



Request for Proposal (RFP)
Architectural Concept Plan for the Redesign of
the Visit Annapolis & Anne Arundel County
Visitor Center

Visit Annapolis & Anne Arundel County, Inc. (VAAAC) is seeking proposals from qualified architectural firms to provide conceptual design and planning services for the redesign of our Visitor Center. Our goal is to create an accessible, inclusive, innovative, and engaging visitor experience that reflects the natural and cultural heritage of Annapolis and Anne Arundel County.

VAAAC will solicit proposals from firms with a proven track record in designing visitor-facing spaces (i.e. visitor centers, libraries, museums, retail establishments). We are seeking a firm that can create an inspiring architectural concept plan that maximizes visitor engagement, incorporates sustainable design principles, and meets the functional and accessibility needs of our center.

Company Description

Visit Annapolis & Anne Arundel County (VAAAC) is a nonprofit, partnership-focused Destination Marketing/Management Organization (DMO). VAAAC's mission is to foster a welcoming destination and promote tourism on behalf of our visitors, partners, and community. We are guided by four core priorities: to cultivate and lead a diverse and inclusive hospitality and tourism community, to collaborate with partners across the destination, to drive prosperity and sustainability, and to strengthen organizational capacity.

Site Information

- Location: 26 West Street, Annapolis, MD 21401.
- Site Size: 7,500 square feet (including administrative offices and meeting space).
Building exterior (walkways, circular parking lot, park) to be included in concept plan.
- Site Access: Pedestrian access from West Street and Northwest Street. Vehicle access from Gott's Court Garage (25 Calvert Street or 25 Northwest Street) or from the circular parking

lot behind the visitor center (25 Northwest Street).

Existing Conditions

The existing Visitor Center is in a historic 1760s building that expands into a 1970s-style addition constructed in 2007. The selected firm will be expected to work within the constraints of the existing structure and historic preservation requirements while providing innovative and efficient design solutions.

Scope of Services Required

- Conduct a site analysis and assessment.
- Develop a creative and inclusive architectural concept plan.
- Provide 3D renderings and conceptual drawings.
- Recommend sustainable design solutions.
- Collaborate with project stakeholders.
- Present the architectural concept to our organization.

Anticipated Timeline

Proposal Submission Deadline: March 31, 2024

Contract Awarded: April 12, 2024

Concept Development begins by: May 1, 2024

Proposal Requirements

Proposals will be evaluated on the quality and relevance of the response to the following criteria.

Please include in your proposal:

- Your conceptual approach to this project (i.e., understanding the team, the audience, and the requirements).
- Executive Summary / Company Overview. A one-page summary introducing the individual(s) or staff, as well as the qualifications of those who will work on the project.
- Provide a summary of background experience in visitor center and/or similar public-facing space design and the reason why the architectural firm should be selected. Please include experience with sustainable design.
- Relevant project portfolio.

- Proposed approach to the project and methodology for concept development.
- Fees. Provide budget breakdown for the conceptual design phase. Please include the hourly rate(s) for work outside of the scope of the project.
- Timeline. Estimated project timeline based on the award date April 12, 2024.
- References. Contact information for at least three references from similar projects. Include name, address, email, and other contact number.
- Other Information. Any additional information that you believe is relevant to this RFP and your firm's ability to provide the architectural services requested.

Response Deadline & Detail

All proposals submitted in response to this RFP must be submitted to accounting@visitannapolis.org (include Architectural Concept Plan in subject line) and must be received by VAAAC no later than 5:00 PM on March 31, 2024.

VAAAC reserves the right to:

- a. Reject any proposal that is not received by the response deadline or is otherwise nonresponsive to the RFP.
- b. Reject any or all proposals submitted in response to the RFP.
- c. Request additional information from the firm or individual.
- d. Withdraw the RFP at any time and for any reason.
- e. Award the engagement in its sole discretion or make multiple or partial awards.

All proposals and other documentation submitted in response to the RFP:

- a. Become VAAAC's property unless otherwise noted.
- b. Will not be returned by VAAAC unless otherwise agreed to prior to submission.
- c. Must be clearly marked as confidential, if you/your firm considers any material or information contained in its proposal or other confidential documentation. VAAAC cannot guarantee the confidentiality of any materials provided in response to this RFP.

All costs of responding to the RFP, including making a presentation, if any, to VAAAC and any related expenses, are the responsibility of the responding firm or individual.

Conflict of Interest

The selected architect or firm must be free of any conflict of interest with VAAAC. If a new or potential conflict of interest arises after VAAAC retains the selected architect/firm, the awardee agrees to promptly notify and consult with VAAAC to address and resolve the conflict.

Contact Information

For questions on the RFP, please contact accounting@visitannapolis.org.