**REQUEST FOR QUALIFICATIONS  
Master Plan, DESIGN,  
AND Initial Installation and Exhibition Components**

**The Bob Dylan Center  
March 28, 2017**

**http://www.gkff.org/bobdylancenter**

***Summary: The George Kaiser Family Foundation (GKFF) is soliciting Requests for Qualifications from agencies interested in submitting proposals for the development of a master plan, design and initial installation and exhibition components for The Bob Dylan Center (BDC) in an existing building in Tulsa, Oklahoma. This master plan will establish desired standards and best practices for building interiors, installations and exhibitions, as well as the agency’s plans to make the BDC’s assets accessible to its constituencies in meaningful ways through effective and innovative curatorial approaches and public programs. RFQ submissions must be received by May 12, 2017.***

**INTRODUCTION**

The Bob Dylan Center is dedicated to the study and appreciation of Bob Dylan and his worldwide cultural significance through six decades of his prolific and groundbreaking creative endeavors, including his recordings, songwriting, live performances, books and films. As the primary venue for The Bob Dylan Archive, The Center will curate and exhibit a priceless collection of more than 6,000 items spanning nearly 60 years of Dylan’s singular career. The Archive’s priceless contents include handwritten manuscripts, notebooks and correspondence; films, videos, photographs and artwork; memorabilia and ephemera; personal documents and effects; unreleased studio and concert recordings; musical instruments and many other elements.

An iconoclast who exploded the boundaries between high and popular culture, Bob Dylan, both the artist and global phenomenon, offers a unique opportunity to explore a broad range of subjects that have come to define the "American Experience" in the 20th and 21st centuries. Housing permanent, temporary and traveling exhibitions, The Center is a multivalent venue readily accessible to the public, and one in which artists, historians, musicologists, cultural critics, and others have a central forum to engage the public and each other with an aim to foster a deeper comprehension of Dylan’s work and the myriad of influences it both embodies and engenders. Finally, as a tacit but important aspect of its core mission, The Center promotes a greater knowledge and a more profound understanding of our world, beyond any single worldview or ideology, in an effort to build cultural awareness and tolerance.

The master plan for the BDC will provide a framework for future decision-making about the facility, its physical and environmental structure, constituent access and experience, and on-site preservation needs. The BDC should be designed to accommodate myriad activities and functions, including:

* Public engagement with archive assets
* Interactive and immersive museum about Bob Dylan based on the archives assets, with both permanent and temporary exhibits
* Research and programmatic collaboration among academics, Dylan scholars and cultural commentators
* Educational programs
* Indoor events and performances
* Live and recorded video production
* Retail of merchandise related to The Bob Dylan Center
* Offices for BDC staff

Agencies submitting their qualifications for this project will be evaluated based on their demonstrated professional and technical skills and their ability to collaborate with multiple stewards of the archive’s assets to identify and address the future facility’s physical design; accessibility of its elements by its constituencies through installations, exhibitions and scholarly research; and the on-site preservation needs of its assets.

For this project, the selected team will:

* Conduct a comprehensive assessment of the existing conditions of the future museum and center’s exterior and interior building structures, and work with the archive’s curator, stewards and advisory board to gain an understanding and working knowledge of its assets and elements. More information on the building (the historic Tulsa Paper Company building - renovated in 2013) is available on the RFP website - <http://www.gkff.org/bobdy>lancenter.
* In consultation with the owners, stewards and advisory committee of The Bob Dylan Archive, make recommendations that formalize a museum and center philosophy as well as an institutional set of guidelines for facility maintenance and on-site preservation protocols, and future development efforts.
* Identify and prioritize distinct installation and exhibition components utilizing the archive’s assets, and develop initial cost estimates for each.
* Create a working timeline and budget for each goal established in the master plan.
* Submit the compiled master plan along with supporting drawings and other documentation.
* Participate in a subsequent presentation regarding the findings of the master planning effort.

**BACKGROUND**

In 2016, GKFF and The University of Tulsa (TU) acquired [The Bob Dylan Archive](http://bobdylanarchive.com/). The Archive is permanently housed in Tulsa, under the stewardship of TU’s Helmerich Center for American Research. Comprised of more than 6,000 items spanning nearly 60 years of Bob Dylan’s unique artistry, singular career and worldwide cultural significance, the archive includes decades of never-before-seen handwritten manuscripts, notebooks and correspondence; films, videos, photographs and artwork; memorabilia and ephemera; personal documents and effects; unreleased studio and concert recordings; musical instruments and many other items. Ultimately, a permanent exhibit space for The Archive will be designated near the Woody Guthrie Center in Tulsa’s Arts District, which houses a museum dedicated to American folksinger and Oklahoma native Woody Guthrie. Guthrie was one of Dylan’s most significant early influences, even inspiring one of Dylan’s first tracks, “Song to Woody,” on his 1962 self-titled album.

