

Request for Qualifications

Flight 5191 Permanent Memorial

August 7, 2009

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I. Submission Requirements

Request for Qualifications

The Flight 5191 Memorial Commission is issuing this request for qualifications to landscape professionals and professional artists, who are interested in providing formal proposals for a permanent community memorial for the 49 victims of Comair Flight 5191, the tragic airline crash that occurred August 27, 2006 at Bluegrass Airport in Lexington – Fayette County, KY. The commission anticipates selecting a total of five (5) Respondents to submit formal proposals for the permanent memorial, after reviewing qualified responses to this RFQ.

Deadline for Responses

This Request for Qualifications (RFQ) has been formally issued on August 10, 2009. All responses must be received by the Flight 5191 Memorial Commission at the address specified herein no later than 5:00 pm (EST) on September 4, 2009. Responses received after the deadline will not be considered.

Submitting Proposals; Delivery Address

Respondents must submit seven (7) copies and one (1) signed original of the statement of qualifications in a sealed envelope or package to the Flight 5191 Memorial Commission at the following address prior to the deadline:

**Flight 5191 Memorial Commission
c/o Aviation Museum of KY
4136 Hangar Drive
Lexington, Kentucky 40510**

The outside of the envelope or package should be labeled “Request for Qualifications - Flight 5191 Permanent Memorial” and include the respondent’s name, address and phone number, and the response deadline.

II. Flight 5191 Memorial Background and Goals

Background

The crash of Comair Flight 5191 on August 27, 2006 had a deep and lasting effect upon the central Kentucky area. Aside from the fact that an event of such terrible magnitude happened in the Lexington-Fayette County community, the majority of the 49 persons who died were residents of this area. All of the victims left many grieving family and friends behind. The sudden, unexpected nature in which so many people perished is a particularly cruel wound to family members, friends, and even to the entire community.

In an effort to help with the healing process, the Flight 5191 Memorial Commission was established through joint cooperation of the Commonwealth of Kentucky State Government, the Lexington – Fayette Urban County Government, and Bluegrass Airport. It is comprised of several representative officials and agencies, and works directly with an advisory group of

victims' family members. The commission operates under the auspices of the Aviation Museum of Kentucky, Inc.

The Flight 5191 Memorial Commission has adopted the following Mission Values, Mission Statement, and Statement of Desired Impact of the Memorial. Respondents should use these statements as their primary source of guidance in developing acceptable proposals.

Mission Values

We are committed to:

- Providing a memorial that is appropriate, uplifting, serene, accessible, permanent, and enduring
- Guiding and moving the memorial forward through collaborative partnerships, open communication, and shared commitment
- Embracing ideas and suggestions as offered by family members, commission members, and the community
- Promoting the memorial as a powerful symbol of the power and strength of family, faith, and community

Mission Statement

The mission of the Flight 5191 Memorial Commission is to provide a memorial that appropriately honors and remembers the forty-nine unique individuals who were lost on August 27, 2006, provide comfort and solace to their families, and acknowledge the combined efforts of the emergency responders that tragic morning and the support of the Central Kentucky community in the trying days that followed.

Statement of Desired Impact of the Memorial

The Flight 5191 Memorial Commission has worked with a group of victims family members to determine the desired impact of the memorial, in terms of what it should communicate to the visitor. The following qualities should be given strong consideration in the creative process:

- Loss of 49 Souls – Victims' Names
- Hope / Promise of the Future
- Peace / Resolution
- Serenity / Reflection
- Significant / Substantial
- Perpetual Remembrance
- Gratitude to First Responders and to Community

III. Memorial Location and Parameters

Proposed Locations

The proposed memorial location is:

Physical Address:

The Arboretum – State Botanical Garden of Kentucky
500 Alumni Drive
Lexington, KY 40503

Web Address: www.uky.edu/Arboretum

This RFQ provides an aerial photo / map of the location within the Arboretum that will be the site of the permanent memorial. The Arboretum is open daily from dawn to dusk, and the site will be available for visit by Respondents during that time frame.

Site Parameters

The site in the Arboretum is at the center of an established Rose Garden, developed by Hospice of the Bluegrass, and the memorial is to include at a minimum a central water feature, benches, permanent marker including the names of the 49 victims, and appropriate landscaping in keeping with the surrounding area.

