



REQUEST FOR PROPOSALS

FREDERICK DOUGLASS - ISAAC MYERS
MARITIME PARK AND MUSEUM
HERBERT BEARMAN GALLERY

GALLERY MANAGER

An on-line copy of this RFP can be found at :

https://livingclassrooms.org/ourp_fdimmp.php

TABLE OF CONTENTS

1. Overview.....	3
2. Scope and Purpose.....	4
3. RFP Goals.....	5
4. Site Description.....	5
5. RFP Submission Requirements.....	6
6. Insurance and Indemnification.....	7
7. Schedule of Events.....	9
8. Reserved Rights and Administrative Information.....	9
9. Pre-Proposal Access and Inspection.....	9
10. Award Procedures.....	10
11. Evaluation Criteria.....	11
12. Additional Information.....	11
13. Attachments.....	12

1. Overview

Mission Statement: Living Classrooms Foundation strengthens communities and inspires young people to achieve their potential through hands-on education and job training, using urban, natural, and maritime resources as "living classrooms."

Founded in Baltimore in 1985, Living Classrooms Foundation has grown into an educational and economic force that combines one of the City's most cherished assets – it's beautiful and historic harbor - with some of its most overlooked - the thousands of bright, ambitious children and young adults who are struggling to succeed against terrible odds. What began with one program in one city has grown into dozens of programs across a region that now encompasses Washington, DC, Virginia, and Maryland.

Living Classrooms has developed a distinctive competency in experiential learning -- literally learning by direct experience -- or what we call "learning by doing." These experiences take place at many "living classrooms" on our various campuses, including maritime museums and ships, and in neighborhood and community settings. We apply our "learning by doing" approach in three focus areas:

- **K-8 Schools**
 - Educating students through our own charter middle school and K-8 school
- **Hands-on Educational Enrichment**
 - Educating students through after-school and supplemental education programs, through environmental, maritime heritage, and health and wellness experiences, with special emphasis on serving students who live in high-risk environments.
 - Educating the general public, and students in particular, about the significance of the region's maritime heritage and its role in shaping who we are as a community and nation
- **Job Training**
 - Eliminating barriers to success for young adults and families through community development, workforce preparation, and life skills training

While each of our program areas is distinct, in combination they create a powerful synergy. Our maritime heritage sites create opportunities for employment training. Our education programs use our environmental and maritime resources as living learning laboratories. Our employability programs create stronger communities that are better prepared to exercise environmental stewardship.

The Frederick Douglass-Isaac Myers Maritime Park is the headquarters of the Living Classrooms Foundation and a national heritage site that celebrates the contributions of African Americans in the development of Baltimore's maritime industry. The site honors and interprets the city's African-American maritime history, while preserving one of the city's oldest existing waterfront industrial buildings.

The campus's Frederick Douglass-Isaac Myers Maritime Museum is open to the public. The permanent exhibition chronicles the saga of Frederick Douglass' life in Baltimore as an enslaved child and young man. We also examine the life of Isaac Myers, a free born African American in Baltimore who himself became a national leader. Visitors also learn about the founding of the Chesapeake Marine Railway and Dry Dock Company and the establishment of the African American Community in Baltimore during the 1800's.

Located on the third floor of the Douglass-Myers Museum, Bearman Gallery features a rotating exhibition of local artists whose work covers a broad range of styles and mediums. The gallery is open for viewing daily 10:00am-4:00pm, noon to 4pm on weekends and Holidays, and is included in the price of admission to the museum. Currently, all artwork is available for purchase; and a portion of the proceeds supports Living Classrooms educational programs.

2. Scope and Purpose

Living Classrooms Foundation is seeking written proposals from qualified Respondents for the management of the Herbert Bearman Gallery at the Frederick Douglass-Isaac Myers Maritime Park and Museum. Respondents may be existing art galleries, institutions or individuals.

Respondents must be able to demonstrate the ability to seek out, identify, select, curate, and manage a changing series of exhibits to be housed in the Herbert Bearman Gallery Space. All artists and artistic media are eligible for exhibition in the Bearman Galley. In keeping with the Park's significance as a prominent African American heritage site, exhibitions created by African American artists and / or exploring compelling and thought provoking African American themes, both current and historic, are encouraged.

Exhibits should change at least quarterly; shorter exhibition periods may be considered. Downtime between exhibitions should be no longer than 5 business days.

The Bearman Gallery has a dual purpose as a rental space for private and corporate events and receptions as well as an education space for Living Classrooms many hands-on programs. Over 10,000 people attended events held in this space in 2016. Keeping this in mind, exhibitions must be suitable for all audiences.