**GKFF**

The Foundation’s mission of providing every child with an equal opportunity is reflected throughout the work that we do in our community. Our three focus areas give us the opportunity to address community issues at a deeper level. GKFF supports early childhood education initiatives, as well as continued support for children and families, to ensure each child reaches his or her full potential. GKFF works to bridge existing health care and service gaps in our community by ensuring that families receive the basic services they need to raise healthy and thriving children. GKFF invests in a culturally vibrant and economically robust Tulsa to ensure a thriving community that affords opportunities for all of its citizens to enjoy a high quality of life.

**STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS**

Participating agencies should provide one original and 7 paper copies of the Statement of Qualifications and one copy of all materials submitted in electronic format on a CD. Please provide the following information:

**1. Letter of transmittal**

The letter of transmittal should contain the name, address and contact information for the agency’s primary contact, as well as a brief overview of the agency’s participating team members.

**2. Conceptual approach and description and team philosophy**

This section should include the vision and innovation of the team, detailing the means by which the team proposes to address required tasks and elements that will guarantee project success.

**3. Statement of Qualifications**

The intent of this section is to give GKFF a clear idea of the history of work the team has accomplished, showing a clear picture of the style, look and feel of completed projects, how they work and how they are integrated into the surrounding landscape.

**A. Overview of the team**

Describe the experience of your team, providing examples of projects you’ve worked on as a team, particularly those involving site development for high-visibility parks and cultural projects. Discuss your familiarity with Tulsa or other similar city’s development processes, and conceptual planning for maximum sustainability.

**B. Experience Record**

Provide details regarding team members’ prior relevant experience. In addition, provide details, including visual representation (photos, illustrations, video clips) of showing the final product, for at least two and up to five projects that the team has completed within the past five years.

**C. Organization and Management Plan**

Include a description of the proposer’s organizational structure that clearly identifies the project manager and key personnel associated with the proposed work.

**D. Firm Information**

Provide a concise description of the agency’s office location(s), and resumes of key project personnel.

**REVIEW PROCESS**

All submittals will be reviewed by GKFF and associates. The results of the review team will be presented to the GKFF board for final approval.

A short list of two to four agency finalists will be chosen from the RFQ submittals; selected agencies will be asked to provide detailed proposals that include how the tasks in the scope of work will be accomplished. Following a careful assessment of detailed proposals, one agency will be chosen to work closely with GKFF, archive personnel, as well as the museum and center’s project management, legal, construction management, public outreach and public relations representatives.

**SCHEDULE**

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| Distribute Request for Qualifications | March 28, 2017 |
| Pre-submittal conference call (please register with the [DylanRFP@gkff.org](mailto:DylanRFP@gkff.org) to receive a call-in number) | 1 p.m. CST, April 17, 2017 |
| Statement of Qualifications due to:  George Kaiser Family Foundation  Dylan RFP  7030 S. Yale, Suite 600  Tulsa, OK 74136  918-392-1612 | 5 p.m. CST, May 12, 2017 |
| Notification of shortlist and request for proposals | No later than June 1, 2017 |
| Proposals due to:  George Kaiser Family Foundation  Dylan RFP  7030 S. Yale, Suite 600  Tulsa, OK 74136  918-392-1612 | 8 weeks after notification of shortlist |
| Site visit, Interviews (Tulsa) | June 16-18, 2017 |
| Presentations (NYC) | July 27-28, 2017 |

**REGISTRATION AND QUESTIONS**

All interested agencies should email an intent to respond to this RFQ to:

Email: DylanRFP@gkff.org

Questions regarding the RFQ process and related project should be directed to:

Email: DylanRFP@gkff.org

Phone: 918-392-1612

**SUBMITTAL DUE DATE**

One original and 7 copies of the Statement of Qualifications and one copy of all materials submitted in electronic format on a labeled and indexed CD must be delivered no later than 5 p.m. CST on May 12, 2017.

*Submit proposals to:*

George Kaiser Family Foundation

Dylan RFP

7030 S. Yale, Suite 600

Tulsa, OK 74136

918-392-1612

**GENERAL INFORMATION**

GKFF reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the Foundation. The Foundation reserves the right to request additional information from respondent(s) as deemed necessary for thorough evaluation.

In the event it becomes necessary to revise any part of this RFQ, addenda shall be created and emailed to registered firms who have provided an accurate email address.

GKFF is not liable for any cost incurred by participating agencies prior to issuing a contract. The contents of this submittal may be included in contractual obligations if a contract ensues from this process.

**INSURANCE REQUIREMENTS**

Commercial General Liability, Business Automobile Liability, Workers’ Compensation, and Professional Liability Insurance are required from firms that enter into a contract with the GKFF. This information is being provided for informational purposes only. Insurance coverage and limits will be determined and an actual insurance attachment prepared.