



CASS GILBERT SOCIETY

## Request for Proposal (RFP)

**Position:** Website Manager

**Project:** Furnishings of the Historic 1905 Minnesota State Capitol

**Closing Date:** Wednesday, January 25, 2017

**Contacts:** Carolyn Kompelien  
Project Co-Director  
[rfp@cassgilbertsociety.org](mailto:rfp@cassgilbertsociety.org)

John Yust  
Project Co-Director  
[rfp@cassgilbertsociety.org](mailto:rfp@cassgilbertsociety.org)

### A. Project Overview

#### 1. Purpose

The Cass Gilbert Society (CGS) is committed to the preservation of the Minnesota State Capitol. It seeks proposals from qualified contractors to provide Website Management services for the Furnishings of the Historic 1905 Minnesota State Capitol Research Project. The research results will be published on the Cass Gilbert Society website in order to increase awareness and appreciation of the original 1905 Capitol Furnishings. This RFP describes the basic services required and the process for selecting the qualified consultant for this project.

#### 2. Submission of Proposal

Prospective consultants shall submit one (1) electronic copy (sent via e-mail) of their proposal and fee schedule no later than 12:00 p.m. (CST) on Wednesday, January 25, 2017 and send to: [rfp@cassgilbertsociety.org](mailto:rfp@cassgilbertsociety.org). All proposals must be clearly marked “Capitol Furnishings—Cass Gilbert Society” in the subject heading.

Additionally, three (3) hard copies must be postmarked by Wednesday, January 25, 2017 and sent to John Yust, 256 Goodrich Avenue, St. Paul, MN 55102.

Incomplete submissions and submissions received after the closing date will not be accepted.

### B. Background Information

The mission of the CGS is to preserve our cultural heritage through advancing scholarship in and appreciation of Cass Gilbert’s influence on American architecture. Since the CGS was founded in 1998, it has created compelling programs through lectures and organized tours of Cass Gilbert buildings all over the United States. Its research and documentation of Gilbert’s building, not only in Minnesota, but throughout the United States, have served as important resources for the public, scholars and preservation projects. The CGS cooperates with other Minnesota organizations such as Preservation Alliance of Minnesota and the Minnesota Historical Society, and with Cass Gilbert scholars nationwide through research, tours and lectures. The CGS initiated the project and secured the funding for the documentary

video, “Cass Gilbert – Standing the Rest of Time.” Produced by Twin Cities Public Television (tpt) in 2005, it won a Regional Emmy.

Cass Gilbert is recognized as one of the most accomplished and prolific 20th Century American architects. Among his most notable projects are the Woolworth Building in New York City, the Supreme Court Building in Washington, D.C., and the State Capitol Building in St. Paul, Minnesota. Only for the Minnesota State Capitol did Gilbert also design or select all of the furnishings—including furniture, lighting fixtures, decorative metal work and signage. Gilbert successfully created a complete interior space that supported the quality and character of the construction. Of the original Capitol pieces he designed or selected, many have been in continuous use in the Capitol since the grand opening in 1905.

In 1989 the Minnesota Historical Society published “Attention to Detail: 1905 Furniture of the Minnesota State Capitol.” The publication showed that approximately 1,600 pieces of furniture in 54 styles were originally ordered and that approximately 800 pieces currently were known to exist. Each style was pictured with the number originally ordered and the number and location of those that were actually found. It was distributed to all users of the furniture including all elected officials in order to increase awareness of the original collection. As a result, important original pieces were found.

This project will build on the success of the 1989 effort to locate missing furnishings. It will include four (4) categories of furnishings: furniture, architectural fragments, photographs, and lighting. Through well-designed and extensive public engagement, especially utilizing social media, missing original furnishings will be identified, described, and photographed. These data and resulting stories—their History—since leaving the Capitol will be published on the CGS website ([www.cassgilbertsociety.org](http://www.cassgilbertsociety.org)).

### **C. Website Manager Qualifications**

The CGS seeks a qualified professional to develop the CGS’s existing website for the purpose of publishing the data, stories and photographs compiled from the research project. All development and publishing work will be done in coordination with the CGS Project Co-Directors and with a Project Manager who will be retained by the CGS.

Desired Qualifications:

1. An excellent reputation of designing and managing websites.
2. Local, multiple staff with education and experience who are available to support website technical needs.
3. Extensive experience in software-server-implementation and optimization.
4. Demonstrated record of software reliability, data integration and security that meets or exceeds evolving open web standards.

