

REQUEST FOR PROPOSAL

FOR DESIGN CONSULTING SERVICES FOR A LANDSCAPE MASTER PLAN

FOR THE DECORDOVA SCULPTURE PARK AND MUSEUM

Overview

The deCordova Sculpture Park and Museum, having recently completed a strategic planning process, has identified a series of strategic goals and imperatives for the coming five years. Chief among them is the stated goal to become the best U.S. sculpture park within a decade. Reaching this goal will require a series of interwoven changes and improvements to deCordova's facilities and landscape.

The strategic plan notes that given its limited footprint and limited opportunities for future growth in acreage, deCordova's most valuable and unique asset is the landscape, which provides a series of differentiated experiences for visitors as they navigate the Park and walk amongst the sculptures. The plan also notes that raising the level of visitor experience, and lowering barriers visitors encounter for accessing all that we have to offer, are key components of our future goal of becoming the best art experience for families in the region. This will involve evaluating improvements to visitor approach, admission, entry, navigation, amenities, and support.

A sampling of some of the questions that we would like to consider:

- What is the relationship of the landscape to the types of sculpture deCordova is now showing? What support systems are needed (electricity, lighting, signage, etc), to improve our ability to support sculpture on campus?
- How do we prioritize current landscape care and plantings for the future?
- What are our current and future parking and facilities needs? Might we reclaim any green space?
- Is the parking correctly located and does it provide the best impact/visual approach to the Museum's main entrance?
- How might we better "green" our operations in the Park—via solar energy, plantings, landscaping, or operational improvements?
- How do we improve the appearance of the landscape and minimize ongoing costs—making it more resistant to impacts from foot traffic, drought, heat, etc?
- Can we better enable winter visitation to the Park?
- How might we integrate some components of a botanic park experience to engage with different audiences and visitor interests?
- Where might technology improve visitor amenities or experience?
- How might we best physically orient visitors to the Park and what is available?
- Are there any ideas and concerns about the current location of the educational facilities?

These and other issues will need to be evaluated, addressed, prioritized, budgeted and action steps phased.

Scope of Services

The designer will be working with a small committee of the deCordova, chaired by the Director. The design process shall address the following topics, in line with the Overview:

- Information gathering: review of past documentation and previous design approaches
- Analysis of above data, together with the gathering of any additional data considered essential by the respondent
- Preparation of conceptual designs, with a minimum of three possible alternatives
- Selection of a preferred alternative

- The time frame required for the design
- The number of meetings envisaged with the deCordova

The designer/s in their Proposal (see below) should address all of the above enumerated topics and the way they intend to approach this project

Request for Proposal

The purpose of this Request for Proposal is to select a qualified firm to work with deCordova to prepare a Landscape Master Plan, within the parameters described above

The deCordova will evaluate the proposals and qualifications of the firms, conduct interviews, and make a recommendation to the deCordova Board.

All submittals shall include:

- A description of the firm together with its qualifications and past experience on related projects
- A list of key personnel and the identification of the personnel who will be assigned to this project (include all contact information: phone numbers, fax numbers and e-mail addresses)
- The availability of the personnel to work on the project, with the ability to start the work once given the go-ahead
- All proposed consultants
- Massachusetts registration and licensing in all applicable disciplines is required. If the applicant is proposing a team of consultants, prior collaboration on similar projects is required, and registration and licensing requirements shall also apply to consultants when applicable.
- Client references for projects of similar nature
- A copy of the firm's latest financial statement.
- A copy of the firm's professional liability insurance policy.

A pre-submittal Briefing Session will be held on Wednesday, November 7 at 11am at deCordova Sculpture Park and Museum. The briefing will include a site walk.

DeCordova will review all submittals and develop a list of firms for interview by Friday, December 9. Interviews are scheduled for the week of December 12.

Instructions to Respondents:

Five copies of the proposals to this request shall be submitted no later than Friday, November 18 at 6pm to Dennis Kois, Director, deCordova Sculpture Park and Museum, 51 Sandy Pond Road, Lincoln, MA 01773. Proposals should be clearly marked "PROPOSAL FOR DESIGNER SERVICES – LANDSCAPE MASTER PLAN".

No oral interpretation will be made to any party as to the meaning of any part of these solicitation documents. All requests to interpret the intentions of the deCordova Sculpture Park and Museum as expressed in this Request for Proposal shall be made IN WRITING by e-mail to the:

Director's Assistant, director@decordova.org

Review of proposals by the deCordova will follow the process outlined in this Request for Proposals, and any other requirements, which may be requested of the project finalist prior to a final decision on award of the contract.

During the evaluation and interview process, the deCordova reserves the right to request additional information or clarification from any proposer, or to allow corrections of errors or

omissions. The deCordova shall develop a list of not less than three finalists, ranked in order of its evaluation of their qualifications, together with an explanation of the basis for the ranking.

The deCordova shall select one of the finalists for negotiation of an acceptable fee agreement. The sealed fee proposal of the selected finalist will be opened at that time and utilized as the basis for these negotiations.

The deCordova reserves the right to cancel this Request for Proposals or to accept or reject any or all proposals or to waive any informalities in the request for proposal process if it is in the best interest of the deCordova Sculpture Park and Museum to do so.

Fee Evaluation

The deCordova Sculpture Park and Museum intends to evaluate firms using a quality based selection process. The fee for services will be negotiated; a "sealed envelope" fee requested with the response materials will be used as a cost base for the negotiations. Sealed proposals will be held separate from the evaluation process, and will be opened only upon completion of the ranking of finalists and the transmittal of the recommendation of the deCordova to the Museum Trustees. The deCordova shall conduct the final fee negotiations with the selected firm. If an acceptable fee agreement cannot be reached with the first firm, the Trustees may terminate negotiations, and proceed to negotiations with the next firm on the recommended list.

Fee Proposal

The Fee Proposal shall be contained in sealed envelope clearly labeled with the name of the firm and "Fee Proposal." One copy of the Fee Proposal is sufficient for the submittal. This will be held until selection of firm for work, and then will be reviewed against scope of work as agreed to in final negotiations. In the fee proposal include the hourly rates for all key personnel, as well as the following:

1. Technical staff multiplier @ _____ times direct employee salary
2. Reimbursable expense multiplier @ _____ times expense

The fee proposals of all unsuccessful firms shall be returned unopened upon the execution of the design contract.

General Conditions for the Proposal:

The deCordova Sculpture Park and Museum reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in its best interest.

All proposals become the property of the deCordova Sculpture Park and Museum.

The firm selected must demonstrate that it possesses Professional Services Liability/Errors and Omissions insurance coverage in an amount not less than \$1,000,000 naming the deCordova Sculpture Park and Museum as additionally insured.

Services provided by the successful firm shall be rendered through a professional services contract.

Proposals must be unconditional.