

AFRICAN *Nova Scotian* SEAFARING PROJECT



REQUEST FOR PROPOSALS (RFP)

Travelling Exhibit Design

An Initiative by:
The Black Loyalist Heritage Society,
Black Cultural Centre for Nova Scotia, and
Fisheries Museum of the Atlantic

Black Loyalist
HERITAGE CENTRE

PRESENTED *by* EMERA



A PART *of* THE NOVA SCOTIA MUSEUM



FISHERIES
MUSEUM
OF THE
ATLANTIC

A PART *of* THE NOVA SCOTIA MUSEUM

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Introduction and Overview

There have been people of African descent living and working in Nova Scotia for over four hundred years, and they have been involved in virtually every aspect of marine industry - as fishers and processors, shippers and sailors, and shipbuilders and navigators. Still, the experiences and contributions of African Nova Scotian seafarers and their coastal communities have remained absent from practically all comprehensive bodies of research regarding maritime industry. Recognizing this inequity and motivated by broader discussions regarding systemic racism and exclusion, the Black Loyalist Heritage Centre (BLHC), Black Cultural Centre for Nova Scotia (BCCNS), and the Fisheries Museum of the Atlantic (FMA) have begun a collaborative relationship aimed at elevating the stories of African Nova Scotians and their connections to the sea. This will be cultivated through the development of a province-wide travelling exhibition.

By addressing critical research gaps, we intend to bring greater equity to the history of an industry that is intrinsically connected to this province's cultural identity.

This collaborative project will build on both the Black Loyalist Heritage Society and the Black Cultural Centre's dedication to researching and disseminating the history and stories of Black Nova Scotians, and it dovetails with ongoing efforts from the Fisheries Museum of the Atlantic to interpret Nova Scotia's fishing heritage through a more accurately diverse and inclusive lens. Please note, although this project is a collaboration between BLHC, BCCNS and FMA this agreement will be managed the Fisheries Museum of the Atlantic.

The primary Project Committee is comprised of the following individuals (listed alphabetically):

Name	Title and Organization	Project Role
Braden Chetwynd	Programming & Outreach Coordinator, Black Loyalist Heritage Centre	Communications, Outreach and Marketing
Sal Falk	Assistant Curator and Registrar, Fisheries Museum of the Atlantic	Secretary, Bookkeeping, and Asset Management
Russell Grosse	Executive Director, Black Cultural Centre for Nova Scotia	Administrator
Adrian Morrison	Curator of Collections, Fisheries Museum of the Atlantic	Project Manager, Co-Curator
Rielle Williams	Program Manager, Black Cultural Centre for Nova Scotia	Chief Curator, Programming, and Community Consultation

Project Summary and Goals

The exhibit will cover topics within a broad timespan, ranging from the earliest days of Black seafaring in Nova Scotia until the present day and consider the nuances of intersectionality. While we intend to highlight the stories of people who built vessels, owned them, and worked aboard them, we also want to showcase the contributions of those who worked within associated industries and explore the broader implications of these marine industries on families and communities.

The goals of this project are to:

- Create a culturally relevant source of information regarding African Nova Scotian history.
- Address critical research gaps, bringing greater equity to the history of an industry that is intrinsically connected to this province's cultural identity.
- Prioritize hosting locations that are in, or near, historically Black communities. This may mean hosting the exhibit in unconventional spaces such as church halls or community centres as well as in rural locations.
- Interpret broad overarching themes and narratives, as well as content that is specific to our hosting communities.
- Develop a travelling exhibit that is interesting, engaging, and accessible to a wide variety of learning styles.
- Create an exhibit that is modular and can be easily adapted to a variety of spaces.
- Support capacity building and professional development for people of African descent working within Nova Scotia's culture, heritage, and museum sectors.
- Place emphasis on audio and oral histories as means of interpretation and storytelling, while ensuring a complete and fulfilling experience for those who are deaf or hard of hearing.
- Captivate our audiences with an experiential product.
- Create an exhibit that is between 500 and 1000 square feet, while prioritizing quality and innovation over size.

Statement of Work

This project, as described above, is a collaborative initiative undertaken by the Black Loyalist Heritage Centre, the Black Cultural Centre for Nova Scotia, and the Fisheries Museum of the Atlantic, whose representatives form our Project Committee. The contractor must develop a work schedule that includes regular meetings and consultations with the Project Committee to solicit feedback and approval on exhibit

plans. Effective communication between all parties is critical to ensure that the final product is appropriate, effective, and within a realistic framework.

This project is centred around African Nova Scotian communities and narratives, and throughout this program we hope to work alongside African Nova Scotians to document and interpret their stories, and to provide platforms for them share their history with both their own communities and the larger Nova Scotian population. We hope the approaches we take will allow for a sense of local ownership of the project and that our work creates new opportunities for communities to showcase their regional stories to a larger audience. It is therefore imperative that structured community feedback is invited and encouraged, and that participants' ideas and stories be given appropriate space, respect, and consideration.

Deliverables

The Project Committee requests proposals to assist with the development of the African Nova Scotian Seafarers traveling exhibit. The committee is currently working to identify key themes and narratives and develop conceptual plans. We are seeking proposals that can achieve the following deliverables.

