

Baltimore County Arts Guild Request for Proposal (RFP):

The Baltimore County Arts Guild seeks to develop a Historic Landscape Study for Catonsville, and its music heritage, under the direction of a qualified researcher. Closing Date: Friday, January 22, 2020

Primary Contact: Mary Catherine Cochran, Baltimore County Arts Guild, director@bcartsguild.org

I. General

Purpose

The Baltimore County Arts Guild (BCAG) seeks proposals from a qualified consultant/contractor to provide professional research and writing services to develop a Historic Landscape Study for Catonsville, Maryland and its music heritage. Catonsville, declared “Music City, Maryland” by the state legislature, has a unique but undocumented music heritage. This project will create a research landscape of music and musical resources of the newly designated Catonsville Arts & Entertainment District. Products will include a public presentation and collateral materials that shares highlights from the completed research. This RFP describes the basic services and deliverables required.

Submission of Proposal

Prospective consultants/contractors shall submit one (1) electronic copy (sent via e-mail) of their proposal and fee schedule no later than Friday, January 22, 2020 to Director@bcartsguild.org. All proposals must be clearly marked "Historic Landscape Study – Catonsville" in the subject heading. All submissions must be received by the RFP closing date. Incomplete submissions and submissions received after the closing date will not be accepted.

II. Background Information

Music cannot be understood without the context of history. Musicians and composers reflect the times and experiences from which they come. And, in some cases, just as our history informs music, music, in turn, informs history. Imagine how the early call and response tradition of African Americans was shaped by the need to form community in order to survive. Similarly, imagine how the protest songs of the 60’s informed and inspired the antiwar actions of the Catonsville Nine.

Catonsville, declared “Music City, Maryland” by the state legislature, has a unique but largely undocumented music heritage. This project will research this music heritage and survey the former and current musical resources of the newly designated Catonsville Arts & Entertainment District. The study will create a foundation upon which we can continue to build documentation of our music heritage. This project may also serve as a basis for a larger statewide study of music traditions to be undertaken in the near term by Preservation Maryland.

The landscape study will;

1. provide bibliography of sources that document the timeline of music from our indigenous beginnings to current day and the evolution of types of music that include the local musical traditions of immigrant populations, railroad and industrial workers, enslaved and freed Americans of African descent, protest and folk songs, in the genres of folk, blues, jazz, classical, rock, hip-hop, gospel and more.

2. include a survey of music resources within the district including music businesses owned by family generations as well as current and new music enterprises. Sites of music import including dance halls, clubs, casinos and dance socials and the role of organizations in promoting and producing music throughout Catonsville's history. Certainly, a story in two parts- the segregated African American National Historic District of Winters Lane, and the bustling Main Street corridor of Frederick Road. The study will plant the seeds for future, deeper research; oral histories, genre-specific study, video archival research, and more.
3. result in the content and photos for a public facing document that begins the story of Catonsville's Music Heritage. (The publication will be produced as collateral materials and online content by BCAG)
4. include a final report written in a manner that is engaging and informative for the public and accompanied by a public presentation by the consultant that introduces the community to its rich music heritage. (The facility, registration, and staffing for the event will be provided by BCAG).

The Study will benefit Catonsville by:

1. providing a document that informs branding efforts;
2. promoting music heritage as an important part of preserving Catonsville's character and protecting its legacy and driving visitors;
3. bringing to light the city's diverse cultures and neighborhoods
4. inviting citizens to increase their engagement with their music heritage by presenting information about their neighborhoods and community;
5. and; exciting residents, business owners, and County government into discovering more about Catonsville's music heritage and unique characteristics.

III. Scope of Services

The Baltimore County Arts Guild (BCAG) seeks a qualified consultant with professional historic research and writing experience to develop an Historic Landscape Study for Catonsville, Maryland and Its Music Heritage. Preferred, but not required, is a familiarity with the town of Catonsville, recent Maryland or Baltimore County based research projects, and a demonstrated understanding of music and music traditions. The consultant/contractor will work closely with the BCAG Director, and volunteers recruited to assist with the project.

