

MICHIGAN STATE
UNIVERSITY

MICHIGAN STATE UNIVERSITY
REQUEST FOR PROPOSAL

February 13, 2023 Permanent Memorial
Conceptual Design Competition

Issued Date: July 9, 2024

Due Date: August 30, 2024

Issued by:

Vice President for Strategic Infrastructure Planning and Facilities

Michigan State University

1147 Chestnut Road, Room 101

East Lansing, MI 48824

INSTRUCTIONS FOR COMPLETING RFP RESPONSE

Michigan State University (Owner) is seeking qualified creatives, artists, landscape architects, or teams (Designer) who can successfully execute the scope of services for this project.

The principal components to the selection process are:

1. This Request for Proposal (“RFP”) provides the necessary information to inform submissions and to evaluate design submittals.
2. The Owner reserves the opportunity to conduct Interviews (via Zoom protocol) where the candidate Designers will present their proposed vision and implementation approach.
3. Owner will identify the best-qualified Designer, and then review cost proposals. If the most qualified submission is higher than other proposals, Owner will determine if the premium brings corresponding value. If it is significantly lower, Owner will review to ensure the cost proposal is reasonable.
4. Based on the RFP response and potential interview, the Owner will identify the best-qualified Designer with which a commissioning contract will be negotiated for designing, fabricating, and installing their proposed vision.
5. A budget for this project has not been established.

The university will select the Designer and/or team which, in its sole judgment, is the best qualified to execute this project.

PROJECT DESCRIPTION

Background

In the wake of the violence of Feb. 13, 2023, Michigan State University established the Feb. 13 Memorial Planning Committee in October 2023. Made up of members from across the university, this sub-committee of the Public Art On Campus Committee engaged stakeholders to gather insights on creating a permanent memorial, with support from The National Charrette Institute and MSU's Trauma Services and Training Network.

The committee began in January 2024 by engaging with those directly impacted by the tragedy. MSU's Office for Resource and Support Coordination (ORSC) engages regularly with the directly impacted individuals and provided outreach to these groups for input into permanent memorial planning. The insights garnered shaped a broader campus/community survey. The committee then also organized multiple in-person and virtual engagement sessions in March and April 2024.

The data collected and summarized helped develop this Request for Proposal (RFP) to design, build, and install a permanent memorial. Collaborating closely with the Public Art on Campus Committee, the Feb. 13 Memorial Planning Committee anticipates announcing the selected proposal during the Fall 2024 semester at the conclusion of a public feedback process on designs. The goal is to have the memorial installed in 2025.

In addition to the memorial, there are several initiatives underway to memorialize, honor and remember those we lost and those affected by the Feb. 13 tragedy. Through the efforts of MSU Infrastructure Planning and Facilities and MSU Student Life and Engagement, and a generous donation from the Associated Students of Michigan State University, a bench honoring the memory of the lives lost has been installed in a plaza near Berkey Hall. The MSU Museum also is serving as the central repository for memorial items placed around campus, which are being documented and preserved.

