

Naples Botanical GARDEN

REQUEST FOR PROPOSAL:
Memorial and Tribute Sculpture

Proposal Due Date: June 14, 2021

Proposed Completion Date for Installation: August 2021-September 2021

Contents

1. Summary and Background
2. Proposal Guidelines
3. Project Description and Scope
4. Budget
5. Proposal Format
6. Bidder Qualifications
7. Evaluation

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1. Summary and Background

Naples Botanical Garden is currently accepting proposals to design and install a sculpture as the central location for future memorial and tribute donation recognition within the Garden. In addition to the sculpture, the design of 3 unique recognition 'hangers' to displaying memorial and tribute names will be requested for this proposal.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate artists, conduct a fair and extensive evaluation based on criteria listed, and select the candidate who best addresses the goals of the project. We request competitive proposals to ensure we are good stewards of our donors' money.

Naples Botanical Garden is a 170-acre world-class garden paradise whose mission is to Conserve & Discover and Engage & Inspire. The Garden is a relatively new institution. It was founded in 1993 and gained 501(c)(3) status in 1994. We are the youngest garden in history to receive the American Public Gardens Association's prestigious "Award for Garden Excellence." The Garden opened to visitors in 2009 with three display gardens. It quickly became a favorite place of many and now welcomes over 230,000 visitors annually.

2. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5:00 p.m. ET June 14, 2021. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review and will include scope, budget, schedule, and any other related items to project completion.

3. Project Description and Scope

The Garden is seeking proposals for a sculpture and unique recognition 'hangers' to facilitate a sustainable and successful program for Garden donors wishing to donate in memorial or tribute of a loved one. We expect this project to include the design and installation of a central sculpture, design of 3 unique recognition 'hangers', and work in consultation with Garden Horticulture and Operations teams on surrounding landscaping. With this project we are looking for the following qualities:

- A central sculpture promoting a solemn and inspiring experience to remember or honor a loved one which is able to endure the outdoor conditions of Southwest Florida.
 - Dimensions of the space are approximately 15'x15'x15' in a triangular shape.
 - Garden will provide general admission passes for up to 2 individuals to view the space during the RFP process.
- Incorporation and understanding of the Garden's living collections.

- Three unique designs of recognition ‘hangers’ displaying memorial or tribute names which can be affixed to the central sculpture for a duration of time, removed at the conclusion of the duration, and able to endure the outdoor conditions of Southwest Florida. The three ‘hangers’ should adequately represent three distinct levels of giving as represented by three distinct designs or sizes.
 - The recognition ‘hangers’ should be secure on the central sculpture to prevent theft or damage from falling off the central sculpture while on display.
- Recognition ‘hangers’ which can be easily produced and engraved by the Garden or a third- party vendor.

Deliverables for the project include the following:

- Design and creation of a central sculpture with the ability to accommodate up to 250 recognition ‘hangers’ of varying types at a given time, allowing for flexibility
- Design of three unique recognition ‘hangers’ representing three distinct levels of giving including design files for reproduction as necessary, and proposed vendor or process for order/production of the ‘hangers’
- Coordinate installation within the space dimensions and within the desired timeframe and budget in consultation with Garden Operations and Horticulture staff
- Suggested seating options for 4-6 individuals for reflection within the space in consultation with Garden Horticulture and Operations staff

The Garden will assume and retain ownership over the finished sculpture or sculptures. The copyright of the artwork remains with the artist and the artist remains the owner of all the sketches, drawings, designs and maquettes created in the course of creating the sculpture, however the Garden retains the right to reproduce the ‘hangers’ as needed throughout the life of the sculpture. The Garden maintains the right to remove the sculpture and dispose of it in the future if necessary due to wear, garden expansion, or another reason.

4. Budget

The proposed project budget for design, materials, production, and installation is \$7,000-\$10,000. The budget should include design of three tiers of ‘hangers’ and a plan for local and reasonable costing fabrication of these hangers. Proposals should include a detailed budget with all associated project expenses. All costs must be itemized and include an explanation of fees. All invoices must be submitted no later than 30 days following completion of work.

Recognition of the artist will be considered based upon the amount of work gifted in-kind if the artist chooses to do so.

5. Proposal Format

Respondents are asked to include the following information in their response:

A. Overview

- Cover letter
 - Brief executive summary of the artist’s qualifications in the area of similar types of work in scale and scope.

- The name, telephone number, and email address of the primary contact for the submittal.
 - History and philosophy of the artist process and examples of outdoor art installations.
 - Description of experience in collaborating with organizations on artist works incorporating the mission and focus of that organization within the artwork.
 - List of 2-3 current outdoor installations and date of initial completion.
- B. Project Personnel
- Anticipated resources assigned to the project. Include name, role, and experience.
- C. References
- Provide three (3) references for similar projects including: contact name, phone and email address.

6. Bidder Qualifications

Proposals should include the following items related to experience:

- Description of experience in outdoor sculpture as it relates to other gardens or outdoor public venues.
- Listing of current installations.
- Anticipated resources assigned to the project (staff, role, experience).
- Brief executive summary of the artist's qualifications in the area of outdoor sculpture and distinguishing factors.
- Contact information for three references that can provide feedback on projects of similar scope.

7. Evaluation

The Garden will be evaluating all proposals based on the following criteria:

- Project goal: Bidders will be evaluated on their ability to address our need for branding.
- Proven experience: Bidders will be evaluated on their experience related to project-based work, with an emphasis on demonstrated past success.
- Value: Bidders will be evaluated on the proposed project expense commensurate with work to be performed.

Proposals are due no later than 5:00 p.m. ET on June 14, 2021.

Finalists will be selected for individual interviews and notified by 5:00 p.m. ET June 25, 2021.

Bidders not selected for an interview will be notified by 5:00 p.m. ET June 28, 2021.

Individual interviews should be conducted virtually during the month of July 2021. Final selection will be made no later than July 30, 2021.

Notification to bidders who were not selected will be completed by August 2, 2021.

Disclaimer

By responding to this RFP, prospective artist acknowledges an understanding of the following:

- This RFP is not a commitment to enter a contract. No prospective artist has a contract with Naples Botanical Garden until such time that the parties sign a written contract for services.
- Final contract between Naples Botanical Garden and the selected artist may or may not precisely reflect the scope of work provided in the submitted proposal.
- Naples Botanical Garden has the sole discretion for evaluating prospective artists' proposals, and it is not obligated to respond in any way.
- Naples Botanical Garden reserves the right to terminate the contract at any time.

Proposals and questions should be submitted to:

Brian Russo
Director of Membership and Annual Giving
brusso@naplesgarden.org
239.315.7293 (office)
239.307.9395 (cell)

Proposals are due no later than 5:00 p.m. ET on June 14, 2021.

Photos of designated Central Sculpture Space
Approximate dimension: 15'x15'x15'

Frontal view of the space



Left side view of the space



Right side view of the space



Rear view of the space

