



National Park Foundation
Request for Proposals (RFP)

Exhibit and Interpretive Media Project Management
Consultant
Carter G. Woodson, NHS

July 2, 2019

Proposal Deadline: 5:00 pm EST, Wednesday, July 17, 2019

The National Park Foundation (NPF) is the official charitable non-profit partner to the National Park Service (NPS). NPF in partnership with NPS is pleased to announce that it is accepting proposals for an Exhibit and Interpretive Media Project Management Consultant to support the Carter G. Woodson Home National Historic Site, a unit of the National Park System. The Carter Woodson Home NHS includes the Woodson home and two adjacent townhouses. NPF is seeking a Project Manager Consultant to support NPS's work to design, fabricate and install exhibits and interpretive media in the two adjacent row homes to serve as the primary visitor contact, bookstore, and display of interpretive media.

RFP Contents:

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A. PROJECT OVERVIEW

The Carter G. Woodson Home, 1538 9th Street, NW, Washington, DC was designated a National Historic Landmark and listed on the National Register of Historic Places on May 11, 1976 and was listed in the District of Columbia Inventory of Historic Sites on March 3, 1979. It is also located within the Shaw Historic District and the Mount Vernon West National Historic District. In 2003, legislation was enacted authorizing the U.S. Department of the Secretary of the Interior to acquire the Carter G. Woodson Home in order to establish the site as a unit of the National Park System.

NPS purchased the home on June 10th, 2005 and two adjacent properties to the north (1540 and 1542 9th St., N.W.) to be used as adjacent structures to support the historic home allowing the potential to expand NPS capabilities at this site. A previous project (Phase I) restored the Carter G. Woodson Home NHS (CAWO) including structural upgrades. The park is now hosting tours open to the public with interpretive programs.

Although visitor services have been established at CAWO, it is only on a part-time basis and there is no interpretive media. Completion of the restoration of the adjacent two homes and design, fabrication and installation of exhibits within the NHS will fully express the history, complexity and legacy of Dr. Woodson's life and work.

B. SCOPE OF WORK

NPS and NPF will jointly recruit and collectively manage the Carter G. Woodson NHS Exhibit and Interpretive Media Project Manager Consultant for the Carter G. Woodson Home Project. The position will report directly to the National Capital Park- East (NACE) deputy Superintendent. The contract and compensation will be coordinated by NPF. The project manager consultant will operate from an NPS office located in Washington, DC for a three-year term.

In order to meet project schedules, a collaborative effort by all parties is required to make certain that 1) all necessary personnel and funds are made available and 2) reviews are conducted in a professional and timely manner

Major duties of the position will include managing day-to-day aspects of NACE's responsibilities for the exhibit and interpretive media planning and design; facilitating NACE involvement in reviews, project meetings, and communication between park staff, United State Park Police, the NPS Denver Service (DSC), the NPS Harpers Ferry Center (HFC), and the Association for the Study of African American Life and History (ASALH), Eastern National; and leading the development of internal, partner and public project updates.

Essential Functions/Duties/Tasks:

- Develop and maintain effective working relationships with NACE managers and staff, DSC and HFC; ASALH, and with contractors and consultants;
- Participate in weekly team project meetings with NPS, contractors, consultants and partners;
- Communicate required NACE actions and deadlines and track NACE progress with the schedule;
- Schedule, facilitate and document NACE and ASALH meetings as they relate to the project;
- Schedule and effectively manage NACE staff reviews and feedback to the project submittals resolving any internal conflicts prior to submission.
- Work with NACE staff to ensure the following:
 - Prepare all compliance documents. The park will obtain all necessary federal, district, and local permits.
 - Coordination with designated representatives of the District of Columbia SHPO; the U.S. Commission of Fine Arts (CFA); the National Capital Planning Commission (NCPC); and all issues related to public information and resource protection.
- Confer with park management on issues, approaches and options that arise in developing and carrying out assignments.
- Prepare written updates to NPS, NPF and stakeholders and for the public.

Required Knowledge, Skills, and Abilities:

- A broad working knowledge of the organization and functioning of the National Park Service.
- Experience managing multi-year exhibition projects with design, fabrication and object installation components in a museum or cultural institution
- Knowledge of exhibition development and interpretive media project management functions, concepts, tools and processes to plan, organize and monitor projects.
- A thorough understanding of interpretive media communication skills and techniques, as well as a practical understanding of the limits and capacities of exhibits, audiovisual devices, and other interpretive media to communicate ideas and concepts.
- Skill in managing, leading, communicating and collaborating with a wide range of internal and external counterparts to accomplish project goals.
- Skill in using software to plan, monitor and organize projects.
- Excellent written and oral communication skills.
- Strong interpersonal skills.
- Working knowledge of ADA requirements.

Salary:

As compensation for the services provided, the selected contractor shall be paid an annual compensation of \$150,000 for the duration of the project and will be subject to quarterly performance reviews.

C. TIMELINE

DATE: Deadline for proposal due to NPF by July 17, 2019 at 5:00 PM EST
DATE: Contract award decision- Notice to proceed: July 26, 2019
DATE: Contract Execution: August 23, 2019

D. EVALUATION CRITERIA

All applications will be reviewed by a selection committee comprised of representatives from the National Park Service and the National Park Foundation. Selection will be based on the applicant's ability to meet and exceed program requirements and required outcomes

The selected contractor will enter into an agreement with the National Park Foundation, which will serve as the contracting party and funder of this position.

E. SUBMISSION PROCESS

Each applicant must submit their proposal on or before 5:00 pm EST, Wednesday, July 17, 2019

Proposal Packet Must Include:

Qualifications and examples of similar past projects (preferably with the National Park Service)

Proposals must be submitted via email to:

Angel Thompson
Project Manager, Cultural Resources
National Park Foundation
(202) 796- 3144
AThompson@nationalparks.org