

February 20, 2006

To Whom It May Concern:

Re: The Children's Museum

Dear Sir / Madame:

The Children's Museum recently purchased a building at 100 South Street, New York, NY. This building will serve as the new permanent home of the Children's Museum. The Museum, through the Building Committee of the Board of Directors, is preparing for the move from its present quarters to the South Street site.

Your firm is cordially invited to prepare and submit a formal proposal to provide full interior design services for the renovation and restoration of the new home for the museum.

We believe that the relocation of the Museum from its current home to the South Street site offers a unique opportunity for city residents and represents a key component of the on-going efforts to revitalize the old seaport area. The nature of a children's museum creates the potential for a broad variety of design solutions geared toward the creation of a vital exciting learning opportunity for the children.

The Board of the Museum has directed the Building Committee to engage a design firm that is best qualified to work closely in coordinating the design of the interiors with the renovation of the new building. This will be accomplished by working closely with the Building Committee, Museum staff, and exhibit designers on the creation of a realistic program and budget, while meeting the unique needs of the visitors to our new home.

One (1) original proposal should be submitted to the Building Committee by **4:30 PM, Thursday, May 3, 2007**. Your proposal should be signed by such person(s) duly authorized to execute contracts on behalf of your firm.

Attached is the following information which will assist you in the structuring of your proposal:

- Photographs and drawings of the building and site
- The Mission Statement for the Museum
- The vision for the new facility as drafted by the Museum staff
- A preliminary building program created by the Museum staff

You are encouraged to visit the existing home of the Children's Museum. We strongly encourage you to visit other children's museums throughout the United States. All proposals should provide for and include the following:

## **A. EXPERIENCE AND CREDENTIALS**

- a. A description of your firm's background, the management and staff structure including a listing of key project personnel (percent involvement) proposed for this project with inclusions of their chronological project resumes and owner/contractor references for each significant project assignment.
- b. Specific listing of similar projects or projects you deem to be of significant importance to the Committee (including any non-profit organizations your firm has worked with) completed by your firm within the last five years. Include specific reference to proposed staff involvement with these projects.
- c. A listing of your firm's current workload, and a reference to how this compares to historic workloads for your firm.
- d. A listing of all consultants you propose using for this project including, but not necessarily limited to, architectural, structural, mechanical, electrical, plumbing acoustical, exhibit design, graphic and landscape design. This listing should include a brief description of each firm and your past relationship with the firm(s), if any. Note that the Committee may select consultants separate from the ones proposed by your firm and may direct your firm to work with such consultants.
- e. A confirmation that your firm and the proposed consultants have all the necessary licensing to undertake this project.

## **B. DESIGN**

- a. Conduct a review of the proposed program for the Museum as defined by the Museum staff.
- b. Provide preliminary observations your firm may envision that you feel would be appropriate for the building based upon the program, project narrative, and specific site conditions.

## **C. SCHEDULE**

- a. Your proposed schedule should cover all activities during the pre-construction phases, based upon an intended signing of a contract by **April 1, 2007**, with an anticipated completion of Contract Documents by the end of **September 2007**, and start of construction by **November 2007**.

## **D. BUDGET**

- a. Furnish a proposed budget for all anticipated construction work. The budget need not include professional at this time. We recognize that this budget will be modified during the design phases, but is of assistance for our internal planning.

## E. PROCEDURES

- a. A statement as to your firm's willingness and ability to work closely with the Museum staff, exhibit designers, and exhibit construction groups.
- b. If you propose to use CAD, please explain how your consultants work will integrate with your firm's CAD produced drawings. What drawings, if any would be produced by hand?
- c. How will you handle the process of producing measured drawings of the existing building, and what form of "As-Built" drawings will be produced at the completion of the project?