Living Classrooms is interested in Respondents who can be ready to program the Bearman Gallery no later than 30 September, 2017

The selected Respondent will be required to enter into a contract agreement with Living Classrooms Foundation under the terms and conditions stated in the Respondent's proposal and this RFP. The term of the Agreement shall be for three years, with one (1) three-year renewal period to be mutually exercised by Living Classrooms and the Respondent.

Living Classrooms may consider financial arrangements which may or may not include rent and percentage of sales. Respondents should not anticipate any funding from Living Classrooms to underwrite start-up costs or on-going expenses of Gallery programming.

3. RFP Goals

The Goals of the RFP, include; but are not limited to, the following:

- A. Seek a qualified Manager for the Herbert Bearman Gallery at the Frederick Douglass-Isaac Myers Maritime Park and Museum who can deliver high-quality, compelling and thought provoking artistic exhibitions on a quarterly basis.
- B. Create a diverse, long-term exhibition program planned at least one year in advance.
- C. The promotion and marketing of the Herbert Bearman Gallery as a premier site for themed art exhibitions including African American artists and African American art.
- D. Create a revenue stream for Living Classrooms Foundation. Respondents should have a clear and concise operating plan, which must include, but may not be limited to the following: projected revenue, operating expenses, and rent, sales commission or other payments to Living Classrooms.

4. Site Description

This RFP is limited to the Herbert Bearman Gallery at the Living Classrooms' Frederick Douglass-Isaac Myers Maritime Park and Museum. The Gallery is located on the third floor of the building located at 1417 Thames Street in the Fells Point area of Baltimore. The space is approximately 1600sf in size and has a capacity of approximately 150 people as designated by Baltimore City Fire Department. Wall space measures as follows:

East Wall	18' W x 9' H	162sf
North Wall, left	12' W x 8' H	96sf
North Wall, right	7' W x 8' H	56sf
West Wall	20' W x 9' H	180sf
South East Corner	11' W + 12' W x 9' H	207sf
Total Wall Space		701sf

The site does not include any space for offices or storage. Respondents should indicate how these functions will be addressed in their proposal. This RFP only grants the use of the Herbert Bearman Gallery. No other portions of the building in which the Gallery is housed are available for use.

5. RFP Submission Requirements

All proposals must be received by Living Classrooms Foundation no later than Friday 9 June 2017, by 4:00 PM EST. NOTE: This is not a post mark date. **Each Respondent must deliver one original, five (5) copies, and one (1) electronic copy on flash drive.**

Proposals should be mailed to:

Christopher Rowsom, Vice President
Living Classrooms Foundation
802 S. Caroline Street
Baltimore, Maryland 21231

Or hand delivered to:

Christopher Rowsom, Vice President
Living Classrooms Foundation
1417 Thames Street
Baltimore, Maryland 21231

All proposals must contain, at minimum, the information described in Paragraphs A through F below, in the order indicated. Respondents must advise Living Classrooms of any information in the proposal that is confidential or proprietary in their responses. Living Classrooms will take all reasonable steps to ensure that confidential or proprietary information is not disseminated publicly. Please be advised that a Respondent's entire proposal cannot be considered confidential or proprietary in this RFP process.

- A. A brief narrative of how the Respondent anticipates managing and programming the Herman Bearman Galley to the benefit of Living Classrooms Foundation and the mission of the organization. The narrative should include a sample proposed exhibition series schedule.
- B. A brief narrative statement describing the Marketing Plan for the Gallery and the methods that will be used to maximize exposure and visitation by invited guests and the public.
- C. A brief narrative statement describing the Respondent's experience with operations of a Gallery of similar size and scope and how Respondent's experience will benefit the proposed operation. Examples of current operations should be included in this section.
- D. Proposed terms of the Agreement with Living Classrooms such as, but not limited to, Rent, Percentage of Gross Revenue Collected, or other terms or conditions which may benefit Living Classrooms and support the Foundation's educational programming. A lease or license agreement should be for a 3-year term with one (1) three-year renewal option that must be mutually executed by Living Classrooms and the Respondent.
- E. A list of proposed expenditures, capital improvements to the space, if any.
- F. An operations plan, including a description of the Respondent's organizational structure and how it will support the proposed operations with regard to personnel, office space, storage requirements, proposed revenue control/accounting support and any other information the Respondent feels important to their proposal.

