

Request for Proposals (RFP)

Princeton Battlefield State Park *Professional Services Contract for Schematic Design of a Future Visitor and Education Center*

February 12, 2025

The American Battlefield Trust (the Trust) seeks qualified design firms to submit proposals to support schematic design of a future visitor and education center at Princeton Battlefield State Park. The Trust will serve as the managing entity overseeing the visitor and education center schematic design, in close association with the landowner and steward, the New Jersey Department of Environmental Protection, State Parks and Historic Sites.

Please submit proposals to: **Jim Campi**
American Battlefield Trust
jcampi@battlefields.org

Statement of Intent to Submit
And Questions are due by: **February 28, 2025**
5:00 pm – Eastern Standard Time

Proposals are due by: **March 14, 2025**
5:00 pm – Eastern Standard Time

Consultant Performance Period: Project Completion by or before December 5, 2025

Questions concerning this Request for Proposals (RFP) should be directed via email to jcampi@battlefields.org

I. Project Introduction

Made possible in part by a state appropriation of funds for improvements supporting the rehabilitation of Princeton Battlefield State Park, the American Battlefield Trust (“the Trust”) will seek a qualified consultant to advance Schematic Design (SD) of a future visitor and education center at Princeton Battlefield State Park.

II. About the American Battlefield Trust

The American Battlefield Trust preserves America’s hallowed battlegrounds and educates the public about what happened there and why it matters. The purpose of the American Battlefield Trust is to inspire appreciation of America, its history, and its promise of liberty through an understanding of the wars fought on its soil, and of the sacrifices of earlier generations of Americans.

The land comprising the Project Area have been planned by the Trust and approved by NJDEP-State Parks for consideration of a future visitor and education center. A Princeton Battlefield Preservation and Interpretive Plan was completed in 2022, that proposed the rehabilitation of the battlefield as Phase I and also identified (based on strong local/regional interest) the opportunity to include a future visitor and education center (Phase II). The following year, an initial *Princeton Battlefield Visitor and Education Center Feasibility Study* was completed in June of 2023, advocating for continued consideration of Phase II work. In 2024, the State of New Jersey appropriated funds to support the continued consideration and design of a visitor and education center at the battlefield. The **Project Area** lies within lands that will receive a relocated park entrance drive, parking, and site design (NIC) to be planned under separate contract by NJDEP State Parks.

III. Description of Work

The selected Consultant, working in coordination with the American Battlefield Trust (Client) — with oversight provided by the New Jersey Department of Environmental Protection (NJDEP) and other identified stakeholders — will create and manage the development of Schematic Design Architectural Plans with supporting documentation for a future visitor and education center at Princeton Battlefield State Park.

Work shall be conducted exclusively within the boundaries of lands owned by the State of New Jersey, within the congressionally established boundaries of the Princeton Battlefield.

Project Timeline for providing services outlined within this RFP shall be negotiable but shall be completed with final deliverables provided no later than December 5, 2025.

Project Budget: We ask that all bidders please provide a fair and just **fee proposal** for the required services and deliverables described within this RFP.

The selected Consultant team shall be capable of delivering the work scope as outlined in the following tasks:

Task I –Strategic Kick-Off & Early Individual Stakeholder Engagement – Facilitate a half-day virtual Kick-Off Meeting within 14 days of notice of award, with Client representatives and NJDEP. The focus of the Kick-Off will be to confirm schedule, as well as assign and coordinate tasks and reviews.

During the meeting, the following considerations will be confirmed and clarified:

- Primary repository information made available by the Client and stakeholders via Microsoft OneDrive;
- Project goals and requirements of the Client and NJDEP;
- The program, or architectural program, as defined by the 2023 Feasibility Study;
- General timeframes for conducting field research/ site access permissions; and
- Overarching project schedule (including meetings, submissions, and review periods).

Following the meeting, the Consultant shall coordinate, with the assistance of the Client, up to three (3) one-hour virtual stakeholder interviews with at least five stakeholder communities (joint meetings encouraged), to include the following:

- Princeton Battlefield Society (PBS)
- RevolutionNJ (Crossroads of the American Revolution, NJ Historical Commission)
- Municipality of Princeton
- Historical Society of Princeton
- Adjacent Landowners

Deliverables:

- 1a. Meeting Agenda and Meeting Summary of Kick-Off Meeting;
- 1b. Comprehensive Project Schedule (Spreadsheet format);
- 1c. Refined Building Program, Architectural Program Directives from the Client; and
- 1d. Meeting Summaries of Stakeholder Interviews.

Task II. Analysis & Design Studies: The Consultant shall undertake all work necessary to deliver an assessment of sites suitable within the Project Area. The resulting analysis shall include historical and existing conditions, illustrated maps, illustrations and photographs depicting up to two recommended locations within the Project Area to receive the visitor and education center. Consultant shall reference the previously mentioned *Princeton Battlefield Visitor and Education Center Feasibility Study* in considering approximate square footage of structure.

