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ANNMARIE SCULPTURE GARDEN & ARTS CENTER

REQUEST FOR PROPOSALS

for

Landscape Design and Architectural Services

for

Annmarie Sculpture Garden & Arts Center, Solomons, Maryland

Bids will be submitted to:

Ann's Circle, Inc. dba Annmarie Sculpture Garden & Arts Center
Mandatory Pre-Proposal Site Visit: May 4, 2022, 2:00pm
Provide bids on or before: May 26, 2022, 5:00pm

For further information contact:

Stacey Hann-Ruff, *Director*
Annmarie Sculpture Garden & Arts Center
13470 Dowell Road, Solomons, Maryland 20688
t. 410-326-4640 jobs@annmariegarden.org

www.AnnmarieGarden.org

Ann's Circle, Inc. reserves the right to accept/reject any or all proposals.

REQUEST FOR PROPOSALS
for Landscape Design and Architectural Services
Annamarie Sculpture Garden & Arts Center
Solomons, Maryland

INTRODUCTION

Annamarie Sculpture Garden & Arts Center (Annamarie) is seeking a qualified firm to provide landscape design, architectural and engineering services that will guide and cultivate capital projects through a multi-phase/multi-year renovation and expansion of our gardens, buildings and facilities on our 50-acre campus in Southern Maryland. Our goal is to develop a comprehensive, ecologically friendly Art & Nature Complex that will offer unparalleled opportunities for our growing audiences to experience art and nature in new and different ways. This Request for Proposals encompasses Phase I, which includes reviewing existing master plans and proposed projects, modernizing the overall vision of passive recreational and cultural activities, and developing the landscape, architectural and engineering designs, plans, specifications and renderings that will be needed to bring our vision to fruition. (Later phases of this project will execute the plans/designs as funding allows.)

SECTION I: WHO WE ARE

I.A: Mission

Annamarie is committed to connecting people to art and nature. Through a wide variety of engaging exhibits, programs, classes, public projects, and annual events, Annmarie opens up opportunities for creativity, collaboration, and reflection. By providing opportunities for visitors to experience and engage in imaginative activities, Annmarie seeks to nurture the human spirit and contribute to a healthy society.

I.B: Background

Situated on 50 acres of lovely gardens and wooded paths, with a 15,000 sq. ft. Arts Building, Annmarie Sculpture Garden & Arts Center blends world-class sculpture and tranquil natural vistas with quirky, playful charm.

Just over one hour from Washington, DC and the largest community center for the arts in Southern Maryland, Annmarie currently welcomes more than 85,000 guests annually to its museum-caliber galleries and grounds, popular festivals and events, art and nature education programs and family-friendly community activities. We open up opportunities for creativity, collaboration, and reflection. By providing opportunities for

visitors to experience and engage in imaginative activities, Annmarie seeks to nurture the human spirit and contribute to an ever stronger, happier, and healthier world.

Annmarie Sculpture Garden & Arts Center exists through a public/private collaboration of the local county, a private foundation, a fundraising board and public support. Specifically, Annmarie leases 30 acres of ground owned and supported by the government of **Calvert County, Maryland**. In accordance with the lease and management agreement, Annmarie is operated by the **Koenig Private Foundation**, a private, non-profit, charitable organization, which employs the staff of Annmarie, funds special projects, and owns an adjacent 20-acre property that is available for Annmarie's use. The many activities and programs of Annmarie are supported by **Ann's Circle, Inc.**, a 501(c)3 non-profit organization whose Board of Directors consists of residents drawn from the Southern Maryland community. Ann's Circle manages the many programs, events, classes, exhibits, and activities of Annmarie, as well as the membership program and the gift shop. For more information about this very successful, 20-year, collaborative partnership, please visit our website at: www.annmariegarden.org

I.C: Brief History

In 1991, Francis and Ann M. Koenig donated a 30-acre property to Calvert County with the intention that it be developed into a botanical and sculpture garden. Over the next decade, their dream took shape as six works of art were installed on the property. These diverse pieces are fully integrated into the natural setting of the Garden and provide the opportunity to develop an appreciation for the seasonal changes inherent in outdoor art. In 2003, Annmarie became a member of the **Smithsonian Institution's Affiliations Program**, which has enabled Annmarie to borrow more than 25 pieces of sculpture from the Smithsonian's Hirshhorn Museum & Sculpture Garden. These world-class sculptures attract visitors from around the region. In addition to the sculpture, the walking paths were created and the allies, or hallways, were cleared. The lovely allies allow visitors to look across Annmarie and created areas for the installation of sculpture. An adjacent 20-acre property owned by the Koenig Private Foundation is available for Annmarie's use.

