



Request for Proposals

Architectural Services

National Dance Institute (NDI), a New York State registered charity,
seeks proposals to provide Architectural Services

National Dance Institute
Leslee Asch, Executive Director
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John Fullerton, Chair of Board's Center Task Force

Issue Date: September 18, 2006

Due Date: October 16, 2006

PROJECT BACKGROUND: NATIONAL DANCE INSTITUTE

National Dance Institute (“NDI”) is a not-for-profit organization (501 (c) (3)) founded in 1976 by New York City Ballet principal dancer Jacques d’Amboise in the belief that the arts have a unique power to engage children and motivate them toward excellence. Using professional artists and a distinctive combination of dance classes and performances integrated with music, literature and the visual arts, NDI fosters a love of the arts, a pride of achievement, and a curiosity about the world in all of the children that it serves. Children develop discipline, a standard of excellence, and a belief in themselves that carries over into all aspects of their lives. NDI is also committed to training teachers in the NDI educational pedagogy.

NDI endeavors to introduce ALL children to the arts. This year marks NDI’s 30th year of service to New York City school children of all ages and abilities. Since its founding, NDI has touched the lives of more than one million children and their families. Each year, NDI’s programs inspire thousands of children, reaching across social, ethnic, and economic boundaries. Using dance as a catalyst, NDI’s goal is to engage and inspire youth to achieve their highest potential.

RFP PROCESS/PROPOSAL PROCEDURE

All proposals must meet the requirements stated in this RFP. Proposals should be printed on 8 ½” x 11” paper. Oversized drawings may be submitted, but must also be submitted in 8 ½” x 11” format. No electronic or facsimile proposals will be accepted. There is no page limit. Exhibits, including renderings and visuals, should be presented. These may be submitted in printed format or on disk as an Addendum. The proposal submission should be submitted in a sealed envelope with the following information written on the outside:

**Firm name, address and contact information (name, phone number)
National Dance Institute: Architectural Services**

All proposals must include a fee requirement.

Proposals should include a description of the proposer’s background, including names and information on principals and staff members who will be in charge of and work on this project. This information must include relevant projects, along with contact information for each project, and a description of the projects. NDI anticipates visiting each of the proposer’s projects, when feasible, and will contact a representative to discuss proposer’s qualifications.

Proposers must submit two (2) copies of their proposal.

The proposal should include a resume or detailed description of the proposer's professional qualifications, demonstrating extensive experience in the industry, including work with relevant organizations, or access to individuals and/or firms with such expertise. Include the names and addresses of all corporate officers of the entity submitting the proposal.

Proposers should submit a preliminary timetable describing the various steps in the process and how the respondent will meet the required deadline.

Any additional information that proposer deems relevant should be included.

EVALUATION AND SELECTION PROCEDURES

Proposals will be evaluated by a selection committee composed of NDI's Board-designated committee, which may include employees and consultants, based on the following criteria. The designee will be the proposer whose submission the selection committee judges best overall based on these criteria. In evaluating proposals, NDI will use the following criteria:

- Fee
- Experience with performing arts, not-for-profit, cultural, and educational organizations
- Experience in New York City
- Example projects submitted
- Organizational capability

NDI will only consider proposals that meet satisfactory levels of the above criteria. NDI is not required to accept the proposal that includes the lowest fee. NDI's acceptance of a proposal does not imply that every element of that proposal has been accepted. NDI cannot consider any proposal that does not comply with stated requirements. Proposals that do not meet these requirements will not be evaluated. When feasible, representatives of NDI will visit facilities designed by proposers.

OTHER GENERAL RFP REQUIREMENTS AND CONDITIONS

NDI reserves the right to postpone or cancel this RFP or reject all proposals if it deems it to be in NDI's best interest. While NDI anticipates holding interviews, proposers are advised that NDI has the option of selecting the proposer without conducting negotiations. Therefore, proposers should submit their best proposals initially, since negotiations may not take place. NDI is not liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therein.

A proposer may submit a modified proposal to replace all or any portion of a proposal submitted up until the proposal submission deadline. NDI will only consider the latest version of the proposal. Late proposals and late modifications will not be considered for evaluation. Proposers may withdraw their proposals from consideration at any time before the proposal deadline. To withdraw a proposal, the proposer must provide NDI with written notification. All Requests for Proposals submission materials become the property of NDI.