6. Insurance and Indemnification

- A. The selected Respondent under this RFP, at his or her sole cost, shall provide the minimum insurance coverage established by Living Classrooms’ Accounting Dept. The commercial general liability, excess/umbrella liability policies and any other required insurance shall name Living Classrooms as additional insured. Any reference to Living Classrooms shall include each of their respective appointed officials, board members, officers, employees, agents and representatives. The Workers’ Compensation and General Liability policies shall waive all rights of subrogation against Living Classrooms.
- B. The Respondent's insurance shall apply separately to each insured against whom claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability. To the extent of the Respondent's negligence, the Respondent's insurance coverage shall be primary insurance with respect to Living Classrooms, and its appointed officials, board members, officers, employees, agents and representatives. Any insurance and/or self-insurance maintained by Living Classrooms shall not contribute to or be combined with the Respondent's insurance or benefit the Respondent in any way.
- C. Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, except by the reduction of the applicable aggregate limit by claims paid, until after forty-five (45) days prior written notice has been given to Living Classrooms.
- D. Insurance is to be placed with insurers with an A.M. Best rating of A- or better, and an FSC of VII, or, if not rated with A.M. Best with minimum surpluses the equivalent of Bests' surplus size VII and insurer must be licensed/approved to do business in the State of Maryland.
- E. The Respondent shall furnish Living Classrooms with a Certificate of Insurance AND copies of endorsements evidencing the following: Living Classrooms is listed as an additional insured on all applicable liability policies, a waiver of subrogation applies in favor of Living Classrooms Foundation on all applicable policies, and Respondent’s policies will be primary and non-contributory in the event of a loss. The certificate will serve as verification that coverage is in force ten (10) days prior to contract commencement date. Failure to obtain insurance coverage as required or failure to furnish Certificate(s) of Insurance as required may render the prospective Agreement null and void; provided, however, that no act or omission of Living Classrooms shall in any way limit, modify or affect the obligations of Respondent under any insurance provision of the prospective Agreement.

All certificates shall list the following as the certificate holder:

Living Classrooms Foundation
Attn: Accounting Department
802 S. Caroline Street
Baltimore, MD 21231

The following coverages shall be evidenced on the certificate:

- **General Liability**
 - Policy shall be written on an occurrence basis, including but not limited to premises-operations, product and completed operations and broad form property damage. Living Classrooms Foundation, respective appointed officials, board members, officers, employees, agents and representatives shall be listed as additional insureds. A waiver of subrogation in favor of Living Classrooms foundation applies.

- **Auto Liability**
 - Policy shall include coverage for owned, hired, and non-owned vehicles. Living Classrooms Foundation, respective appointed officials, board members, officers, employees, agents and representatives shall be listed as additional insureds. A waiver of subrogation in favor of Living Classrooms foundation applies.
 - **Statutory Workers' Compensation Insurance** – As required by Maryland law
 - **Employer's Liability**
 - Policy shall cover all employees and subcontractors of Respondent.
 - A waiver of subrogation in favor of Living Classrooms Foundation applies. Policy limit may be met with an Umbrella policy.
 - **Excess/Umbrella Liability**
 - Policy shall be written on an occurrence basis in excess of: General Liability, Employer's Liability, and Auto Liability. Coverage shall be 'follow-form' and no less broad.
 - **Property Coverage**
 - Policy shall provide coverage for all property owned or leased by Respondent even if left on LCF's premises. Property coverage shall be written on a replacement cost basis and shall not include any exclusions or limitations for fine arts or flood. If Respondent enters into an agreement in order to procure items for display in gallery, Living Classrooms will not be responsible for insuring such items.
 - **Third Party Crime**
 - Policy shall provide third party crime coverage and shall provide coverage for the theft of any property owned by Living Classrooms Foundation, its employees, directors, or volunteers.
- F. The Respondent agrees to indemnify, defend, and hold harmless Living Classrooms, including its appointed officials, directors, officers, employees, agents and representatives, against and from any and all claims, demands, suits, and actions of every nature and description, including attorney's fees and court costs connected therewith, brought against Living Classrooms, its appointed officials, directors, officers, employees, agents and representatives, arising as a result of any and all willful or negligent acts or omissions of the Respondent, its employees, agents, representatives, assigns or successors. This indemnification shall be in addition to any insurance required.