In 2008, the Murray Arts Building and the Studio School opened, allowing Annmarie to dramatically expand its programs and activities. In the past 15 years, Annmarie has seen sustained, annual attendance growth with notable increases since the onset of the pandemic.

Today, Annmarie attracts over 85,000 visitors to museum-quality art exhibitions, outdoor festivals and activities, and for enjoyment of our natural walking paths and botanical gardens.

SECTION II: THE PROJECT

II.A: Purpose

Annmarie Sculpture Garden & Arts Center anticipates undertaking a multi-phase renovation and expansion program with the goal of developing a comprehensive, ecologically friendly and accessible Art & Nature Complex as envisioned by the founders, Francis and Ann Koenig

The focus of this Request for Proposals is on the longer-term, multi-phase/multi-year design for thoughtful expansion and sustainable development of our grounds and facilities. We are looking for landscape and architectural designs, plans, specifications and renderings that build on the early master plans to create an innovative, eco-sensitive, beautiful campus dedicated to the intersection of art, culture and nature.

II.B: Our Vision

The 1992 Trust Agreement between the Koenigs and Calvert County states: *“The Property shall be developed and managed in a manner designed to inspire relaxation, inspiration and quiet contemplation....and shall maintain the environmental integrity of the site and the passive tranquility of the area...”* It goes on to state that the focus of any development of the property *“shall be toward passive recreational and cultural activities.”* Some of the examples cited in that document are walking trails and scenic paths and overlooks, botanical gardens, wheelchair-accessible paved walk, an indoor or outdoor amphitheater with a stage, sculptures, fountains/ponds/reflecting pools, and a carillon tower.

With the donors’ wishes in mind, early master plans incorporated many of their ideas - and others. As Annmarie Garden continues to grow and attract ever more visitors each year, we hope to further develop our grounds, gardens, and undeveloped water frontage to enhance the experiences of modern audiences. As did the founders, we envision a waterfront education and performance center, an outdoor creek-side amphitheater, and a greenhouse/ conservatory, all connected by ADA accessible trails and boardwalks along the beautiful St. John's Creek in Solomons, Maryland and possibly connecting to adjoining County park land.

With an eye to environmental awareness and education, we also envision further developing native botanical gardens, including a variety of environmental education gardens, and sustainable green parking, as well as the addition of solar panels on the sprawling roof of the current Arts Building. Opportunities for nature recreation include a new kayak launch, offering rare access to the Chesapeake Bay, and wheelchair-accessible trails connecting to the neighboring county park. Therapeutic and educational experiences will also be enhanced through expanded fine arts facilities and a modest nature education center.

II.C. Phasing

The expansion project will have to be completed in multiple phases as capital funding allows; therefore, Phase I (and this RFP) is focused on landscape and architectural designs, plans, specifications and renderings for the 50-acre campus that will enable Annmarie to prioritize development/expansion and to solicit the significant funding that will be required to execute on the earlier master plans. We anticipate working closely with the successful bidder to modernize the existing master plans and produce the landscape, architectural and engineering designs, plans, specifications and renderings that will enable us to begin building the Annmarie “campus of the future.”

SECTION III: SCOPE OF SERVICES

The final Scope of Services will be determined in detail once a firm is selected but, at a minimum, the Scope will incorporate the deliverables, responsibilities and specific work requested as described in this RFP. The submitted proposal and any subsequent additional information will be incorporated in the contract for services.

III.A. Deliverables

Annmarie Sculpture Garden & Arts Center requires landscape, architectural and engineering designs, plans, specifications, and renderings to guide future capital projects and installation of facilities for new experiences for our growing audiences. Projects include both visitor attractions and infrastructure improvements. Our goal with this project is to have in-hand a design booklet documenting:

- The overall process
- Professional assessment of existing master plans, soil and critical area studies and recommendations for any needed changes
- Illustrated renderings of landscaping garden designs and facilities
- Any additional critical area, landscape, engineering and other specific tests required to support the proposed designs
- Statement of rough order of magnitude (ROM) for anticipated costs to execute the designs in phases over time

- **NOTE:** Designs, plans, specifications and renderings will be used to secure funding for the development and expansion projects. Priority for projects moving into the detailed design development stage will be determined as the project progresses and in conversations between Annmarie leadership and the selected firm.

