



**Kids Town Gallery and Classroom Renovation Design
Request for Proposals**

Michigan Science Center 5020 John R St. Detroit MI, 48202

September 8, 2025

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1. SUMMARY AND BACKGROUND

The Michigan Science Center (Mi-Sci), located in Detroit’s Cultural Center, is a nonprofit dedicated to inspiring curious minds of all ages to discover, explore, and appreciate science, technology, engineering, and math in a creative, dynamic learning environment. Serving over 75,000 guests annually, Mi-Sci is committed to accessible, inclusive, and impact-driven programs—especially for early childhood and underserved communities.

Kids Town is Mi-Sci’s longstanding early childhood STEM gallery, serving children ages 6 and under. While the main exhibit space is vibrant, adjacent support areas are underutilized and have suffered water damage and wear. This project seeks experienced partners to design and renovate these spaces, converting back-of-house storage into classrooms and program areas, and to enhance/re-imagine themed mini-galleries for early learners.

2. ABOUT THE PROJECT

Mi-Sci is soliciting proposals from qualified design and architectural teams (with contractor capability or partnerships) for the comprehensive renovation of Kids Town’s support spaces. The selected vendor will:

- Plan and design flexible, accessible classroom and program environments
- Develop creative concepts for 8–10 themed mini-galleries (ranging from enhancement to full reimagination)
- Prepare blueprints/drawings, engineering, and cost estimates
- (Preferred) serve as general contractor or construction manager for the project
- Deliver concept renderings for use at a November 2025 fundraising event

3. PROJECT SCOPE

- Conduct a site assessment of all targeted back-of-house/storage areas adjacent to Kids Town
- Create phased design concepts for new/flexible classroom spaces and mini-galleries (e.g., Option A: enhancement; Option B: full reimagination)

- Provide all blueprints, renderings, engineering documents, and project costings for both options
- Engage with Mi-Sci’s staff and relevant committees to ensure plans advance accessibility, child safety, and playful STEM learning
- Deliver concept drawings/renderings by November 3, 2025

4. PROJECT TIMELINE

Key Milestone	Date/Deadline
Vendor Questions Due	September 29, 2025
Proposal Submission Deadline	October 10, 2025
Vendor Interviews (if needed)	October 13-16, 2025
Selection/Notification	October 20, 2025
Concept Drawings Due	November 3, 2025
Final Deliverables	[Per negotiated contract]

5. PROPOSAL SUBMISSION INSTRUCTIONS & CONDITIONS

- Submit proposals in PDF format by email to: Summer Ritner, summer.ritner@mi-sci.org
- Subject Line: “Kids Town RFP – [Firm Name]”
- Proposals must be signed by a duly authorized representative
- All costs—design, engineering, subcontracts, etc.—must be included/clearly stated. If submitting for portions of the scope, please note precisely what is included/excluded.
- Proposals received after the deadline will not be considered except at Mi-Sci’s sole discretion
- Mi-Sci reserves the right to reject any and all proposals if deemed in the organization’s best interests
- For purchases totaling \$250,000 or more, final award will be subject to Board approval

6. PROPOSAL REQUIREMENTS

A. Proposal Content

- Firm/company overview, experience, and bios of key project leaders
- Similar projects completed in education/museum/public space over the past 5 years
- Narrative description of project understanding and approach to both options
- Work plan and timeline for all phases
- Detailed scope, proposed deliverables, and any exclusions/assumptions
- Itemized, all-inclusive budget/costs for both enhancement and reimagined solutions
- Description of project team/structure and all partners/subcontractors
- Three references for comparable projects
- Additional suggestions for accessibility, innovation, or local/Southeast Michigan partnerships

B. Required Attachments (see compliance checklist below)

- Completed W-9 (required before contract execution)
- Certificate of Insurance (meeting requirements below)
- Endorsements naming Mi-Sci as additional insured
- List of staff for orientation and background check (where required)

7. INSURANCE, INDEMNITY & PROCUREMENT POLICY COMPLIANCE

A. Non-Discrimination

The vendor agrees not to discriminate against any employee or applicant for employment due to race, color, religion, sex, gender identity, sexual orientation, age, national origin, disability, or status as a protected veteran.

B. Conflict of Interest

Vendors must disclose any actual or potential conflicts of interest. No gratuities of monetary value may be given or accepted by any representative of Mi-Sci or the vendor.

C. Affirmative Steps

Mi-Sci encourages proposals from certified small, minority, and women-owned businesses, and may require “affirmative steps” in contracting per policy.

D. Insurance Requirements

- **Commercial General Liability:** \$1,000,000 per occurrence/\$2,000,000 aggregate
- **Professional Liability (E&O):** \$1,000,000 per claim/aggregate
- **Workers’ Compensation:** Statutory Michigan limits
- **Employer’s Liability:** \$500,000 each accident/disease/policy
- **Automobile Liability (if applicable):** \$1,000,000 single limit
- **Umbrella/Excess Liability:** \$2,000,000 per occurrence
 - All policies must:
 - Be written by a carrier rated at least A-VII (A.M. Best)
 - Name Michigan Science Center as Additional Insured (except E&O, Workers’ Comp)
 - Provide waiver of subrogation in favor of Mi-Sci
 - Remain in force for at least 5 years after project completion (additional insured)
 - Provide 30 days’ notice of cancellation/change
 - Submit proof of insurance prior to work start

E. Indemnity

The successful vendor agrees to defend, indemnify, and hold harmless Mi-Sci, its officers, directors, staff, and agents from all claims, damages, losses, and expenses (including reasonable attorneys’ fees) arising or resulting from contractor’s performance, except where caused solely by Mi-Sci’s negligence.

F. Vendor Onboarding Checklist

Prior to starting work, selected vendor(s) must:

- Return fully executed contract

- Submit W-9 to finance@mi-sci.org
- Submit certificate of insurance
- Complete staff background checks and orientation as required
- Submit copy of proposal and all documents for Mi-Sci procurement file
- Direct invoice submission to finance@mi-sci.org

8. EVALUATION CRITERIA

Proposals will be evaluated according to:

- Proposal suitability, clarity, and detail
- Timeline realism and capacity to deliver by required dates
- Cost, value, and transparency
- Relevant experience and qualifications of firm/team/project leaders
- Technical quality and innovation in approach and design
- References and record of performance
- Commitment to ethical, non-discriminatory, and affirmative steps

9. ADDITIONAL CONSIDERATIONS

- All contracts are subject to Mi-Sci's procurement and purchasing policy.
- If any project funds are federal, contractor must comply with all federal requirements and record-keeping per policy.

10. REQUIRED ATTACHMENTS & SUBMISSION CHECKLIST

- Signed Proposal/Transmittal Letter
- W-9 Form (prior to contract)
- Certificate of Insurance meeting Mi-Sci requirements
- List of staff requiring background checks/orientation

- References for three comparable projects
- Company diversity/certification status (if applicable)

Questions?

Contact:

Summer Ritner

Michigan Science Center

5020 John R. Street, Detroit, MI 48202

summer.ritner@mi-sci.org

Thank you for your interest in partnering with Mi-Sci. Women-, minority-, LGBTQIA+ and Detroit-based businesses are strongly encouraged to respond.

[End of RFP]