RFP Objective

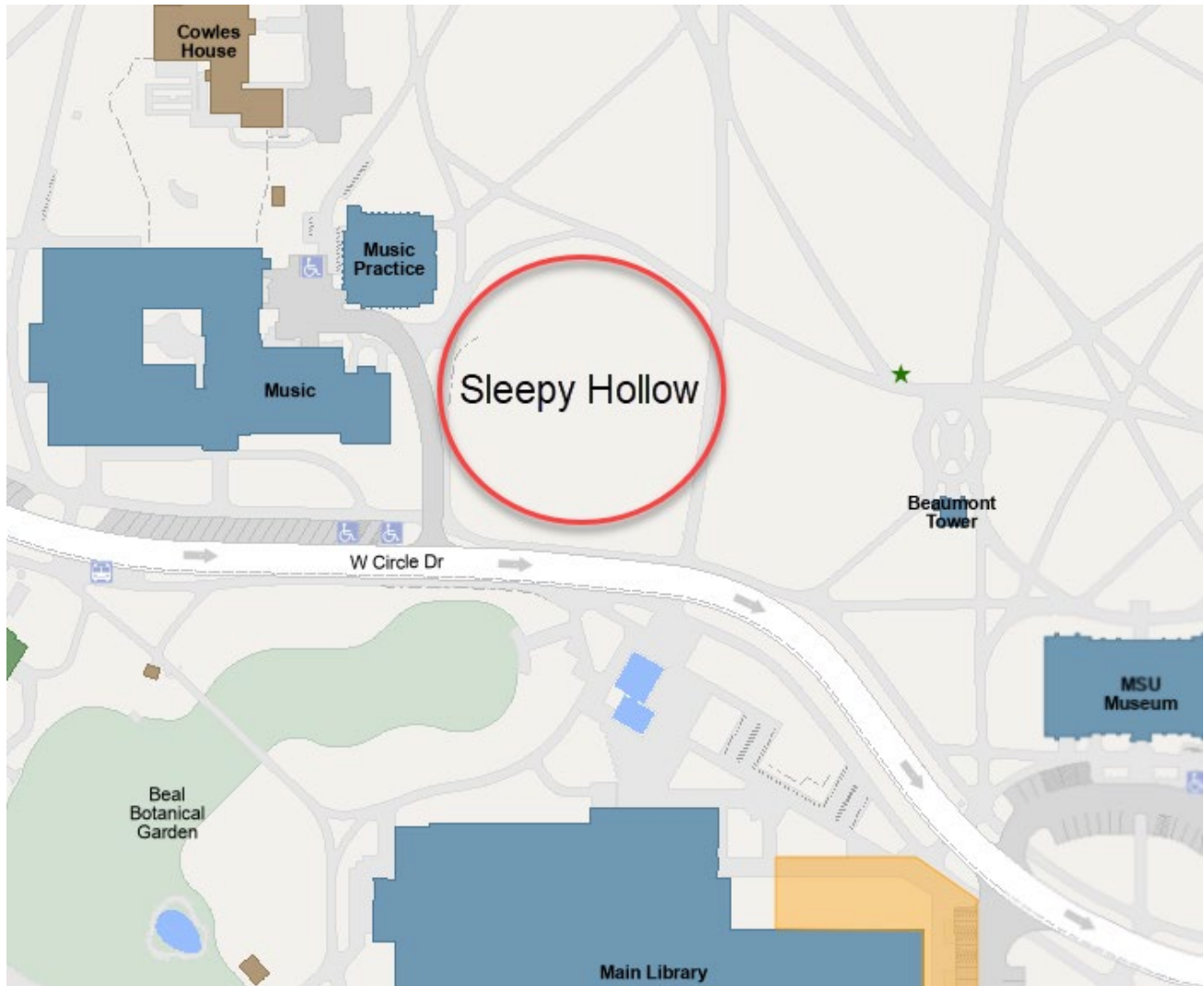
The objective of this RFP is guided by comprehensive community engagement and reflects the insights gathered from approximately 2,000 stakeholders within the extended Michigan State University community. A summary of the feedback can be found on the [memorial planning page](#). The proposed memorial seeks to honor the memory of those affected by the Feb. 13 tragedy, while fostering a space for healing, remembrance, and communal solidarity.

Through extensive surveys and focus groups, the MSU community expressed a strong preference for a memorial that serves three primary functions:

1. **Honoring and Remembering:** The memorial should honor and remember the lives taken, wounded, and impacted, as well as those who provided support on the day and beyond.
2. **Healing and Reflecting:** The memorial should offer opportunities for both individual and collective reflection and contemplation.
3. **Community Building:** The memorial should be a space to honor and continue to nurture the sense of unity and community that was built in the aftermath of Feb. 13.

The community feedback strongly supports the placement of the memorial in a natural, serene setting that provides a contemplative environment. To this end, the university has identified two potential locations for the permanent memorial:

1. Sleepy Hollow: Located in a topographic depression between the iconic Beaumont Tower and the Music Practice Building, [Sleepy Hollow](#) is a serene and historical part of the W.J. Beal Botanical Garden. Initially established in 1873 as a modest "Grass Garden," it featured a diverse collection of species, evolving over time with the addition of acidophilous plants like rhododendrons and azaleas in 1961, benefiting from the shading of mature oak trees. The area, known for its natural landscape, has been significant in the identity of the garden and the university's history.



2. Old Horticulture Garden: Located in the L-shape of the Student Services Building and adjacent to the Natural Sciences Building, the garden has mature trees and bushes, a fountain, benches, and fencing surrounding the garden.



The RFP seeks proposals that achieve the following objectives:

- **Create a Reflective and Healing Environment:** Design a space that integrates natural elements, such as greenery and water, to foster a calming and healing atmosphere.
- **Ensure Accessibility and Inclusivity:** The design must be accessible to all, considering various abilities and ages, ensuring that the memorial is a space for everyone in the community.
- **Promote Community Interaction:** While providing opportunities for individual reflection, the design should also encourage communal healing and gathering, supporting both structured and informal interactions.
- **Reflect Community Input:** The design should reflect the insights gathered through the community engagement efforts, respecting the wishes and the vision of those most impacted by the tragedy.