7. Schedule of Events

RFP Issued:	May 1, 2017
Pre-Proposal Conference:	May 18, 2017 - 10AM, EST
RFI Deadline:	May 26, 2017
Proposals Due:	June 9, 2017 - 4PM, EST
Award Notification:	End of June, 2017

8. Reserved Rights and Administrative Information

- A. Should it become necessary to revise any part of this RFP, provide additional information necessary to interpret provisions and requirements of the RFP, or respond to written inquiries concerning the RFP, Living Classrooms reserves the right to issue an Addendum to the RFP to all respondents who received the initial RFP.
- B. Living Classrooms reserves the right to extend the Due Date by a reasonable time.
- C. Living Classrooms reserves the right to accept or reject any and all proposals, at its sole discretion, received as part of this RFP, to waive minor irregularities, and to conduct discussions with all responsible respondents, in any manner necessary, to serve the best interest of Living Classrooms.
- D. Living Classrooms reserves the right to request additional information from any or all respondents, if necessary to clarify the contents of the proposals.
- E. Living Classrooms reserves the right to award the contract in its entirety or award a contract for one or more sites as best serves the interests of Living Classrooms.
- F. Incurring Expenses: Living Classrooms shall not be responsible for any cost incurred by any Respondent in preparing and submitting a proposal or requested supplemental information in response to this RFP.
- G. Compliance with the law: By submitting an offer in response to this RFP, the Respondent selected agrees that it will comply with all Federal, State, City laws, rules, regulations and ordinances applicable to its activities and obligations under the RFP and the Contract.

9. Pre-Proposal Access and Inspection

The Bearman Gallery is available for inspection at the pre-proposal conference, which will be held on **Thursday, May 18, 2017 at 10AM**, and/or by appointment. For further information or to schedule an appointment to visit the site please contact:

Christopher Rowsom, Vice President
Living Classrooms Foundation
E-mail: crowsom@historicships.org

10. Award Procedures

- A. Living Classrooms will not be limited solely to the information provided by the Respondent, but may utilize other sources of information useful in evaluating the capabilities of the Respondent. All proposals submitted in response to this RFP must be mailed or hand delivered. No e-mailed or faxed proposals will be accepted. Proposals or unsolicited amendments to proposals arriving after the Closing Date and time may not be accepted.
- B. Review/Advisory Panel. Living Classrooms may organize an Advisory Panel to evaluate the proposals. The panel could include, but is not limited to, Living Classrooms staff, its board of trustees, or selected members of the community at large.
- C. Oral Presentations. Respondents may be requested to make an oral presentation to the Advisory Panel for the purpose of clarifying their proposal. Oral presentations will be held at Living Classrooms offices.
- B. Request for Information. All Requests for Information (RFI) related to the RFP, the preparation of the Proposal, or the Property shall be made in writing to crowsom@historicships.org with Bearman RFP in the subject line, **on or before Friday, May 26, 2017**. All responses to the RFI shall be provided by Living Classrooms and shall be in writing and delivered via email to all registered Respondents, or alternatively may be issued as an Addendum to the RFP by Living Classrooms. The deadline for receipt of all RFI shall be at least ten days prior to the Closing Date. Living Classrooms shall issue all written responses to RFI received prior to the RFI deadline, or shall issue an Addendum, at least seven days prior to the Closing Date.
- C. Exclusive Negotiating Privilege. Living Classrooms, will issue an Exclusive Negotiating Privilege (ENP) to the selected Respondent setting out specific requirements and deadlines for fulfilling said requirements of this RFP. If negotiations have not been completed during the term of the ENP, then the ENP shall expire; provided, however, that Living Classrooms may extend that time period if both parties find that negotiations are proceeding satisfactorily. Should the parties fail to agree upon a contract within a reasonable time, Living Classrooms, at its sole discretion, may cancel negotiations with the first selected Respondent and proceed with the next acceptable Respondent, re-solicit for new proposals, or abandon the RFP process
- D. Agreement. Living Classrooms will enter into an Agreement setting forth the terms and conditions for the use of the premises. Decisions regarding the award of the proposed agreement shall be made solely by Living Classrooms.

11. Evaluation Criteria

- A. Scope, quality, and degree to which the proposal addresses the RFP goals.
- B. Financial returns to Living Classrooms including rental payments and percentage of sales.
- C. The quality of the proposed operation to market and to attract visitors to the Maritime Park and the Herbert Bearman Gallery and respond to the mission and goals of the Living Classrooms Foundation as it relates to the historic site and its' historic themes.
- D. The Respondent's experience and ability to provide or obtain sufficient financial and other resources to conduct the proposed operation.

12. Additional Information

Should you need any additional information or clarification regarding this RFP, please contact Christopher Rowsom at crowsom@historicships.org .

13. Attachments

- Exhibit A: Location Map
- Exhibit B: Site Photos

EXHIBIT B – SITE PHOTOS

MARITIME PARK EXTERIOR



GALLERY ENTRANCE WITH HARBOR VIEW



GALLERY EAST WALL – 162sf



GALLERY NORTH WALL, LEFT AND RIGHT - 96sf and 56sf



GALLERY WEST WALL – 180sf



GALLERY SOUTHEAST CORNER – 207sf

