

VILLAGE OF SOUTHAMPTON REQUEST FOR PROPOSALS

I. PURPOSE OF REQUEST.

The Village of Southampton (“Village”) is requesting proposals from qualified consultants to conduct a community-wide culture and arts visioning process and preparation of detailed recommendations for the re-use of the Village owned facility known as the Parrish property. The Village’s needs are outlined in this Request for Proposal (“RFP”).

II. TIME SCHEDULE.

The Village will follow the following timetable:

Issue RFP: 10/18/2010

Deadline for Submittal of Proposals: 11/12/2010

Interview Short listed Firms: 11/22/2010-12/10/2010

Notify Firm Chosen: 12/21/2010

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Steve Funsch, Village Administrator
Village of Southampton
23 Main Street
Southampton, NY 11968

For questions about the project or proposal, please contact Steve Funsch at (631) 283-0247 or via email at treasurer@southamptonvillage.org.

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: ***RFP Visioning Process***.

C. All proposals must be received or postmarked by the deadline listed above. Six (6) paper copies and one (1) electronic copy in pdf format on CD or flash drive of the RFP must be presented. No faxed, email or telephone proposals will be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request.

E. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.

- Specific experience of individuals relative to the proposed project, and office location.
- A brief history of related work by the company, along with recent representative project samples.
- A proposed outline of tasks, products and project schedule.
- A proposed budget based on the above outline of tasks, products and schedules.
- List of public sector references.

IV. SELECTION CRITERIA.

A maximum of three firms or applicants will be selected, or “short listed” to interview for the project. Selection for interviews will be based on an independent evaluation of the submitted proposals using the factors below.

1. Responsiveness of the written proposal to the scope of service.
2. Proposed budget, based on tasks and products.
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.
4. Performance in the interview, including proposed approach.

V. TERMS AND CONDITIONS.

A. The Village reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

B. The Village reserves the right to request clarification of information submitted, and to request additional information from any proposer.

C. The Village reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.

D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the Village the services described in the attached specifications, or until one or more of the proposals have been approved by the Village administration, whichever occurs first.

E. The contract resulting from acceptance of a proposal by the Village shall be in a form supplied or approved by the Village, and shall reflect the specifications in this RFP. The Village reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the Village Attorney.

F. The Village shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. SCOPE OF SERVICES.

Project Background

The Village of Southampton is an incorporated village located near the eastern end of Long Island, approximately 95 miles from New York City. It lies within the Town of Southampton and is bordered on the South by the Atlantic Ocean. Settled in 1640 and incorporated in 1894, The Village is a much loved home for its 4,000-plus year-round residents. It is also a popular resort destination for summertime visitors – so popular that the Village’s population exceeds 35,000 during the summer high season.

The Village is a picturesque, lushly landscaped oceanfront community with an extensive concentration of distinguished historic resources that reflect over four centuries of development. There are four historic districts boasting over 400 contributing historic buildings, and robust retail and cultural tourism industries are anchored in the Village Center, which is a primary economic development engine for the area.

The Village Center is home to prominent cultural and arts organizations, including the Parrish Art Museum, the Southampton Cultural Center, the Rogers Memorial Library and the Southampton Historical Museums. The Village also boasts a host of privately owned art galleries, a multiplex movie theater, and in the future it will be home to a new museum devoted to African American history and culture.

The Southampton Village Trustees recognize that a vital and diverse cultural climate supports the growth of business and industry, jobs, income and tax revenues, and helps build a positive image for the area. As such the Village has provided significant support to local cultural organizations over the years. The Parrish Art Museum occupies a village-owned historic building rent-free and maintenance is provided by the Village. The Southampton Cultural Center also operates within a Village owned and maintained facility. This enables it to allocate over 95% of its revenue to programming, such as free summer concerts in the park, classical concert series, theater productions, and art, music and language instruction for all ages. The Southampton Historical Museum, which is charged with stewardship of over a dozen historical structures, operates year-round educational programming, and runs a museum and research center, also receives various forms of Village support.

The Village has recently formed an Arts District to solidify the brand of Southampton Village as an arts destination and to facilitate the production of multimedia arts events with broad representation and cultural diversity.

Despite the village’s many strengths – among them its historic core, cultural resources, and the affluent local and weekend population – the Village center faces significant development pressures and has numerous physical shortcomings with its infrastructure, including lack of a sewer system. The Village Trustees have embarked on a master plan study that will address these and other long term issues. The timing of the community visioning process described in this RFP will overlap with the master plan study, and the

consultant selected should understand how the re-use of the Parrish building will figure within this larger civic context.

Consultants responding to this RFP should review the Southampton Village Vision Plan, which is available at www.southamptonvillage.org.

