



GIVING LIFE TO POSSIBLE

Donor Recognition Wall Request for Proposal

January 12, 2022

A. Objective

1. Baylor College of Medicine seeks a design firm to create an original work for a donor recognition wall.

B. Deadline for Receipt

1. Proposals must be received via email by 3 p.m. Friday, February 4, 2022. Proposals should be addressed to Baylor College of Medicine Director or Procurement Janice Dylla and Procurement Coordinator Jhon Thomason, and emailed to Janice.Dylla@BCM.edu, Macy.Ponzio@bcm.edu, and Jhon.Thomason@bcm.edu.

C. Inquiries

1. Inquiries must be made via email. Questions regarding commercial terms should be sent to Janice.Dylla@BCM.edu, Macy.Ponzio@bcm.edu, and Jhon.Thomason@BCM.edu. Design-related questions should be sent to Stacey.Cook@bcm.edu and Cheryl.Terry@bcm.edu. Telephone inquiries will not be addressed. All inquiries will be addressed within 2 business days. All questions must be received no later than Tuesday, February 1, 2022.

D. Scope of Work

1. Baylor College of Medicine is seeking a design firm to create an original work of art to serve as a donor recognition wall.
2. The art should capture the aesthetic of Baylor College of Medicine, showcase the design firm's talents and serve as a surface to mount plaques to recognize individuals, families and organizations which donate to Baylor College of Medicine.
3. The art must fit in a set location, to be determined by Baylor administration and trustees.
4. Incorporating stakeholder input may be a part of the process.
5. Design firm should keep in mind specifications such as lighting, material/durability, ease of repair/maintenance, and the ability to add additional donor names over time.
6. Minimum donation for recognition overall - \$50K+

Individual Recognition (naming spaces/areas)

- a \$50-\$99K - Small Plaque
- b \$100K - \$499K - Medium Plaque
- c \$500K - \$999K - Large Plaque
- d \$1M+ - individual metal letters

F. Proposal Content Requirements

1. A cover letter providing a brief description of the design firm including information such as previous works, preferred medium and how to view work, along with firm's name, phone number and email address.
2. A brief statement of the firm's vision for the work, including information such as inspiration, process and any concepts for the work.
3. Exclusion or exceptions. Please note any parts of the proposal that are beyond the abilities of the design firm.
4. A schedule of costs including estimates for supplies, time to meet with Baylor staff and work time.
5. References and contact information for three organizations that can speak to the firm's work and experience.

G. Standards and Selection Criteria

1. Baylor College of Medicine reserves the right to cancel the award of contract any time before the execution of the contract by both parties. The responding consultants bear sole risk and responsibility for costs incurred in the preparation of the proposal.
2. No Baylor board or staff member shall have a financial interest in this proposal.
3. In cases of disputes over differences of opinions as to the services in the proposal, the decision of Baylor shall be final.
4. Baylor College of Medicine reserves the right to ask for clarification in the proposal if the need arises, and to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents.
5. Baylor College of Medicine reserves the right to reject any or all responses to this RFP.
6. The proposal will be evaluated by Baylor and will include the following criteria:
 - i. Responsiveness of the written proposal to the purpose and scope of the project.
 - ii. Demonstrated design firm experience and skill.
 - iii. Methodology and timeline for carrying out tasks in the scope of work.
 - iv. Cost to complete the process.
 - v. Ability to meet deadlines and operate within budget.
 - vi. Positive work experience and satisfactory performance record (references).
7. Responses will be evaluated by the Director of Procurement who will present her recommendations to the internal customers. Interviews may also be scheduled as part of process.

H. RFP and Planning Process Timeline

1. Proposals must be received via email before 3 p.m. Friday, February 4, 2022.
2. All questions must be received no later than 3 p.m. Tuesday, February 1, 2022.
3. Design firm selected and confirmed no later than Friday, February 18, 2022.
4. A draft/sketch and design firm's statement are to be submitted to Baylor's Procurement Director two weeks in advance of the final deliverable due date.
5. Final design work to be presented in person March 25, 2022.