III.B. Specific Work Requested

This list reflects the minimum requirements of the designer’s work responsibilities. Please review, expand, advise and adjust where necessary for your firm’s proposal.

1. Review project sites and Annmarie Garden background information - thoroughly analyze and assess the physical grounds and facilities, uses, programs, various users, staff and projected future growth.
2. Review existing master plans, as well as soil, archeological, engineering and critical wetlands reports for applicability. Gather additional information as needed for possible design solutions.
3. Meet with Annmarie Garden Board of Directors, Executive Director, staff, and community members - Assess and creatively analyze the campus needs identified by the Board for future development, and identify and recommend other potential needs. Provide recommendations that will include but are not necessarily limited to:
 - Existing garden uses and campus layout
 - Landscaping guidelines
 - Vehicular and pedestrian circulation
 - Hardscape treatments and materials
 - Waterfront uses and access
 - Structures
 - Lighting
 - Way-finding signage and other signage
 - Programming analysis and recommendations for the interpretation of sculpture garden collections, indigenous plantings, and unique aspects of our beautiful natural environment
4. Engage appropriate regulatory agencies as required to assess waterfront critical areas uses and restrictions, county zoning and regulations, state regulations, etc.
5. Enlist the services of the appropriate professionals to complete this project, including but not limited to: landscape architect, master gardener, building architect, engineers and others as required to fulfill the intent of this project.
6. Prepare preliminary designs and plans for review with Annmarie Garden Board and staff, with relevant maps and renderings
7. Prepare and present designs, plans, specifications and renderings for review and approval by Annmarie Board.
8. Prepare a final design package, to include a report of findings and recommendations based on professional investigation and client feedback, and including a complete plan narrative, designs, maps, phasing, specifications and renderings

9. Prepare preliminary cost estimates (ROM) based on final designs, including recommended phasing of capital improvement projects
10. Prepare a color graphic representation of the final design for Annmarie to share with potential donors and the community at large

The final report will detail the designs, plans, phasing, specifications and renderings of the intended multi-year, phased project and will include a full analysis of existing conditions, constraints and opportunities and incorporate future planned improvements for the 50-acre campus of Annmarie Sculpture Garden & Arts Center.

The designer shall meet with the Annmarie Strategic Development Committee, Executive Director and assigned staff via scheduled meetings (no less than 5) and adhere to an agreed-upon schedule for completion of the project (TBD). At a minimum, the following meetings will be required at Annmarie with the consultant:

1. Project kick-off
2. Project Status/Update
3. Mid-term review
4. Preliminary review
5. Presentation of final plan/recommendations

It is also anticipated that multiple teleconferences may be required in the course of completing this project with Annmarie and designer should plan for on-site meetings with others to accomplish work required for the project.

III.C. Designer Responsibilities

1. The designer will be required to develop designs, plans, suggested phasing, specifications and renderings for the entire 50-acre campus of Annmarie Sculpture Garden & Arts Center. All proposed gardens, structures, and innovations must adhere to the design aesthetic and operating requirements of Annmarie Garden, provide a green solution that will qualify for LEED certification, and be ADA compliant to ensure accessibility for all visitors.
2. The designer will be responsible for supervision and performance of all design activities, technical studies, and surveys necessary to produce an executable design within the constraints of the property's capability, government regulations, and reasonable cost of construction. The designer will be responsible for working with the relevant government agencies as required to ensure compatibility with regulations.
3. The designer will be responsible for producing high quality designs, plans, specifications and renderings that are sensitive to Annmarie's tradition, its present role, and its desired future. Designer should anticipate changes and refinements by Annmarie or its respective review agencies as the process progresses.

4. Designs will be subject to review by a variety of committees. The designer will have a key role at review meetings and will prepare visual representations and other materials required for these presentations and for any other public presentations that may be required.

5. The designer will submit a final schedule for design activities. The designer will be responsible for reviewing the schedule at least monthly with the designated contact at Annmarie; for maintaining the schedule throughout the design process; and for completing the design, plans, specifications, and renderings, including necessary meetings and design approvals, within the approved schedule.

SECTION IV: PROJECT SCHEDULE

*Funding of this project is contingent upon legislative bond initiative approval by the State of Maryland General Assembly. Although we have been advised that the funding has been approved in the preliminary State budget, the actual notice of award is not anticipated until sometime summer 2022. Our desire is to be ready to begin as quickly as possible upon official notification from the State.