The final report shall include:

1. Description of objectives and methodology;
2. Description of each historic context and music resource;
3. Pictures illustrating contexts;
4. Properties associated with each historic context;
5. Summary of lost resources;
6. Bibliography and list of resources utilized

Individuals hired for this work are considered contract employees and employees. No sick leave, vacation, or medical benefits are provided for this work. Contracted individuals will be responsible for their own state and federal income taxes and must submit invoices and a copy of their W-9 to receive payment.

In preparing a response to this RFP, the consultant/contractor shall propose and describe the detailed Scope of Services for this specific project based on the information above.

IV. Project Timeline

TIMELINE

Activity	Anticipated Completion Date
RFP to identify researcher/consultant	Upon Confirmation of Award
Engage consultant and commence project	Feb 1, 2021
Engage volunteer assistants	Feb 1 1, 2021
Status Report to Grant Manager	March 1, 2021
Final Report to Grant Manager & A&E Advisory	April 10, 2021
Selection of photos and content for brochure	April 1, 2021
Completion and Approval of Brochure	April 10, 2021
Printing of Brochure and addition to website	April 15, 2021
Delivery of final Brochure Product	April 15, 2021
Marketing for public presentation	April 7, 2021
Public presentation- via zoom if necessary	May 7, 2021

V. Proposals

Conditions on Receipt of Proposals

This Request for Proposals does not obligate The Baltimore County Arts Guild to award any specific project. The Baltimore County Arts Guild reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interests of BCAG. The Baltimore County Arts Guild also reserves the right to waive irregularities in proposal content or to request supplemental information from prospective bidder(s). All documents included in this package do not constitute a legal offer. A legally binding contract will not be formed until all parties involved have fully executed a written contract that incorporates all mutually agreed-upon instructions, specifications, conditions, and fees.

Minimum Proposal Contents Proposals from qualified consultants shall include, at a minimum, the following information:

1. Statement of Solution. Describe how you propose to address the challenges of completing this project, including any perceived opportunities that should be considered.
2. Project understanding, approach, and coordination methods: (a) Describe understanding of project and identify approach to fulfill the scope of services and deliverable requirements. (b) Summarize the key elements of the proposal and outline reasons why they should be selected.
3. Similar Project Experience: Identify similar project experience within the last 3-5 years and provide a reference for each. By submitting a response to this RFP, the respondent hereby authorizes The Baltimore County Arts Guild to contact references and make such further investigations as may be in the best interest of the organization.
4. Consultant profile and qualifications including how the consultant meets the required and preferred experience.
5. Total fee to complete described work with a breakdown of tasks, and estimated hours

The total fee shall reflect all costs, included but not limited to, sub-contractors/consultants, meeting allowance, specified deliverables, overhead, profit and reimbursable.

1. Upon approval by BCAG member organizations, the successful candidate will be notified and a consultant agreement will be finalized. Unsuccessful candidates will be notified after the consultant agreement has been executed. Work on this project is projected to commence no later than Monday, February 1, 2020.
2. BCAG reserves the right to cancel the RFP at any time, or for any reason that is in the best interests of the organization. BCAG also reserves the right to reject proposals based on the evaluation of submitted materials, to accept other than the lowest cost proposal, and to negotiate the specified dollar amount or any portion thereof.

The selection of the successful bidder is not based solely on low bid, but on the candidate that will best accomplish the objectives of the project.

VI. Delivery Schedule

Production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful Bidder and the Baltimore County Arts Guild and compliant to grant requirements. The anticipated project completion date is May 7, 2020.

VII. Anticipated Budget

Proposals shall not exceed \$3515. BCAG anticipates that it will provide an additional and approximate \$3515 in cash and in-kind match to the project including volunteer hours, publication development, website publication and form update, staffing and facility rental. Support for this project is provided by the Patapsco Heritage Greenway and the Citizens of Baltimore County.

VIII. Contact Questions

Questions regarding this RFP or the associated project should be directed to: Mary Catherine Cochran, Director at the Baltimore County Arts Guild, Director@bcartsguild.org