### **D. Responsibilities and Deliverables**

1. Determine appropriate overall visual, navigation and content design plan for the CGS website.
2. Create an overall website visual design that is visually stimulating, has easy way-finding, and can be expanded by others as more information becomes available after project completion.
3. Create and integrated navigation design with social media within a responsive (desktop/mobile) framework.
4. Engage in regular and timely communication with the Project Manager.
5. Assures that the website meets these functional requirements: follows web standards; provides for website integration; supports access by multiple audiences (ADA); creates an easy to understand user interface; provides for easy editing of content; increases visibility of website in

search engines; supports ability to add new sections and pages without a redesign; provides for quick access to information and archives; and assures that all visual, navigation and content design is easy to maintain.

6. Coordinate with Project Manager throughout the project.
7. Provide required reports to Project Manager and to the Project Co-Directors.
8. All communication with the Project Co-Directors, Project Manager and any others who are involved in the project shall be done using the grant email account [cgsgrant@cassgilbertsociety.org](mailto:cgsgrant@cassgilbertsociety.org).

#### **E. Project Funding, invoicing, and Other Requirements**

1. The project has been financed with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society, and with an approved budget. As such, the project must be carried out in accordance with the provisions outlined by the Minnesota Historical and Cultural Grants Manual.
2. Additional services shall not be performed unless authorized by the CGS. The Manager shall notify Project Co-Directors in advance in writing if additional services are anticipated. The CGS has established a small budget for a contingency fund.
3. Payment to the consultant will be tied to contract milestones.
4. The contract amounts include all fixed fees and expenses combined.
5. Project timetable
  - February 15, 2017      Projected Start date
  - July 21, 2017        Submit interim progress and budget report at 50% completion
  - October 27, 2017    Progress and/or findings at 75% completion
  - January 1, 2018      Submit Final Report
6. The Manager shall meet periodically with the Project Co-Directors on an agreed upon regular schedule.

#### **F. Proposal Requirements and Selection Criteria**

1. At a minimum, each proposal must contain the following information:
  - a. Title page
  - b. Statement of the proposal will include a project approach narrative, a timetable, Web Manager's key person availability, and any deviations from the RFP requirements issued by the CGS.
  - c. Resumes and hourly rates for each contractor and staff member demonstrating their previous experience and how they meet professional qualification standards.
  - d. Proposals shall be in a 'Not to Exceed' fixed fee format with itemized expenses included for each Project phase. Expenses will include but are not limited to sub-contractors, meeting allowance, specified deliverables, profit, and reimbursables.
  - e. The anticipated expenditure of fees (including expenses) for each project timetable milestone shall be clearly shown in the proposal.
  - f. Examples of similar project management experience within the last 3-5 years.
  - g. At least three (3) previous client references for similar work. Providing this information gives permission for the CGS to contact any and all references given.
  - h. Hardware and software that will be used to accomplish the requirements of the project and the back-up system that will be used, such as Dropbox or other cloud storage.
  - i. Any other information deemed helpful in demonstrating the proposer's ability to successfully complete the project.

2. Selection

- a. Proposals will be evaluated within two (2) weeks of bid closing. The Project Co-Director's committee may elect to conduct one (1) interview with each proposer that the CGS believes meets desired qualifications to perform and successfully complete the project.
- b. CGS will utilize the following criteria in determining which consultant will provide the best overall value to the CGS in meeting project requirement:
  - Consultant's project approach narrative;
  - Project understanding and coordination methods;
  - Previous experience with similar projects;
  - Management/Consultant and team member qualifications;
  - Schedule
  - Fee Proposal
- c. The successful candidate will be notified and a contract will be finalized. Unsuccessful candidates will be notified after the contract has been executed. Work on the project is projected to commence on February 15, 2017
- d. CGS reserves the right to cancel the RFP at any time, or for any reason that is in the best interests of the organization. CGS also reserves the right to reject proposals based on the evaluation of submitted materials, to accept other than the lowest cost proposal, and to negotiate the specified dollar amount or any portion thereof.

3. Anticipated maximum budget for this website research project is \$13,500.

Questions: All questions regarding the project and the RFP may be submitted by email to [rfp@cassgilbertsociety.org](mailto:rfp@cassgilbertsociety.org). All proposers will receive email responses to all questions.

Communication: All communication with Project Co-Directors and others involved in the project will be done by email. The address is [cgsgrant@cassgilbertsociety.org](mailto:cgsgrant@cassgilbertsociety.org).