IV.A. Schedule

Release RFP	Tuesday, 4/5/2022
Mandatory Pre-Proposal Site Visit	Wednesday, 5/4/2022 @ 2 pm
RFP Submittals Due	Thursday, 5/26/2022 by 5 pm
Shortlist Presentations/Interview Firms	Thursday, 6/16/2022
Notice to Selected Firm	Thursday, 7/07/2022
Award Contract	TBD upon Official Notice of State Funds
Complete Project Work	TBD (within 9 months of kick-off)

IV.B. Mandatory Pre-proposal Site Visit

Annmarie Garden will host a pre-proposal informational and site visit meeting on **Wednesday, May 4, 2022 at 2 pm** to tour the Annmarie campus and ask questions. Key staff members will be present to answer questions and provide background information. This pre-proposal site visit is and will be the only opportunity to discuss the project, the grounds and facilities with the Annmarie committee members and staff prior to your proposal submission. Reservations for a site visit and tour are required. **Please send an email to jobs@annmariegarden.org to advise number and names of people who will attend this mandatory pre-proposal site visit.**

IV.C. Questions

All questions or inquiries about this RFP must be submitted electronically. No phone queries will be taken. If questions regarding this RFP should result in the modification of the RFP, the written modifications will be distributed to all recipients of the original RFP.

Questions regarding this RFP should be emailed to: jobs@annmariegarden.org

IV.D. Shortlist Presentations

After all proposals are reviewed, firms will be narrowed to two (2) or three (3) for interview by and presentation to the appropriate Annmarie committee(s). Presentations may be in any form but will be limited to 1.5 hours, including questions from the committee. In attendance must be key team members and a representative of the firm who is authorized to speak on behalf of the firm.

For additional information about Annmarie Sculpture Garden & Arts Building, please visit our website: www.annmariegarden.org

SECTION V: SELECTION PROCESS AND CRITERIA

Proposals will be evaluated by a team of individuals serving on the Annmarie Strategic Development Committee, professional staff, and Board of Directors.

Proposals will be evaluated on the following criteria:

1. The proposal's responsiveness to the RFP (format, capabilities, work program, approach, clarity, ability to meet proposed schedule, etc.)
2. Specialized experience and technical competence of the firm and its personnel in the required disciplines, including a thorough knowledge of the legal, federal, state, and local land use statues and regulations and, specifically, experience with creating designs for year-round public use to maximize the interrelationship of art and nature.
3. Organization, management and technical approach to the project.
4. Ability to develop innovative, forward-thinking recommendations, ideas, designs and plans through a combination of written and visual/graphic means of expression.
5. The unique ideas or creativity conveyed in the proposal.
6. Proposed cost to complete the project as described herein.

7. The qualifications and experience of personnel committed to the project as outlined in the proposal.
8. Significant prior experience completing similar projects on time and within budget for botanic gardens, parks, arts centers, and similar public use campuses of the same or greater size and scope.
9. Review of three references. Annmarie reserves the right to contact any references or clients listed in the documents for information in evaluating the designer's performance on previous projects.

Annmarie Garden reserves the right to accept or reject either in whole or in part, any and all submittals in response to this request, with or without cause, as is determined to be in the best interest of Annmarie Garden.

SECTION VI: SUBMITTAL REQUIREMENTS

The deadline for responses is 5 pm EST on Thursday, May 26, 2022.

All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

To be considered for this opportunity, submit three (3) hard copies of your proposal on standard 8-1/2" x 11" paper. In addition to the hard copies, a PDF electronic copy must also be emailed to jobs@annmariegarden.org. Hard copy proposals must be delivered to the address listed below by 5 pm EST on Thursday, May 26, 2022. No fax submissions will be accepted. *Given delivery disruptions due to Covid-19, please allow ample time for the proposal to reach Annmarie Garden by the deadline.* All submissions will become the property of Annmarie Sculpture Garden & Arts Center and will not be returned. Annmarie is not responsible for costs incurred by the designers prior to issuance of a written agreement.

Deliver Hard Copy Proposals to:

Stacey Hann-Ruff, Executive Director
Annmarie Sculpture Garden & Arts Center
13470 Dowell Road
Solomons, MD 20688

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Email PDF of Proposal to:

jobs@annmariegarden.org

To facilitate evaluation of the proposals, firms are instructed to be concise and to follow the outline below in responding. Proposals that do not follow the outline or do not contain the required information may be considered as unresponsive proposals. Additional detailed information may be attached to the proposal.