The completion of this memorial is envisioned both to commemorate those affected by the events of Feb. 13 and to serve as a cornerstone for ongoing community resilience and unity at Michigan State University. Proposals should consider the requirements and aspirations expressed by the community to

ensure the memorial resonates with all who visit.

RFP Response

- Conduct a site analysis and select one of the two proposed sites for a preliminary design.
- Develop a preliminary design concept that aligns with the memorial's purpose and community expectations. Provide a plan graphic, perspectives sketches, and supporting narrative to adequately convey design intent.
- Provide a detailed cost estimate for the design concept.
- Provide Designer’s qualifications, relevant project experience, and representative portfolio of past work similar in scope and goals. Include narratives and graphics as appropriate.
- Finalists should anticipate a brief public presentation during the selection process to outline their design concept and work plan.

Scope of Work for Selected Proposal (future commissioning agreement)

- **Community Engagement and Consultation**
 - Participate in engagement sessions coordinated by the Public Art on Campus Committee for any additional community feedback to be incorporated into the final design.
- **Construction documentation and specifications**
 - Provide detailed drawings and specifications.
 - Provide detailed cost estimate.
 - Create a detailed project timeline with clear milestones including Owner reviews.
 - Participate in design review meetings with project stakeholders.
 - Ensure compliance with University Construction Standards, Construction Guidelines, accessibility standards, and applicable regulatory and building codes.
- **Memorial Installation and Finishing**
 - Coordinate and oversee the installation of the memorial, ensuring quality and adherence to the design and specifications.

SELECTION AND PROJECT SCHEDULE

Below is the Feb. 13 memorial’s outline schedule. The goal is to have the memorial installed in 2025, creating a space on campus that honors the past while offering a beacon of reflection and community solidarity for the future.

RFP Issue Date	July 9, 2024
Deadline for Respondent Questions to Owner	July 22, 2024
RFP Response Due Date	August 30, 2024
Estimated Contract Award	October 28, 2024
Estimated Construction Start	Spring 2025
Estimated Construction Substantial Completion	Fall/Winter 2025

Submission Evaluation Criteria

The Owner will convene the Public Art of Campus Committee to evaluate each proposal based on each Designer’s ability to provide the required services, taking into consideration the overall cost to the Owner. The Owner may require an oral presentation of the Designer’s proposal for public engagement sessions; conduct interviews, research, reference checks, and background checks; and request additional price concessions at any point during the evaluation process. The following criteria will be used to evaluate each proposal:

Criteria		
Purpose 35%	How well does the memorial design fit the community identified purpose of honoring and remembering?	
	How well does the memorial design balance the community identified purpose of processing grief with healing and movement forward?	
	How well does the memorial design fit the community identified purpose of providing space for reflection & contemplation that feels safe and protected?	
	How well does the proposal align with the memorial design's intended purpose and long-term significance?	
	How well does the proposal align with the memorial design's intended purpose and thematic relevance?	
Interaction 30%	How well does the memorial design fit the community identified desire for a reflective space?	
	How well does the memorial design balance the community identified desires for both space that can be experienced individually and that allows for visitors to gather in community?	
	How well does it communicate the full story of those taken, injured, impacted, and the helpers and supporters, and the community built as a result?	
Location/ Logistics 20%	How well does the memorial design fit the community identified desire for a natural, serene setting?	
	How well does the memorial design integrate with existing features of the site?	
	How well does the proposal align with the available budget, including upfront costs?	
	How well does the memorial design address all four seasons?	
	How has the memorial design's longevity been addressed, including the ongoing maintenance requirements?	
Memorial Design Expression 15%	To what degree is the memorial design unique and presents new ideas or approaches, thus reflecting its originality?	
	How visually compelling is the memorial design, considering elements such as color, form, and composition, to determine its aesthetic appeal?	
	How does the applicant's portfolio of past work demonstrate their ability to successfully bring a project to fruition?	

Submission:

Any questions should be submitted to the email address below by the date specified in the Selection and Project Schedule.

Provide responses in PDF format no later than 3:00 p.m. on the RFP due date in the schedule above. Late proposals will not be considered. Your proposal should be emailed to:

Stephen Troost, Campus Planner

troosts@msu.edu

Michigan State University is not responsible for any expenses incurred in the preparation of any proposal or presentation, nor does MSU assume any contractual obligation by issuing this RFP.

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