The completed report will assimilate these findings into a comprehensive report, incorporating the findings of the tasks presented below.

Deliverables:

- 2a. Annotated Existing Conditions and Historical Plan Overlays (historical plans to be provided by the Client);
- 2b. Brief narrative summary analysis of the 2023 Feasibility Study recommendations – noting points of alignment and/or recommendations for Client consideration;
- 2c. Brief summary audit of all state and local codes, policies and regulations, informing the siting of the building. (Including the review of setbacks, rights-of-ways and other legal and planning restrictions placed on the property);
- 2d. Illustrative Diagrams/Sketches conveying design studies for building mass, and scale in response to program, and context;
- 2e. Illustrated Site Plan Diagrams demonstrating at least two recommended building locations; and
- 2f. Supporting summary narrative and illustrations defining the opportunities and challenges of each siting.

Task III – Joint Stakeholder Meeting #1 & Public Meeting (In-Person)

The consultant team shall prepare analysis and exhibits suitable to host and facilitate two in person meetings as a part of this task;

A) A Joint Stakeholder Meeting, followed by:

B) A public meeting

The scope of both meetings shall be to solicit feedback on the project analysis, basis of design, site plan diagrams, and other early conceptual with the intent to establish stakeholder and public feedback on studies and information presented. schedule for review meetings and draft document submissions meeting the following standards and frequencies:

Note: Client shall be responsible for organizing meeting venues, and advanced engagement of attendees or the public.

Following the completion of the preceding tasks, the Consultant shall submit the following for Client review.

Deliverables:

- 3a. Meeting Summaries of both the Joint Stakeholder Meeting and the Public Meeting; and

- *3b. Recommendations for Basis of Design Narrative, including preferred site location and architectural program for approval by the Client.*

Task IV– Schematic Design 60%:

The Consultant shall, in consultation with the Client, and NJDEP assimilate the feedback received to date, and under the approved direction of the Client, move forward with a preliminary schematic design of the visitor and education center. The scope of this submittal shall include the following:

- Study drawings, including documents, plans, elevations to illustrate the architectural design concept and include spatial relationships, scale, and form for Client review.

Deliverables:

- *Up to two (2) building concepts, including scaled and dimensioned drawings:*
 - *4a. Basic site plan demonstrating the building's location within the project area boundaries, and incorporating objectives of earlier studies and stakeholder/public feedback;*
 - *4b. Elevations of each building façade demonstrating materials and composition;*
 - *4c. Narrative summaries describing the merits and composition of each concept; and*
 - *4d. Updated Schematic-Level Cost Estimates*

Task V – Client and Joint Stakeholder Meeting #2 (Virtual)

Following the completion of the preceding tasks, the Consultant shall submit the materials for Client review, and schedule a virtual meeting to discuss preliminary design concepts.

Following Client feedback, the Consultant shall facilitate a virtual joint stakeholder meeting, to share preliminary concepts for feedback, noting Client review and preference.

The Consultant shall assimilate all comments received during the review meetings and provide to the Client for review. Following review, the Client shall provide direction to the Consultant to proceed with 90% Schematic Design for the single preferred concept.

Deliverables:

- *5a. Meeting Summaries of both Client and Stakeholder Meetings; and*
- *5b. Ranking of design elements most preferred based on Client and Stakeholder feedback (location, layout, form, materials, uses, etc.)*

Task VI– Schematic Design 90% Submittal and Joint Stakeholder Review #3:

The Consultant shall, in consultation with the Client and NJDEP, assimilate the feedback received to date, and produce a 90% set of schematic design visitor and education center set. The scope of this submittal shall include the following:

- Study drawings, including documents, plans, elevations to illustrate the architectural design concept and include spatial relationships, scale, and form for a single preferred building concept for Client review.

The Consultant shall present these drawings at an in-person Joint Stakeholder meeting, scheduled and coordinated by the Client.

Deliverables:

- *Building concepts including scaled and dimensioned drawings:*
 - *6a. Site plan demonstrating the building's location within the project area boundaries, and incorporating objectives of earlier studies and stakeholder/public feedback;*
 - *6b. Elevations of each building façade demonstrating materials and composition;*
 - *6c. Narrative summaries describing the merits and composition of each concept; and*
 - *6d. Updated Schematic-level Cost Estimates.*

Task VII– Schematic Design Final Submittal and Client Review:

The Consultant shall, in consultation with the Client, and NJDEP assimilate the feedback received to date, and produce a final schematic design visitor and education center set. The scope of this submittal shall include the following:

- Preliminary measured drawings, including plans, elevations, and perspectives to illustrate the architectural design concept and include spatial relationships, scale, and form for Client review.