Proposals must include, in order, the following:

1. **Cover Letter:** A cover letter (maximum 2 pages), that articulates your firm's desire to undertake this project, the names and positions of key members of your team who will work on this project, and a short summary of your credentials for successfully undertaking this project as described in this RFP.
2. **Approach:** Responses to the Points below regarding your firm's approach. Please limit total response to a maximum of three (3) pages:
 - Briefly describe your company and highlight your background as it applies to this type of project. Include company name, address, contact information, website, legal form (sole proprietor, partnership, corporation), year company formed, description of company in terms of size, range and types of services offered, principal officers, Federal Employee Identification Number
 - Describe your firm's approach for the development of projects like this
 - Discuss your firm's creative principles and how they would apply to this project
 - Discuss your firm's ability to conduct a project like this one that considers the feasibility of proposed facility/grounds development in terms of both cost and programming.
3. **Services & Team:** A detailed outline of the proposed services and designer deliverables for executing the requirements of the proposed scope of services. Identify all key project team members with their resumes, roles and time commitment to this project, for your staff and any outside expertise you will use. Estimate the number of hours, staff positions and their hourly rates, and cost to provide the services and deliverables. Companies are encouraged to create a multi-discipline team that may require collaboration with other design firms to provide Annmarie with the complete package of designs, plans, specifications, renderings and cost estimates. Also indicate the primary contact for this project team.
4. **Subcontractors:** If required technical expertise for certain professional services is not available in-house, include names of subcontractors or partners to be enlisted by you in this effort. Professional services may include civil, structural or site engineering, critical area and historic importance expertise, landscape design, master gardener services, schematic and graphic design, construction cost estimating and others.

5. **Additional Support:** Identify any additional needed services or support that should be provided by Annmarie or through a separate contract if they are not provided through your proposal.
6. **Work Plan & Schedule:** A complete work plan and schedule for the completion of this project. This schedule shall indicate meetings and milestones. The goal is to complete this project within nine (9) months from kick-off.
7. **Conflict of Interest:** An indication of whether the firm's activities or representation of other clients could potentially pose a conflict of interest in its representation of Annmarie Garden.
8. **References:** Three references, including company name and address, contact person and phone number, your firm's role and services provided and year completed for projects undertaken within the last five years on which you have provided similar services. Also provide images of work completed by your firm that demonstrates your company's design aesthetic and proficiency. Preference should be given to projects of similar scope and size.
9. **Fees:** Submit a proposal that includes the cost of services as follows:

- Brief summary of the total cost of the services described in your proposal, followed by a detailed list of all expected costs and expenses for services outlined in your proposal to complete all of the work identified in this RFP, including any outside technical service fees.

NOTE: Any and all work intended to be partnered or subcontracted as part of the bid submittal must be accompanied by background materials and references for proposed partner(s) or subcontractor(s).

- Summary and explanation of any other contributing expenses that are considered reimbursable costs and estimate the dollar amount for each
- An incremental milestone payment plan aligned to the milestones identified under Item 6 above.
- Identify any tasks or services that cannot be quantified at this time and list an hourly rate with a maximum not to exceed cost.

10. Additional Information Requested:

- Proof of State of Maryland licensure for all professional and technical services
- Proof of State of Maryland business license
- Proof of current professional liability insurance coverage (\$1,000,000 min required)

- Organization chart for design team and all technical support and subcontractors
- Statement of diversity in the workforce, as applicable
- Certificate of women-owned, minority-owned, or veteran-owned business, as applicable
- Prior experience designing/constructing projects under LEED and/or Green Globes rating systems
- Specific experience designing for accessibility for special populations.

NOTES:

1. Late applications will not be considered.
2. While every effort will be made to carefully handle applications, Annmarie Garden cannot be held responsible for lost or damaged materials.
3. Annmarie Garden reserves the right to accept or reject any and all responses received, or to commission a firm through another process.
4. All firms who submit their materials for review will receive written notification of receipt of their proposal and of the results of the selection process, including identification of the selected firm.
5. All information contained herein does not constitute either an expressed or implied contract.
6. Annmarie Garden reserves the right to make alterations or additions to this RFP. Any changes will be provided to all candidates via email.
7. All products produced in response to the contract resulting from this proposal will be the sole property of Annmarie Sculpture Garden & Arts Center. This includes any original and reproducible drawings and graphics prepared for the project.

We sincerely thank you for your interest in Annmarie Sculpture Garden & Arts Center. We look forward to receiving your proposal.

Thank you!