## F. COMPENSATION

- a. Submit your fee broken into the phases for the project with summary total. Submit only your fee; not your consultant fees. You will have an opportunity to provide these at a later date.
- b. A listing of hourly rates for your staff proposed for involvement in the project.
- c. A listing of reimbursable expenses, their mark-up, with a not-to-exceed cap.
- d. List separately any anticipated additional services inclusive of your consultants, in excess of those normally provided during the pre-construction and construction phases of the project.

## G. INSURANCE/LEGAL

- a. A statement regarding any recent litigation involving your firm or your consultants.
- b. A listing of any contractual exclusions or exceptions you wish to have considered.

It is the Committee's intent to short list a subset of firms who submit proposals. Firms on the short list will be asked to make a presentation to the Committee and may be required to provide additional information at that time.

A walk-through of the building will be conducted on **March 1, 2007**. All proposing firms are encouraged to attend. Submit in writing all questions relating to this RFP to the Building Committee by **March 6, 2007**. All questions deemed relevant by the Committee will be answered by the Committee in the presence of all firms.

We look forward to your participation in the RFP process for the new home of the Children's Museum, and thank you in advance for the effort that you will invest in this selection process.

Sincerely,

THE CHILDRENS MUSEUM, BUILDING COMMITTEE



*the*  
**Children's  
Museum**

*58 Smith Street, NY, NY*

**CHILDREN'S MUSEUM**

**Mission Statement**

The mission of the Children's Museum is to inspire learning through active play and exploration. The Children's Museum serves all children and the adult care givers by:

- Presenting hands-on exhibits and programs that explore the arts, culture, history, and science.
- Creating exhibits and programs based on the developmental needs of children ages 1 to 11.
- Learning from our visitors as they learn from us.
- Creating environments in which people interact with one another.
- Embracing a wide range of abilities, learning styles and forms of creative expression.
- Being accessible and responsive to all families - culturally, physically, and economically.
- Collaborating with schools and other organizations to meet the needs of children and families.
- Increasing awareness and knowledge of the ways in which children and families learn.

**A. Audience**

- The purpose of the Children's Museum serving children ages 1-11, will remain unchanged. We will continue to consider children aged 3-7 years our primary audience, but the Museum will increase the opportunities it offers for toddlers and upper elementary school children
- The new Museum facility will serve 150,000-200,000 visitors annually - three to four times the number of visitors we currently serve.
- The Museum's audience will come from every community with approximately 10% of our visitors from outside the immediate region.
- The ethnicity, race, and economic level of the Museum's visitors will parallel that of the state - at least 10% of our visitors will be people of color.



*the*  
**Children's**  
**Museum**

*58 Smith Street, NY, NY*

- The Museum will work with educators to strengthen its services for teachers and schools.
- The Museum will provide more opportunities, both formal and informal for parents to learn about parenting and child development.

**B. Facilities**

- The new facility will be welcoming and comfortable for visitors and staff. It will explode with activities that will engage the imagination of children and adults. The new space will retain the warmth and richness that has become associated with our exhibits and facilities.
- All facilities will be designed for children, with consideration for adults.
- The Museum will be fully handicapped accessible.
- The new facility will have efficient temperature control systems. Also, public address, sprinkler, and security systems will ensure the safety of the Museum, its visitors and staff.
- Visitor amenities may include an area to share a snack, a special place for birthday or other parties, and improve storage for coats and other personal items.
- An outdoor play area will be an outlet for children's physical energies, attract families seeking outdoor recreation, and provide an oasis in an urban environment.
- The new facility will include a performance space for the Museum's successful performance series, frequent family-oriented performances, and meetings, films, and other forums sponsored by the Museum or other organizations.
- The new facility will contain temperature and humidity controlled safe storage for the Museum's collection of art and historical artifacts to better preserve these valuable objects.
- The Museum's gift shop will have a convenient location to serve a broad audience. The gift shop will develop an independent reputation as a retail business.
- Additional storage space for program materials and exhibit components will be available. More storage will allow us to use materials more effectively, preserve materials more efficiently and accept donations in larger quantities.