- Assess the preliminary recommendations and existing research for incorporation into the final design, with consideration of key/significant interpretive messages.
- Provide a plan that features:
 - Exhibit design
 - Media recommendations
 - Materials and construction recommendations
 - Class A cost estimates for implementation and fabrication
- Final plan/schematics must ensure that we have considered our audience's various learning styles, accessibility requirements, and other needs.
- At the end of this contract, the Project Committee must have a working document that clearly outlines a step-by-step process for the development of our exhibit.

Submission Requirements

- Letter of interest
- Statement of ownership of the business and all relevant contact information.
- Concise history of the business, including the area(s) of specialization and how these relate to the African Nova Scotians Seafarers project.

- List of all professional staff and associates that will be working on this project. Include name, specialty, and qualifications.
- Outline efforts taken to ensure this project will promote equity and/or capacity building.
- Demonstrate experience working with diverse communities and explain the processes taken.
- Brief narrative outlining the methodologies and sources proposed for this project to demonstrate an understanding of what is required.
- Price quotes for the project that clearly indicate the cost of professional services and expenses.
- Description of previously completed projects demonstrating ability to complete work required for this project in a timely and competent manner. The project description must include clients address, current phone number, nature of projects and total value, details of types and scale services performed by associates/employees as well as the value of these services.
- A list of stakeholders, subject specialists and/or heritage professionals to be consulted.
- 2 references from the past 10 years.

Contracting Provisions

The following provisions will be included in the contract for professional services which will be issued by the contractor:

- Contract termination. This agreement may be terminated by either party upon seven days of written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
- The proposal team, as a whole, has the experience and skills to perform the services in accordance with the requirements. These qualifications of the individual professionals will be a decisive factor to the overall quality of the proposal. If a particular member of the proposal team cannot fulfill the requirements of their contract, replacement must be reviewed and accepted by the Project Committee.
- The Project Committee reserves the right to disqualify any proponent that we feel has an actual or potential conflict of interest or unfair advantage in respect to this RFP whether existing now or is likely to arise in the future or may permit any such proponent to continue and impose such terms and conditions on that proponent, as the Project Committee has the sole discretion to require.
- Ownership of Plans and Drawings. All text plans, drawings and renderings produced in completion of this assignment are the property of the Fisheries Museum of the Atlantic and project partners. At the termination of project, all

original work must be turned over to the Fisheries Museum of the Atlantic at the expense of the contractor.

- Copyright and Ownership. All documents and related materials provided by the client to the contractor belong exclusively to the Fisheries Museum of the Atlantic and/or project partners and will be returned at the end of the project. The contractor will pass to the Fisheries Museum of the Atlantic and/or project partners the copyright materials produced by the contractor on their behalf.
- The contractor must obtain the written approval of the Project Committee for all references to the project in the business's references, brochures, etc. during and subsequent to this assignment. Such approval will not be withheld unreasonably.
- All information from the contractor, whether orally or in writing, about any aspect of the operations of the Project Committee's organizations, including and not limited to such matters as security and finances, is to be regarded as confidential and must not be divulged to any other person or institution without the organization's approval.
- At the request of either party to the agreement, clauses of this agreement may be reviewed at the completion of any stage of the process. Changes to the agreement of both parties must be signed, dated, and attached to this document.

Management Process

- The contractor will work with the Project Committee in carrying out this project.
- For administrative aspects of this project, such as expenditure requests, authorization, information availability, schedule review, and fee invoicing, the contractor is responsible to and must communicate directly with the Project Committee.
- There will be regular scheduled review meetings to ensure that the necessary input is received and considered, and to see that all necessary reviews and approvals are obtained.

Budget

Proposals will have to be based upon a practical estimate of the costs involved in producing the required results for each stage of the project. Please note, the entire budget for this project (all phases, i.e., research, fabrication, design, programming, community engagement) is \$150,000.

Review Procedures/ Evaluation Process

The submissions received will be reviewed by the Project Committee. The criteria to be used in the review of the proposal will include:

- Demonstrated related experience of the applicant and evidence of successful completion of similar work.
- The experience of those who will work on the project
- Demonstrate the ability to support and build capacity within African Nova Scotian communities
- An understanding of the anticipated scope of the work as demonstrated in the brief narrative that directly relates to the contractor's experience and their approaches to the tasks in this project. Demonstrate a thorough understanding of the request as outlined.
- Must thoroughly and clearly describe what work will be necessary to complete the project goals.
- Must clearly detail the time and expenses for each element of work proposed.
- The ability to complete the proposed project expeditiously and economically.
- Proposed budget
- Sustainability
- References

Timeline

Proposals due	Nov.10 th , 2022
Evaluations & selection of vendors	Nov. 18 th , 2022
Initial Meeting with Project Team	Nov. 22 nd - 29 th , 2022
Draft Design	Dec. 30 th , 2022
Final Design, Fabrication plan & cost estimates	Jan. 31 st , 2023

Please note, timelines may change slightly due to unforeseen circumstances. If a revised timeline is to be requested by interested contractors, please contact Adrian Morrison at Adrian.Morrison@novascotia.ca

Proposal Submission

All proposals should be sent to the following address by the closing date of November 10th, 2022:

Adrian Morrison
Fisheries Museum of the Atlantic
P.O. Box 1363
Lunenburg
Nova Scotia
B0J 2C0

Proposals may also be submitted electronically to Adrian.Morrison@novascotia.ca