



## Request for Proposals to Develop a Campus Master Plan

Issued: August 1, 2017

The National Hispanic Cultural Center (NHCC) and NHCC Foundation (NHCCF) are requesting proposals to develop a campus master plan for the NHCC. The consultant will work in close collaboration with the NHCC Executive Director Rebecca Avitia and NHCC Deputy Director Alberto Cuessey, and complete the plan for the NHCC's review and approval by May 1, 2018.

**Proposals should be submitted no later than August 25, 2017, by email to the following: [rebecca.avitia@state.nm.us](mailto:rebecca.avitia@state.nm.us), [nicoler.larranaga@state.nm.us](mailto:nicoler.larranaga@state.nm.us), and [asanchez@nhccfoundation.org](mailto:asanchez@nhccfoundation.org). Any questions regarding the RFP should be sent to the above email addresses as well.**

### Background

The NHCC is devoted to the preservation, promotion and advancement of Hispanic culture, arts and humanities, and the NHCCF is devoted to raising funds in support of the NHCC. The NHCC is a division of the New Mexico Department of Cultural Affairs (DCA) and the NHCCF is a 501(c)(3) non-profit.

The NHCC achieves its mission through the presentation of visual arts, performing arts, history and literary arts programming in its Art Museum, three theatres, a library, an educational facility, and the outdoor spaces on its 20-acre campus. In total, the NHCC serves over 280,000 people, primarily through its exhibits and 700 events each year. These exhibits include visual arts exhibitions of all disciplines, history exhibitions, and community exhibitions. The events range from musical, dance, and theatre performances to book readings, lectures, films, community gatherings and festivals.

The NHCC is the only institution of its kind nationally – given the breadth of the cultures it includes within its mission, the disciplines through which it explores cultural heritage, the physical footprint of its campus, and the funding sources it draws from. The NHCC has also very recently become the most visited New Mexico State museum and is very likely also the most visited museum/cultural center dedicated to Hispanic art in the nation.

The NHCC was opened in October 2000 and has continued to grow its physical imprint and programming since then. In 2004, the NHCC completed the Roy E. Disney Center for Performing Arts. In 2009, the NHCC completed the Pete Domenici Education Building. In 2017, the NHCC will complete the landscaping of its Central Dirt Lot. In 2018, the NHCC will complete its New Mexico Mutual Welcome Center. The NHCC has yet to complete or design the intended international building and renovate an existing warehouse for the National Hispanic Art Institute and Workshop (NHAIW).

As a result of the phased construction of the NHCC, the aging of previously constructed buildings, and the limited upkeep of its facilities because of historical financial constraints, the NHCC is in need of a thorough assessment of the capital needs of its existing campus and a vision for the future campus that incorporates existing and future construction.

## Purpose of Project

With the help of a thoughtful and well-crafted strategic plan, the NHCC and NHCCF will be poised to dramatically stabilize and increase their funding streams, solidly establish and improve the quality of their programming and grow their role nationally. To achieve these goals, the NHCC and NHCCF look forward to working with a consultant to develop a campus master plan that assesses the NHCC's facility and equipment needs and their fit and priority in relation to the NHCC's programmatic offerings.

## Scope of Service

The NHCC and NHCCF seek a consultant to perform the following services:

- Assess the condition of existing NHCC facilities, equipment and grounds, including determining the remaining lifespan of equipment and facility components; and assessing the safety and security of current facilities, facility equipment and systems, and campus grounds.
- Recommend repairs, upgrades, and additions to the existing NHCC facilities, equipment and grounds that are currently needed or will be needed in the next five- to seven-years, including likely costs for each item addressed, to include an assessment of campus accessibility, structural assessment of underground water throughout the campus, wayfinding and signage, public transportation integration, lighting, bicycle trail access, pedestrian connectivity to the intended NHAIW, landscaping, and IT upgrades for improved internet speed and connectivity.
- Develop and design a campus master plan that includes future construction projects already designed but pending completion and any recommended facility and grounds repairs, upgrades and additions, including the intended international building, the warehouse renovation for the NHAIW and connectivity to the NHAIW. (As an ancillary add-on to the base bid, the services may also include a programmatic assessment and general design of the intended international building and/or NHAIW.)

## Deliverables

Deliverables for the project will include, at a minimum:

- Copies of all instruments used to gather information, including any bids or estimates obtained by consultant or any subcontractors to consultant,
- Meetings and briefings throughout the project for feedback on direction of the plan,
- Draft plan that specifies possible recommendations, designs, cost estimates, and phased timeline for implementing recommendations , and
- Final plan incorporating necessary revisions along with at least two presentations of the plan to NHCC and NHCCF leadership.

Ancillary deliverables may also include digitizing, where appropriate, and organizing existing blueprints, schematics, manuals and other related documentation of NHCC facility and equipment.

All deliverables will become the property of the NHCC.

## Submission Requirements

Applicants shall submit a proposal that includes, at a minimum, the following elements:

1. The name of firm or lead consultant, address, telephone number, email, contact person and date of submission.
2. Profile of the consultant, to include:
  - a. A brief history of the firm, if applicable.
  - b. A list of the names of individuals who will work on the project and each of their resumes.
  - c. A minimum of three references for which the consultant has provided comparable contractual services to those specified in the RFP.
  - d. A summary and samples of the consultant's work on similar projects.
  - e. A statement outlining the consultant's experience working with organizations (a) like the NHCC and (b) in New Mexico, including the particular opportunities and challenges that need to be addressed in developing a campus master plan in this/these contexts and mechanisms for managing the challenges and capitalizing on the opportunities.
  - f. If subcontractor(s) will be used, please include resume and qualifications of the subcontractor(s).
3. A Work Plan that incorporates the scope of services outlined. The work plan should generally identify the expected duration of each task and reflect associated personnel and other resources required for all tasks to be performed. This should include a schedule for all deliverables. There should be a clear delineation of contractor's and NHCC's task responsibilities.
4. Project Fees, which must include a line item project expense budget indicating all costs for carrying out the proposed work, including personnel, travel, lodging, meals, supplies, materials, overhead and all other necessary expenses.

## Selection

NHCC and NHCCF staff will review and examine all proposals. The selected consultant will be notified no later than October 15, 2017.