

Attachment 2.

SLCI26119

Scope of Work

I. OBJECTIVE

To contract with a qualified Offeror to advise on, design, fabricate, and install a museum-quality historic exhibit on the third floor of the historic Salt Lake City & County Building. The exhibit will present an inclusive narrative of Salt Lake City and the building's history, ensuring that the City's diverse residents and their experiences are equitably represented.

The selected contractor will be responsible for delivering a fully designed and fabricated exhibit in a timely, professional manner, with installation completed by Summer of 2027.

II. BACKGROUND

The iconic Salt Lake City and County Building, ("CCB") was completed in 1894 as the seat of municipal government for both Salt Lake City and Salt Lake County during a period of rapid growth in Utah's territorial era. Designed by architect Henry Monheim in the Richardsonian Romanesque style, the sandstone structure features dramatic arches, ornate stonework, and a prominent clock tower that quickly became one of the city's defining landmarks.

Originally built to symbolize civic pride and permanence, the building has hosted generations of political meetings, public celebrations, protests, and community events in its surrounding Washington Square park.

After county offices moved elsewhere in the 1980s, the building underwent extensive restoration and today serves primarily as Salt Lake City's government headquarters, housing the mayor's office and city council, and several other departments while remaining one of Utah's most recognizable historic buildings. Despite this, no accessible public display or publication is available on the CCB campus. This project seeks to remedy that by providing a free gallery exhibition display on the third floor for the public to enjoy and learn about the structure's rich history.

III. SPECIAL CONSIDERATIONS

A. City & County Building Conservation & Use Committee

This advisory committee advises and, in some cases, approves the use, maintenance, preservation and modification of the City & County Building, including its historical fabric, and furnishings.

Due to the creative nature of this project and the need for the Conservation & Use Committee to review and approve all designs and installation methods, the contract awardee must work in a collaborative capacity and be able to take direction and adjust or change tactics until final goals are reached.

B. Collaboration

This exhibit will expand across approximately 50 linear feet in a transept that is approximately 100 square feet in size. This exhibit must be appealing, with an approachable design that shares the provided historic narrative of roughly 5,000 words, including several historic photos. It will be designed in close collaboration with the Mayor's Office public historian, ("designee") with a final completion and installation date of summer 2027. Designee will be responsible for providing all content including the text, photos, documents, and artifacts. Designee will also work closely with Offeror, providing edits to ensure the exhibit is created to our specifications without compromising the CCB's historic integrity.

C. Installation

Offeror shall be responsible for installation. This exhibit cannot involve any mounting into the floor or walls and must be entirely removable to preserve and maintain the historic nature of the CCB long term.

D. Existing Assets

City is interested in design options utilizing existing cabinets located in the transept.

The following Scope is an approximation of anticipated work and is subject to change if necessary to accommodate schedule, industry standards and final agreement as noted in RFP section VII. Proposal Content, paragraph B subparagraph 1, item d and again in RFP section VII. Proposal Content, paragraph B subparagraph 4. City reserves the right to accept or decline any recommended changes to Scope.

IV. SCOPE OF WORK

A. Task 1

1. Discovery and Advisory

a. Conduct kickoff and needs-assessment meetings with the City.

- b. Review historical materials, archives, architecture, and interpretive goals.
- c. Identify narrative themes, audience needs, and equity objectives.
- d. Under City designee collaboratively develop an engagement plan for community insight.
- e. Produce an initial advisory report with recommended exhibit directions.

B. Task 2

- 1. Collaborative Concept and Design
 - a. Develop conceptual exhibit layouts, including spatial planning and visitor flow.
 - b. Create design renderings, mood boards, and visual identity concepts.
 - c. Determine media approach (graphics, digital interactives, artifacts, audio, etc.).
 - d. Present multiple design concepts for City review and selection.
 - e. Under direction of City designee and relevant stakeholders work to refine selected concept into a full design package.
- 2. Detailed Exhibit Design (Final Design Phase)
 - a. Produce detailed floor plans, elevations, and installation drawings.
 - b. Specify materials, finishes, lighting, and fabrication methods.
 - c. Finalize graphic design, typography, color palettes, and text panels.
 - d. Engineer structural components and mounts.
 - e. Prepare digital prototypes for interactives (if applicable).
 - f. Submit final design for City approval.

C. Task 3

- 1. Fabrication and Production
 - a. Fabricate exhibit structures, cases, and architectural elements.
 - b. Construct structural components according to approved drawings.
 - c. Build custom cases, mounts, platforms, and exhibit furniture.
 - d. Ensure all structural elements meet museum-grade safety and durability standards.
- 2. Graphics, Signage and Panels
 - a. Prepare final print files and color proofs
 - b. Produce printed graphics, signage, and panels.
 - c. Finalize high-resolution graphics on specified materials.
 - d. Finish panels for longevity and ADA readability.
- 3. Quality Control

- a. Verify structural stability, finish quality and color accuracy.
- b. Confirm compliance with ADA and safety requirements.
- c. Prepare all components for safe transport and installation.
- d. Label and inventory all pieces for efficient on-site installation.
- e. Prepare all components for safe transport and installation.

D. Task 4

1. Installation and Integration

- a. Schedule installation with Designee, City and building staff.
- b. Deliver and stage all exhibit components on the third floor of the CCB.
- c. Install structures, graphics, lighting, cases, and AV elements.
- d. Perform onsite testing of all digital and interactive pieces.
- e. Conduct safety, ADA, and quality inspections before hand-off.

2. Final Review and Handoff

- a. Walk through the completed exhibit with City representatives for final approval.
- b. Provide maintenance instructions, documentation, and digital files for archive.
- c. Train City staff on any interactive or multimedia elements.
- d. Deliver a final project report summarizing design decisions, materials, warranties, and as-built documentation.