This site has been chosen for the following reasons: it is outdoors, it is a publicly owned facility, it is easily accessible to the public, it is conducive to some degree of serenity or reflection for the memorial's visitors, and is in cooperation with an agency that diligently and skillfully served families in the crash aftermath, Hospice of the Bluegrass.

These parameters result in a higher degree of expected site permanence, increased security due to presence of visitors when open, premises that are closely watched / monitored when closed, and a commitment to ongoing memorial maintenance.

Memorial Artwork Parameters

The Flight 5191 Memorial Commission wishes to accommodate the greatest range of artistic creativity and possibilities. However, it is imperative that memorial proposals suitably fit in with the Arboretum's surroundings, since it has a primary identity as the State Botanical Garden of Kentucky. As such, a master plan has been developed and it is important to note that much of the Arboretum's development has been accomplished through the financial gifts and efforts of private donors. Therefore, proposals submitted by the group of Respondents selected will be reviewed for suitability by both the Flight 5191 Memorial Commission and the Arboretum Advisory Board.

Project Budget

It is anticipated that the project budget for the permanent memorial (including future maintenance endowment) will be \$200 – 250,000.

IV. Anticipated Memorial Proposal Method / Scope of Work

Anticipated Proposal Method

The Flight 5191 Memorial Commission anticipates selecting a total of five (5) Respondents to submit formal proposals for the permanent memorial. Respondents should be prepared to provide the following elements, if selected to provide a memorial proposal:

- Provide a visual 3-D conceptual representation (maquette) of proposed artwork.
- Describe the artist's vision for how the proposed work of art communicates the qualities noted at the end of Section III.
- Describe or visually depict where and how the artwork would be located on the site with regard to positioning, surroundings, and complementary features.
- Describe any needed on-site infrastructure that would need to be constructed to support the artwork or to provide for such things as lighting or other amenities to appropriately display the artwork.
- Provide the actual scale / size of the completed artwork, as proposed.
- Describe the materials to be used in the proposed artwork.
- Describe any projected maintenance that would be needed to adequately protect / preserve the artwork over time, including an annual maintenance plan.
- Provide the timeframe for completion of the proposed artwork.
- Provide the estimated total cost of the proposed artwork "in-place", including artist commission, materials, site preparation, supportive on-site infrastructure and materials, etc.
- Provide the estimated life-span of the proposed artwork.

Scope of Work

The five (5) Respondents selected to submit a formal memorial proposal will be expected to meet the following general scope of work requirements:

The successful Respondent will work with the Flight 5191 Memorial Commission, The Arboretum, the Urban County Art Review Board, and other entities as required in the planning, production, and placement of the permanent memorial. An agreement will be prepared and entered by the Flight 5191 Memorial Commission and the selected Respondent formalize the arrangements.

Once the initial site and artwork plans are finalized, and the agreement executed, the artist will have up to 1 year to complete the artwork. When the artwork is complete, the selected Respondent will also work with contractors or others preparing the site, advise and be present for installation of the actual artwork, and for construction of related amenities, etc.

The selected Respondent will also work with the Flight 5191 Memorial Commission and The Arboretum Advisory Board to reach an agreement with regard to any warranty of the artwork by the artist, and to address the need for artist involvement / consultation / compensation with regard to future maintenance and repairs.

V. Statement of Qualifications

Response Requirements

Respondents to this RFQ must submit a Statement of Qualifications in accordance with the guidelines listed below. The Statement of Qualifications should allow the Selection Committee to learn more about you, your organization and its capabilities. Your response should be organized, clear, complete and concise. Submissions deemed to be incomplete may be cause for disqualification from further consideration. The Flight 5191 Memorial Commission reserves the right to request additional information following its review of initial submissions.

