



**National Trust for  
Historic Preservation**  
*Save the past. Enrich the future.*

## Addendum No. 1

PROJECT: ATCHAFALAYA TRACE COMMISSION GRANT – GRAPHIC DESIGNER

DATE: DECEMBER 5, 2023

RE: ADDENDUM NO. 1 TO REQUEST FOR PROPOSALS

TO: ALL BIDDERS

---

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated September 14, 2023, and shall be included in the relevant scopes of work and bids submitted. It is the bidder's responsibility to determine if their work is affected by this addendum. Failure to acknowledge receipt of this Addendum on bid submission may subject the Bidder to disqualification.

---

**The Following is AMENDED:**

**GENERAL NOTES AND CLARIFICATIONS:** None

1. Responses to questions received from Contractors are attached.

**DRAWINGS:** None

**SPECIFICATIONS:** None

**END OF ADDENDUM NO. 1**

### **RFP 2023-24 Q&A Atchafalaya Grant – Graphic Designer**

Q1: Can you clarify if the deliverables include the fabrication and installation of the wall graphics, panels, or other exhibit elements?

R: The deliverables do not include fabrication and installation of exhibit elements. We have a company that will fabricate and install all exhibit elements.

Q2: If fabrication is not part of the scope, will the graphic components be delivered in a digital format that is print-ready?

R: Yes, final graphic components are to be delivered in a print-ready digital format.

Q3: Also, if fabrication is not part of the scope, does the N'THP have a list of companies that handle fabrication and installation or anticipate the chosen designer to offer assistance in finding these providers?

R: We have a company that will handle fabrication and installation.

Q4: The scope also identifies that the Senior Manager of Interpretation and Education will provide all texts and images for the exhibit panels. Can you confirm if the interpretive material intended for the panels and wall graphics has been generated and if the designer's tasks will focus on creating the graphic layout?

R: The Senior Manager of Interpretation and Education will provide all text and images for the wall graphics. The designer is tasked with creating the graphic layout.

Q5: Would N'THP be open to a scheduled invoicing tied to those milestones?

R: Yes.

Q6: Is there an allocated budget for the project? Is the project fully funded?

R: The project is fully funded.

Q7: Is the N'THP open to conducting virtual meetings in subsequent sessions beyond the initial kickoff meeting?

R: Yes.

Q8: Would you be able to share the square footage or layout of the space designated for the exhibit, such as a plan or schematic drawing?

R: Yes. See drawing attached.

Q9: Additionally, does the museum already have an exhibit outline or organization to help build the narrative, or does this task fall under the scope of the project as well?

R: We have an exhibit outline and narrative already in place. These do not fall under the scope of the project.

