

Queens Botanical Garden Green Trail Graphic Panels and Markers Request for Proposals

Queens Botanical Garden Vision

To be the botanical garden noted for presentation of plants as unique expressions of cultural traditions.

Queens Botanical Garden Mission

The Queens Botanical Garden, a living museum serving the most ethnically diverse county in the United States, is committed to presenting collections, education and research initiatives and programs that demonstrate environmental stewardship, promote sustainability and celebrate the rich cultural connections between people and plants.

1. INTRODUCTION

The Queens Botanical Garden (QBG) is seeking a vendor with the qualifications outlined below to produce and deliver graphic panels and associated hardware for the Queens Botanical Garden *Green Trails* interpretive exhibit. *Green Trails* complements the Garden's *Sustainable Landscapes and Buildings Project* and existing interpretive exhibits through interpretive markers and signage installed at significant points throughout the Garden's collections and facilities. The selected vendor ("Vendor") will coordinate the production and delivery process with QBG staff and the project's designer.

Qualifications

- a. demonstrated experience in production and delivery of high quality graphic panels for indoor and outdoor interpretive exhibits, signage, or other comparable purpose
- b. commitment to environmentally responsible practices

2. DESCRIPTION OF QUEENS BOTANICAL GARDEN

The Queens Botanical Garden is a private non-profit cultural institution located on 39 acres of New York City public land in Flushing, New York. QBG provides botanical and environmental education as well as a beautiful open space resource, free to the public. Located in one of the most ethnically diverse counties in the United States, QBG serves over 280,000 visitors each year and strives to keep programs accessible to all audiences. In 2007, QBG celebrated the grand opening of a new, LEED Platinum certified Visitor & Administration Building.

3. SCOPE OF SERVICES

In coordination with QBG staff and the project designer, the Vendor will produce and deliver to the Garden the deliverables outlined below.

The Vendor is responsible for compliance with all specifications and requirements indicated in this RFP and the attached **QBG Green Trail Construction Documents Package**, including but not limited to:

- Submission of full-color proofs for approval by designer and QBG.
- Submission of color match sample for approval by designer and QBG.
- Coordination with other trades and installer.

4. DELIVERABLES

- a. Twenty-six (26) interpretive markers, each marker to be a 9 ½" diameter, ½" thick exterior grade digital high-pressure laminate graphic panel with 12-color high-definition printing, produced to the standards and

specifications provided in the Construction Documents Package. Each marker features distinct graphics, to be provided to the selected Vendor as Adobe InDesign CS3 files in RGB colorspace.

- b. Two (2) interpretive panels, each panel to be 56" wide by 28" high, ½" thick exterior grade digital high-pressure laminate graphic panel with 12-color high-definition printing, produced to the standards and specifications provided in the Construction Documents Package. Each panel features distinct graphics, to be provided to the selected Vendor as Adobe InDesign CS3 files in RGB colorspace.
- c. All hardware and fittings associated with all components of above deliverables, as indicated by the Construction Documents Package.
- d. *(optional for proposal)* Two (2) steel stanchions for interpretive panels, produced to the standards and specifications provided in the QBG Green Trail Construction Documents Package.
- e. *(optional for proposal)* Installation of deliverables at the locations and to the specifications detailed in the Construction Documents Package.

5. PROPOSAL REQUIREMENTS

1. Submission Materials (please submit **digital files by email** to maxjoel@gmail.com):

- a. Maximum two (2) page description of firm's background and qualifications.
- b. Examples of two (2) relevant projects with appropriate illustrative materials.
- c. Quote for cost of deliverables, including delivery to QBG.
- d. Schedule of completion and delivery.

DEADLINE FOR SUBMISSION OF PROPOSAL: Friday, July 3, 2009

PLEASE EMAIL ALL PROPOSAL MATERIALS TO:

Max Joel
Project Consultant, Queens Botanical Garden
maxjoel@gmail.com

6. ANTICIPATED TIMETABLE FOR VENDOR SELECTION

RFP issued week of: June 22, 2009
Proposals due: Friday, July 3, 2009
Vendor Selection by end of July

We will do our best to answer RFP-related questions in a timely manner (no phone calls please):

maxjoel@gmail.com

ATTACHED: QBG Green Trail Construction Documents Package (PDF file).

For electronic access to higher resolution Construction Documents Package file, please email maxjoel@gmail.com

PLEASE NOTE THE FOLLOWING AMENDMENT TO THE CONSTRUCTION DRAWINGS:

The "Material Description" of all graphics panels (dwgs. 6-14) is amended to remove the terms "LEED-recognized" and "low-VOC emissions".

Queens Botanical Garden Green Trail Installation Request for Proposals

Queens Botanical Garden Vision

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1. INTRODUCTION

The Queens Botanical Garden (QBG) is seeking a contractor with the qualifications outlined below to install all components of the Queens Botanical Garden *Green Trails* interpretive exhibit. *Green Trails* complements the Garden's *Sustainable Landscapes and Buildings Project* and existing interpretive exhibits through interpretive markers and signage installed at significant points throughout the Garden's collections and facilities. The selected contractor will coordinate the installation with QBG staff, the project's designer, and the exhibit's fabricator.

Qualifications

- a. demonstrated experience in installation of outdoor and indoor exhibits, signage, or comparable projects.
- b. commitment to environmentally responsible practices.