The Client shall coordinate with the Consultant a final review of the drawing sets. Following Client review the Consultant shall revise the final project Schematic Design set for final submission and printing.

Deliverables:

- *Single final building concept in AutoCadd (or similar), including scaled and dimensioned drawings:*
 - *7a. Basic site plan demonstrating the building's location within the project area boundaries, and incorporating objectives of earlier studies and stakeholder/public feedback;*
 - *7b. Elevations of each building façade demonstrating materials and composition;*
 - *7c. Narrative summaries describing the merits and composition of the concept; and*
 - *7d. Final Schematic Level Cost Estimates.*

The final deliverables shall be transferred in digital format in both Autocadd (or similar) and as high-resolution PDF plan sheets. Up to five (5) printed full size sets shall be delivered to the Client at the close of the project.

IV. Proposals / Response Submissions

The tasks undertaken, deliverables submitted, and resources assigned by the successful bidder shall meet or exceed the following expectations or requirements:

Responding to the RFP

Submissions should not be overly complex nor longer than ten (10) single-sided pages in. Additional pages or stand-alone credentials PDFs with program examples may be added but may not exceed an additional ten (10) single-sided pages. Only electronic submissions in PDF format will be accepted.

Qualified Consultant teams, specializing in Architectural Services with a demonstrated knowledge of Historic Preservation Practices, shall comply with the following as this work will propose new structures within historically designated sites of significance: All work must comply with the Secretary of the Interior *Standards for the Treatment of Historic Properties*. Activities should also be conducted in a manner that meets, as applicable, any federal, state, and local standards, ordinances, and guidelines. Work shall be conducted by a Consultant meeting the Secretary of Interior Professional Qualifications Standards, 36CFR Part 61.

Qualified proposals must include but are not limited to:

Part A: Technical Proposal: (10-page limit)

- A cover letter executed by an individual authorized to execute a contract with the American Battlefield Trust for these services and include direct phone, email, and address information for that individual.
- All the proposal elements identified as required in the Scope of Work section above.
- Three (3) references from clients for whom the firm has performed similar services, including current contact information.
- Any additional information the responding bidder (Consultant) deems pertinent to his or her proposal that might prove useful during the review process, including the location of the Consultant's primary office and any satellite offices.
- *Staff and Subconsultant Qualifications and Availability:* Bidders shall identify key personnel assigned responsibility to the project along with all other individuals (and their respective locations) supporting the work. Each project team member identified shall be listed within the proposal, including their title within the company, and their % availability to contribute to the work product. Please note, senior leadership or point of contact (POC) are expected to contribute at a high level and (if awarded the contract) shall not be substituted without the expressed approval of the Client.
- Cost breakdowns shall accompany each task, and bidders must include a statement confirming that their price proposal will remain valid for 120 days from the date of submission.
- If Sub-Consultants are anticipated to complete the work, their anticipated % workload of overall fee shall be clearly delineated.

Part B: Fee Proposal and Supporting Materials (Up to 20 pages – Separate from the Technical Proposal)

- Responsive bidders should provide additional supporting material in a stand-alone document to include promotional summaries on past successful projects completed within the last five years.
- Fee Proposal should ONLY be included in this supporting materials section.

Questions During Bidding

All questions regarding bidding shall be submitted electronically no later than **5pm on** February 28, 2025. A single one-time response to questions will be distributed to all bidders **by noon on** March 5, 2025. No questions shall be answered individually. Questions concerning this Request for Proposals (RFP) should be directed via email to the Client PM, Jim Campi at jcampi@battlefields.org.

Evaluation Criteria

The following factors shall be considered by the Client in selecting the Consultant. Each factor below will be considered by the Client to assess fit and alignment of the proposed task and the submitting firms:

1. Proven track record on similar projects of comparable scope and scale designing new facilities within a historic context.
2. Thoroughness of response
3. Qualifications of the Prime Consultant and Sub-Consultant team
4. Stated Commitment and Proposed Timeline for Completing Scoped Work
5. Positive reference recommendations

Additional Consideration/ Criteria

In addition to the criteria identified above, this Request for Proposals welcomes and considers favorably, the participation of minority-owned small businesses, veteran-owned and women-owned small businesses, HUBZone small businesses, small disadvantaged businesses, or NJ Start designation as prime Consultant, or included within the responding Consultant's team.

Schedule for Selection & Award

The schedule for consultant selection is expected to proceed as indicated below:

RFP Release	February 12, 2025
Statement of Intent to Submit	February 25, 2025
All Bidder Questions Due	February 28, 2025
Bidder Questions Answered	March 5, 2025
Digital Proposal Submissions	March 14, 2025
Submissions Reviewed	March 17-19, 2025
Consultant Interviews (Virtual)	March 24-28, 2025
Consultant Selection; Notice to Proceed	April 4, 2025
Anticipated Project Kick-Off	April 2025
Project Completion Date	December 5, 2025

End