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- The new facility should provide improved space for the exhibit fabrication shop providing for the safety, ventilation, lighting, access, and flexibility of this space.

### **C. Exhibits and Programs**

- Exhibits and programs will continue to be designed for the developmental needs of their target audience. Exhibits and programs will be innovative in their design and content, drawing on the best practices of the Museum field and local creativity.
- The Museum will offer more hands-on, science learning experiences. The growth of technology, the increase in environmental concerns, and the needs for skills such as problem solving and experimentation demand thoughtful responses from all educational institutions.
- The Museum will create exhibits and programs that encourage children to respect the dignity of all people. Exhibits and programs will incorporate a diversity of perspectives in planning and execution as well as in the content of the material presented.
- The Museum will improve resources for parents, teachers, and other educators. As their charge becomes more complex, teachers need new resources. Parents too seek advice and information about being educational parents to their children.
- In conjunction with the :Department of Children, Youth and Families and other social service agencies, the Museum provides positive, guided visits for parents and children. The Museum will expand this program to better share our resources with social service agencies and the families they serve.
- The Museum will utilize advances in technology to support exhibit and program goals.
- The Museum will incorporate space for gross motor activities, providing space for jumping, climbing, and active play.
- The new building's open exhibit space will allow the Museum to use traveling exhibits from other museums and to create exhibits that can travel.
- The Museum will increase its efforts to reach out to local communities - sharing our resources beyond our walls.



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**D. Organization**

- The Museum will expand its staff to better serve the children and families
- The Museum will be a partner to more organizations that work with children and families. The Museum's unique resources will be used to meet ever-changing needs through increased collaboration.
- The Museum seeks financial stability that will enable us to provide high quality learning experiences and to plan for careful expansion and growth
- The Museum requires better infrastructure to enable us to provide high quality while reaching a larger audience. Larger office space, additional computer hardware, and more efficient office machines will enable our staff to focus more fully on our visitors.
- Training and professional development will be a higher priority for staff and volunteers. To meet the needs of a larger and more diverse audience, we need to be knowledgeable about current developments in the museum field, education and social services.



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*58 Smith Street, NY, NY*

CHILDREN'S MUSEUM

**Proposed Building Plan – 100 South Street**

**A. ADMINISTRATIVE**

OFFICES	2,200 s.f.
11 of approx. 200 s.f. each for up to 22 administrative, clerical and program staff	
MEETING/OCCASIONAL WORK SPACES	400 s.f.
3 at 100 – 150 s.f. each	
SUPPORT	250 s.f.
copier, fax, printer, mail, paper storage	
VOLUNTEER HEADQUARTERS	60 s.f.
locker, bulletin boards	
CONFERENCE ROOM	240 s.f.
COLLECTIONS STORAGE	150 s.f.
secure, temp & humidity controlled	
EXHIBIT FABRICATION SHOP	1,000 s.f.
garage	
BASEMENT STORAGE	1,500 s.f.
<b>Total Administrative</b>	<b>5,800 s.f.</b>





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**B. PUBLIC AMENITIES & SUPPORT**

PUBLIC EATING SPACE 400 s.f.

long tables benches, vending machines or snack bar. up to 40 people; moveable wall to divide space for members' birthday parties

KITCHEN AREA 100 s.f.

non-public but adjacent to eating area refrigerator sinks, stove, storage

PERFORMANCE/ORIENTATION \* 1600 s.f.

seats up to 200. children & adults

GIFTSHOP\* 500 s.f.

LOBBY, COAT STORAGE 450 s.f.

TOILETS 600 s.f.

CIRCULATION 2,050 s.f.

\*note: gift shop, auditorium, some toilets need to be accessible from lobby

**Total Public Amenities & Support 5,700 s.f.**

**C. EXHIBITION AND PROGRAM**

CLASSROOMS 650 s.f.

2; one dividable; supply storage

EXHIBITS 5,350 s.f.

**Total Exhibition And Program 6,000 s.f.**

**TOTAL SPACE 17,500 s.f.**