- 1) **Contact Information** The name, address, and phone number of the Respondent and a designated person who shall be considered the representative of the Respondent.
- 2) **Team Composition** Describe the composition of the Respondent's team. It is recommended that respondents be comprised of a team that includes a landscape professional and professional artist. It is possible for a landscape professional to submit a proposal without a professional artist team member, but the reverse of that is not possible. The lead member of the Respondent team must be clearly identified and will bear ultimate responsibility for the accuracy of all statements contained in the Statement of Qualifications. Information must be provided for all team members, including names, specialization, and relevant prior experience. Attach resumes if possible. Respondents may include any other information which may be helpful to the Flight 5191 Memorial Commission in evaluating the team's capability or suitability for this project.
- 3) **References** Respondents must include contact information (name, address, phone number, email) for three to five (3-5) professional references for themselves, and any other key individuals involved in producing the memorial.
- 4) **Specialized Project Knowledge and Experience** Respondents must indicate past experience with production of commissioned art projects whether public or private. Respondents must indicate any past experience and participation in public art projects, particularly in consulting with governmental or other public agencies, and being responsive to community groups or elected officials in public meetings where public art work is the focus of public attention. Respondents must submit information regarding meeting project budgets for previously completed work.
- 5) **Images of Past Work** Respondents must submit color images of past work to be reviewed. Images must be provided in a digital format, and should show the Respondent's best 3 examples of previously produced memorials / works of art. The total number of images submitted should not exceed 12 (suggest 4 images of each of the 3 example works). The images may also be printed and attached if desired, but must be provided in digital format.
- 6) **Statement Length** The Statement of Qualifications should not exceed 10 pages in length (exclusive of any printed images or actual reference letters).

VI. Review Process and Criteria

The Flight 5191 Memorial Commission will review responses submitted to this RFQ. The commission may consult with The Arboretum Board and any other persons or entities as needed in evaluating the qualifications of the Respondents.

This document is a Request for Qualifications. Respondents acknowledge that the nature of the project and the selection of the winning Respondent are inherently subjective and that the Flight 5191 Memorial Commission reserves the right to reject any and all submissions at its discretion.

The Flight 5191 Memorial Commission will reject any submissions that are incomplete, non-responsive or submitted after the deadline. The Flight 5191 Memorial Commission reserves the right to cancel or re-issue this RFQ, or to reject, in whole or in part, any and all submissions received in response to this RFQ should the Flight 5191 Memorial Commission determine that the responses received to this RFQ are unsatisfactory or that such cancellation or rejection is in the best interest of the Flight 5191 Memorial Commission. The Flight 5191 Memorial Commission further reserves the right to waive any minor technical deficiency in a submitted response. The determination of the selection criteria and the process for evaluating proposals shall be at the sole and absolute discretion of the Flight 5191 Memorial Commission.

Respondents may be asked to give a formal presentation regarding their qualifications to the Flight 5191 Memorial Commission.

VII. Miscellaneous

All requests for additional information regarding this RFQ shall be faxed (859.233.1822) to the attention of Dr. Ray Garman, chair, Flight 5191 Memorial Commission c/o Aviation Museum of Kentucky, no later than noon (EST) on August 24, 2009.

Respondents will be solely responsible for all costs they incur in preparing responses to this RFQ. Respondents selected for formal presentations regarding their qualifications will be solely responsible for all costs incurred for such.

All submissions received will remain the property of the Flight 5191 Memorial Commission and shall be retained by the Flight 5191 Memorial Commission. Respondents should be aware that proposals may be considered open records and, if so, subject to governing state law.

Respondents to this RFQ warrant the accuracy of the Statement of Qualifications submitted and may be eliminated from consideration should any inaccuracies be discovered, at the sole discretion of the Flight 5191 Memorial Commission.

Aerial Views of UK Arboretum – State Botanical Garden of Kentucky, 500 Alumni Drive, Lexington, KY.

The arboretum is at the southern boundary of the campus of the University of Kentucky. Nicholasville Road is the major corridor to the west (left side), and Bates Creek Road is the major corridor to the east (right side). Alumni Drive is the road that runs east-west connecting these two corridors at the center of this aerial view. The arboretum is the green space at lower center with visible walking trails.



In this close-up view of the arboretum, the Visitor Center is the small building at the center, and the future Flight 5191 Memorial location is just to the south of the Visitor Center within the Hospice Garden. All site visitors should check in at the Visitor Center during normal hours, to be directed to the memorial location.

