

**BOROUGH OF LANSDOWNE
REQUEST FOR PROPOSAL
for
Arts Facility and Program Development
Consultant**

Proposal Deadline: Wednesday, February 29, 2012

1/19/12

Table of Contents

I. IntroductionPage 1

II. Community Background.....Page 1

III. Project ScopePage 1

IV. Selection Criteria.....Page 2

V. Project Timing.....Page 2

VI. Disclaimer & Statement of Confidentiality.....Page 2

VII. Consultant Response Requirements.....Page 3

I. INTRODUCTION

The Borough of Lansdowne, located in Delaware County, Pennsylvania, is seeking a Consultant (consultant) experienced in economic development, community engagement, artistic program development and project management to assist the Borough with the initial programmatic development of a new arts center, 2020 House to be located on the same grounds as the borough's historic The Twentieth Century Club.

The 2020 House building is under renovation and tentatively scheduled to open in January 2013. The center's programming will specifically focus on print making with an emphasis on environmentally sound techniques, creative writing of all genres and music composition with professional residencies in all three fields, classes for all skill levels, art salons, professional arts development seminars and presentations or work products resulting from the residencies that will serve as a lasting benefit to the wider community but especially for Lansdowne residents.

II. COMMUNITY BACKGROUND

Lansdowne's vision is *to be renowned as a place that fosters the creativity of artists and serves as a mecca for the active engagement of the broader community in the borough's inspirational cultural life.* To help bring this vision to life, the Borough has acquired and is renovating 2020 House, which is adjacent to the historic Twentieth Century Club in Lansdowne. 2020 House will serve as the hub for many of the borough sponsored cultural activities. The unifying foundation for these activities will be professional residencies for artists in print making, creative writing and music composition at 2020 House.

The Borough Council of Lansdowne has also established the Lansdowne Arts Board comprised of Lansdowne residents with an arts background. The Arts Board is overseeing the 2020 House development and is also responsible for envisioning and developing other borough sponsored cultural initiatives.

III. PROJECT SCOPE

The Borough of Lansdowne is interested in working with a consultant who can assist the borough with some of the start up activities relative to: (1) the development of the 2020 House within the context of economic development and (2) the long term sustainability of the center.

Working in tandem with Lansdowne Borough Council, the Lansdowne Arts Board and Borough staff, the consultant will be expected to develop a 2020 House multi-dimensional Work Plan over a six month period in early 2012, which will consist of:

- An initial Program Plan including the logistics of classes, salons and other programming to serve different sectors of the broader community
- A Marketing/Community Engagement Plan to attract participation from Lansdowne and its environs to the center
- Criteria and schedule for the creation of the three artistic residencies using materials provided by the Alliance of Artist Communities and other similar resources
- 2012-2014 Development (Fund Raising) Plan
- Economic Development Targets and a strategy to meet them through 2020 House activities
- Development of a position description for a 2020 House coordinator staff position, which will commence in mid-to-late 2012

IV. SELECTION CRITERIA

The selection of the consultant will be based on a clear written demonstration of an approach, detailed work plan, timeline and budget to provide the borough with the deliverables set forth in Section III. The Borough has a particular interest in consultants who have completed a comparable project. Finalists will also be expected to make a presentation to a small panel of borough representatives.

V. PROJECT TIMING

Below are the key milestones by which this project will be managed:

- a) Consultant Questions Due to the Borough of Lansdowne..... 02/10/12
- b) Responses to Questions Provided by the Borough of Lansdowne..... 02/17/12
- c) Proposal Deadline.....02/29/12
- d) Consultant Finalist Presentations.....03/05/12 - 03/09/12
- f) Selection of Consultant..... 03/13/12
- g) Project Implementation and Completion 04/01/12- 10/01/12

VI. DISCLAIMER & STATEMENT OF CONFIDENTIALITY

A. Disclaimer

This Request for Proposal (RFP) is not an offer and your response will not create a contract between you and the Borough of Lansdowne. This RFP is for informational purposes only and does not constitute a commitment to purchase any goods or services from you. We reserve the right to amend this RFP in whole or in part at any time and, at our sole discretion, to withdraw it entirely.

The specific terms of an award made under this RFP, if any, may vary from the terms of this RFP and the responses that are received. Unless and until we mutually negotiate, execute and deliver a definitive agreement, however, neither of us will have any obligations to the other with respect to the subject scope of work described in this document.

B. Statement of Confidentiality

This RFP contains information proprietary to the Borough of Lansdowne. Each recipient is entrusted to maintain its confidentiality. It should be disclosed only to those involved in preparing the proposal.

The original and any copies of this RFP must be returned to the Borough of Lansdowne upon request. The Borough of Lansdowne assumes that service Consultants will handle this information with the same care they handle their own proprietary information.

VII. CONSULTANT RESPONSE REQUIREMENTS

Questions should be submitted **by email only, not by phone**, by the end of the business day on Friday, **February 10, 2012 to:**

Craig Totaro

Borough Manager, Borough of Lansdowne

totaroC@borough.lansdowne.pa.us

Please submit your electronic response to the RFP by the end of the business day on **Wednesday, February 29, 2012 to:**

Craig Totaro

Borough Manager, Borough of Lansdowne

totaroC@borough.lansdowne.pa.us

Please include:

A. Consultant Profile

General Company/Consultant background information

B. Capabilities

Include information about the specific consultant(s) that would be assigned to this project, information about similarly completed projects and references including phone and email contact information

C. Approach

Outline your approach for this project with timelines and required resources

D. Pricing/Project Budget

Pricing structure should not exceed \$20,000