2. DESCRIPTION OF QUEENS BOTANICAL GARDEN

The Queens Botanical Garden is a private non-profit cultural institution located on 39 acres of New York City public land in Flushing, New York. QBG provides botanical and environmental education as well as a beautiful open space resource, free to the public. Located in one of the most ethnically diverse counties in the United States, QBG serves over 280,000 visitors each year and strives to keep programs accessible to all audiences. In 2007, QBG celebrated the grand opening of a new, LEED Platinum certified Visitor & Administration Building.

3. SCOPE OF SERVICES

In coordination with QBG staff and project designer, the selected contractor (Contractor) will install the components outlined below at the locations and to the specifications and requirements indicated in this RFP and the attached **QBG Green Trail Construction Documents Package**, including:

- a. Twenty-six (26) interpretive markers (9 ½" diameter, ½" thick exterior high-pressure laminate graphic panels). To be produced and delivered to site by others. Fourteen (14) to be installed on steel stands (see below), Three (3) to be installed on existing exterior surfaces. Nine (9) to be installed on existing interior surfaces.
- b. Two (2) interpretive panels, (56" wide by 28" high, ½" thick exterior grade high-pressure laminate graphic panels). To be produced and delivered to site by others.
- c. Two (2) steel stanchions for interpretive panels. To be produced and delivered to site by others.

- d. Fourteen (14) steel stands for interpretive markers. To be produced and delivered to site by others.
- d. All hardware and fittings associated with all components of above.
- e. Concrete footings for all stands and one (1) stanchions (total sixteen (16) footings).

The Contractor will be responsible for coordinating the siting of all components in the field with QBG staff and the project designer; verifying site conditions and notifying QBG of any discrepancies; protecting QBG equipment and property, including plants and trees; and complying with all other notes and specification indicated in the Construction Document package.

4. PREVAILING WAGE

The Contractor shall be responsible for meeting all prevailing wage rate and recordkeeping requirements as established by the New York State Department of Labor.

5. PROPOSAL REQUIREMENTS

1. Submission Materials (please submit **digital files by email** to maxjoel@gmail.com):
 - a. Maximum two (2) page description of firm's background and qualifications.
 - b. Examples of two (2) relevant projects with appropriate illustrative materials.
 - c. Quote for cost of installation.
 - d. Schedule of completion.

DEADLINE FOR SUBMISSION OF PROPOSAL: Friday, July 3, 2009

PLEASE EMAIL ALL PROPOSAL MATERIALS TO:

Max Joel
Project Consultant, Queens Botanical Garden
maxjoel@gmail.com

6. ANTICIPATED TIMETABLE FOR CONTRACTOR SELECTION

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PLEASE NOTE THE FOLLOWING AMENDMENT TO THE CONSTRUCTION DRAWINGS:

The General Notes are amended to remove the term "removal of existing bench" from note 19.

Queens Botanical Garden Green Trail Marker Stands Fabrication Request for Proposals

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1. INTRODUCTION

The Queens Botanical Garden (QBG) is seeking a vendor with the qualifications outlined below to fabricate and deliver steel stands and associated hardware for the Queens Botanical Garden *Green Trail* interpretive exhibit. *Green Trail* complements the Garden's *Sustainable Landscapes and Buildings Project* and existing interpretive exhibits through interpretive markers and signage installed at significant points throughout the Garden's collections and facilities. The selected vendor ("Vendor") will coordinate the production and delivery process with QBG staff and the project's designer.

Qualifications

- a. demonstrated experience in fabrication and delivery of high quality architectural or sculptural corten steel work for outdoor installation.
- b. commitment to environmentally responsible practices.

2. DESCRIPTION OF QUEENS BOTANICAL GARDEN

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3. SCOPE OF SERVICES

In coordination with QBG staff and the project designer, the Vendor will fabricate and deliver to the Garden the deliverables outlined below.

The Vendor is responsible for compliance with all specifications and requirements indicated in this RFP and the attached **QBG Green Trail Construction Documents Package**, including but not limited to:

- Submission of shop drawings for approval by designer and QBG.
- Coordination of shop visits by designer and QBG.
- Coordination with other trades and installer.

4. DELIVERABLES

- a. Five (5) "Honeycomb" design marker stands, fabricated to the specification indicated in the QBG Green Trail Construction Document Package.

- b. Five (5) "Bamboo" design marker stands, fabricated to the specification indicated in the Construction Document Package.
- c. Four (4) "Water" design marker stands, fabricated to the specification indicated in the Construction Document Package.
- d. All hardware and fittings associated with all components of above deliverables, as indicated by the Construction Documents Package.
- e. *(optional for proposal)* Two (2) steel stanchions for interpretive panels, fabricated to the specifications provided in the Construction Documents Package.
- f. *(optional for proposal)* Installation of deliverables at the locations and to the specifications detailed in the Construction Documents Package.

5. PROPOSAL REQUIREMENTS

1. Submission Materials (please submit **digital files by email** to maxjoel@gmail.com):

- a. Maximum two (2) page description of firm's background and qualifications.
- b. Examples of two (2) relevant projects with appropriate illustrative materials.
- c. Quote for cost of deliverables, including delivery to QBG (43-50 Main Street; Flushing, NY 11355).
- d. Schedule of completion and delivery.

DEADLINE FOR SUBMISSION OF PROPOSAL: Friday, July 3, 2009

PLEASE EMAIL ALL PROPOSAL MATERIALS TO:

Max Joel
Project Consultant, Queens Botanical Garden
maxjoel@gmail.com

6. ANTICIPATED TIMETABLE FOR VENDOR SELECTION

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maxjoel@gmail.com

ATTACHED: QBG Green Trail Construction Documents Package (4.5 Mb PDF file).

For electronic access to higher resolution Construction Documents Package file, please email maxjoel@gmail.com