



Clermont County Park District

**2156 U.S. Hwy 50
Batavia, Ohio 45103**

Request for Proposals Chilo Lock 34 Visitor Center and Museum Exhibits

The Clermont County Park District request proposals for updating of the exhibits and the creation of new exhibits focusing on the Ohio River and the original lock and dam system on the river. The Chilo Lock 34 Visitor Center and Museum is located in the former powerhouse of the US Army Corps of Engineers' Chilo Lock and Dam 34.

In 2000, the Park District was awarded a Federal Highway Administration National Scenic Byways Discretionary Grant to create a museum and visitor center as part of the Ohio River National Scenic Byway.

The Park District completed an adaptive reuse of the historic powerhouse in 2005. Created numerous exhibits to tell the story of the wicket dam and lock that was in use at the site from 1925 to 1964. With the 20th anniversary of the museum and 100th anniversary of the powerhouse coming up in the fall of 2025, the Park District seeks to rehab, update and create new exhibits to tell the story of living and working with the Ohio River.

Proposals must be submitted to the Clermont County Park District, 2156 U.S. Highway 50, Batavia, Ohio 45103 no later than 4:00 PM, Monday, April 21, 2025. Please submit two hard copies of the proposal, along with an electronic version via email or thumb drive. The Request for Proposals (RFP) does not commit the Park District to award a contract, pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The Park District reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety the Request for Proposals, if in the best interest of the Park District to do so.

Project Site Description

The visitor center/museum is located in the three story brick and concrete former powerhouse. The building located at the top of the Ohio River bank, approximately 50 feet from the water. Each floor features approximately 1100 square feet of exhibit space (44 x 26), plus some smaller potential spaces (hallways, staircase, utility room). Visits to the site can be arranged by contacting Chris Clingman, cclingman@clermontcountyohio.gov or 513-260-6562.

Project Specifics

The project consists of evaluation of current exhibits, discussion of potential concepts, selection of concepts, development of selected concepts, develop designs to be put out to bid, review bids, oversee fabrication and installation of new exhibits. We envision this project being done in steps or phases. While some concepts may be funded within the Park District, others may need a fundraising effort in order for them to be completed.

Proposal Requirements

All proposals should contain the following major headings:

- 1) Summary of proposed approach
- 2) Timeline of activities, including major milestones.
- 3) Qualifications of Applicant and relevant sub contractors. This should include:
 - a) The primary person who will be the Park District's contact with your firm. Include detailed information describing this key individual's personal experience in designing and constructing displays.
 - b) The members of the Project Team, including the person(s) who will perform the major tasks; provide detailed information describing the individuals' personal experience in comparable work.
 - c) Descriptions of past relevant projects, including each project's timeline (minimum of three projects)
 - d) References (include contact information for three references and describe nature of relationship)

Selection Process

Proposals will be evaluated by representatives of the Clermont County Park District. Depending upon proposal evaluation, interviews will be conducted with short-listed firms.

Selection for interviews will be based on the following criteria:

- Applicant's demonstrated experience and ability to perform the work competently and expeditiously
- Project timeline
- Response to project specific requirements
- Quality and feasibility of applicant's proposal

Contact: Josh Torbeck, Executive Director, Clermont County Park District, 513-732-2977, jtorbeck@clermontcountyohio.gov