fabrication and Installation Services

---

**REQUEST:**

City Council is requested to authorize an increase to the project budget for phase II of the Museum's Exhibit Design, Fabrication and Installation Services to Flutter and Wow Museum Projects, Ann Arbor, Michigan in the amount of \$254,745.00 for a new not-to-exceed project budget amount of \$329,745.00.

**REASON FOR PURCHASE:**

Since the Museum's PBS movie debuted in November 2016, the Rochester Hills Museum has seen a significant increase of interest in the Museum and our community's history. The City has a fascinating story to tell and with the current exhibits being approximately 17 years old and containing minimal information on the Van Hoosen Family we have embarked on this project with the objective of finding a way to tell our fascinating story.

At their April 3, 2017 meeting, City Council authorized a project budget of \$75,000.00, for the Museum's Exhibit Design, Fabrication and Installation Services project and approved award of a contract to Flutter and Wow Museum Projects. The City had issued a Request for Proposal for these services and through the competitive process, recommended award to Flutter and Wow Museum projects as the best value to the City based on their qualifications and experience and proposed approach to the project. The first phase of the project has been completed and the City has moved into limited implementation of Phase II for basic modules and display exhausting the initial \$75,000 project budget authorized. It is important to note that this initial \$75,000 was privately funded through local contributions.

For the past eight months, Flutter and Wow has met with Museum staff, conducted public meetings with stakeholders, surveyed Museum guests, and observed Museum visitors in gallery spaces and at events. They have completed Phase I design work and presented their exhibit design ideas to the Museum Foundation Board in February 2018. The exhibit design ideas presented are included with the agenda summary.

Flutter and Wow, at the request of the City has submitted a proposal of costs for Phase II - Exhibit Fabrication and Installation request to the City for full implementation of all ideas that were envisioned as part of the Phase I design work contract. An evaluation committee from the Parks and Natural Resources Department has prioritized the exhibits based on current private funding. Total fabrication and installation costs for all elements are proposed at \$254,745.00.

The Department is pursuing the following funding options for this project:

- \$40,000 available in the Community Foundation Museum Fund
- Pursuing a \$30,000 Grant from the Michigan Council for Arts and Cultural affairs (requires a 1 to 1 match if received)
- Pursuing up to \$114,745 in additional private funding (less if grant received)
- Request for City to fund up to \$100,000 of this project

If approved, fabrication and installation will occur in January/February, 2019. Implementation and execution of approval for the exhibit fabrication to move forward will be done as the funds become available during this project and only with the Fiscal Division's confirmation of fund availability and their approval.

**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 2018 Budget Amendment shall be presented to increase the project expense budget by \$254,745 for the Phase II Museum Exhibit Fabrication and Installation.

To provide for the project, the following revenue sources are anticipated:

Account #	Amount	Description
515000 / Grant	\$ 30,000	Potential Michigan Council for the Arts Grant (matching funds required)
675000 / Contributions & Donations	\$ 40,000	Community Foundation Museum Fund
675000 / Contributions & Donations	\$ 84,745	Private Donations (if \$30k Potential Grant is received)
		If Potential Grant is not received / Increase by \$30k to \$114,745
699101 / Transfer-In General Fund	\$ 100,000	City of Rochester Hills (General Fund Transfer-In)
	<b>\$ 254,745</b>	<b>Total Phase II Funding Sources</b>

Fund Name	Department Account No	Account No. Description	Project Budget Amount	Total Project Cost	Project Remaining Budget
Facilities	631.977000	Capital Equipment	\$75,000	\$329,745	(\$254,745)

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize an increase to the project budget for Phase II of the Museum's Exhibit Design, Fabrication and Installation Services to Flutter and Wow Museum Projects, Ann Arbor, Michigan in the amount of \$254,745.00 for a new not-to-exceed project budget amount of \$329,745.00 and further authorizes the Mayor to execute contract documents on behalf of the City.

<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Department Review</b>		
<b>Department Director</b>		
<b>Budget Content: Chief Financial Officer</b>		
<b>Purchasing Process: Supervisor of Procurement</b>		
<b>Mayor</b>		
<b>Deputy Clerk</b>		