About the Parrish Art Museum

Founded by Samuel Longstreth Parrish in 1897, The Parrish Art Museum was the first art museum in Southampton. From 1897 to 1913 three phases of construction served to expand the cruciform museum building, which now encompasses 17,000 square feet on a property just shy of three (3) acres at 25 Jobs Lane with additional access to the Northern municipal parking lot. In 1941, several years after Parrish's death, the museum, its founding collection and grounds (including an arboretum and lush gardens) were bequeathed to the Village of Southampton.

Over the years, under the direction of enterprising board members and staff the Museum grew into an important regional art institution. Its holdings encompass a distinguished collection of American art from the nineteenth century to the present, with a particular focus on the art and artists of Long Island's East End.

Decades of growth have created a need for additional space at the Museum, and in 2012 the Parrish will re-locate to a new 34,500 square foot facility in nearby Water Mill, leaving the facility in the heart of downtown Southampton vacant.

As the Parrish has served as a hub of cultural, social and economic activity in downtown Southampton for over 100 years, the Southampton Village Trustees wish to mitigate the impact of this loss by identifying an appropriate new use for the facility. It is the Trustees' intent to solicit the community's input to inform this important decision.

Project Description

The Village of Southampton seeks detailed cost proposals from qualified consultants to conduct a community visioning process that will guide the future use of the Parrish facility. This process should take into account the needs of the Village, national trends and innovative approaches, as well as best practices for community arts planning. Equally important will be to have a strong perspective on the direction of the arts (cutting across visual and performing arts) and the opportunity to partner with other arts organizations to support programming development and delivery. The Village will entertain new and nontraditional facility uses.

The selected consultant will also be expected to develop goals and objectives for implementing the Village's vision for the Parrish property.

The cost proposals should include all costs including any public opinion survey work, public meetings, presentations and deliverables. The proposal should indicate an approach that identifies work to be done by the firm(s), and responsibilities of the Village in completing the plan.

The project outcomes will be derived from the needs and values of the citizens of the Village, and will incorporate the same dedication to world-class quality that has been exemplified by the Parrish Art Museum.

Proposals should address the following project elements:

The “WHO”

- **Community Profile and Needs**

Analyze demographic characteristics of Village year-round and seasonal residents and tourists. Survey residents (input should be sought from year-round residents and second homeowners) and use other public input methods including public meetings to establish core values and needs of the community.

The “WHAT”

- **Trends**

Identify local, national or international opportunities, trends and best practices for community arts planning. Apply a deep understanding of the arts nationally and translate that into a vision for the proposed organization– not necessarily conforming to traditional formats (e.g. museum, theater, etc.).

- **Recommended Programming including an Inventory of Existing Arts Resources**

Inventory and assess potential uses in the context of the existing visual, performing and other arts resources that are available in the Village, surrounding region, state-wide, nationally. Align on elements of the core programming which ladder up to the long term vision.

The “HOW”

- **Programming Sponsorships and Partnerships**

Inventory arts organizations to serve as partners in providing programming. Identify short-list of key potential sponsors to serve as a founding partner, e.g. another sponsoring organization.

- **Search and Evaluation**

Based on community vision, inventory and analysis, determine optimal Parrish facility use(s), and corresponding facility requirements, e.g. square footage, facility layout, uses. Consider the architectural and historical value of the Parrish facility and its grounds. Leverage as an input a site assessment (engineering, survey, etc.) that will be provided by the Village. Provide estimated sizing of upfront, one time investment required to start up, e.g. renovation/expansion of space. Additionally, itemize other required investments.

- **Operating Model**

Based on the vision for the proposed arts organization, provide the go forward operating and funding model. This would include key underlying drivers, revenue sources, expenses. Lay out ongoing responsibility of the Village. It is noted that the Village intends to have active representation in the leadership of the new facility.

- **Coordinate with Other Plans**

The Plan should be coordinated with the Village’s master planning process.

The “WHY”

- **Rationale**

Clearly articulate “what is in it” for the community.

Recommendations

Prepare and present recommendations to the Village community and Village Trustees based on the community visioning process, inventory and analysis.

Timeline

Create a proposed timeline which includes plan development, public process and final action plan development and approval. The Village expects that the selected consultant will begin work by 1/10/2011, taking into account the need to include year-round as well as seasonal (summer) residents.

VI. COMPENSATION.

A. Please present detailed (itemized) information on the firm's proposed fee schedule for the specifications proposed.

B. Payment by the Village for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the Village and approved by the appropriate Village representatives, which shall specifically set forth the services performed, the name of the person performing such services, and include all itemized costs.

The Village reserves the right to award the contract or contracts to other than the low bidder if it is in the best interest of the Village to do so.

The Village will not provide budget information prior to receipt of proposals. Costs quoted by consultants will be a factor in the review process.