Request for Proposals:  
Kiosk and gazebo replacement, river-themed art trail

Purpose

CLC seeks partnership with artist(s) to complete the following activities at Greenport Conservation Area, located in Greenport, NY:

1) Replace a kiosk along the Access for All Trail  
2) Replace a gazebo at the terminus of the Access for All Trail  
3) Create and install a river-themed art trail along the Dogwood Trail/Hickory Lane Loop.

Artists may choose to submit responses for one or all of the projects listed above.

Background

CLC manages the Greenport Conservation Area (GCA) for year-round passive recreational activities and permits a variety of non-motorized passive recreational modalities on the trail system. This includes but is not limited to walking, running, cycling, snowshoeing, and cross-country skiing. The site is visited nearly 20,000 times per year by Columbia County residents and visitors. Greenport Conservation Area is located on the ancestral homelands of the Mohican people, who are the Indigenous peoples of this land. Despite tremendous hardship in being forced from here, today their community resides in Wisconsin and is known as the Stockbridge-Munsee Community.

This work is supported in part by a grant from the Hudson River Estuary Program. The project will be supervised by CLC staff and will involve a team of professionals providing administrative support, community outreach, communications, and work plan review. Proposals will be reviewed by a committee of CLC staff, board members, and volunteers.

Scope of Work

Project 1: Kiosk replacement ($5,000)  
Artist will replace the existing kiosk located along the Access for All Trail, an ADA-accessible trail. The current kiosk is a six-panel, roofed structure on flagstones with some built-in benches. CLC staff are available to remove the old structure. The location is frequently used as a meeting place or lunchtime spot, and several mature trees provide ample shade.

Successful proposals for replacing the kiosk should focus on creating ADA-accessible seating and connecting visitors to the natural and cultural resources of
the site in a semi-permanent structure (lifespan ideally at least 10 years). Any print signage should follow National Parks Service’s accessibility guidelines for interpretive material. CLC staff are able to provide contextual information on the property and a copy of accessibility standards. This location can be accessed with a motor vehicle. Light and sound installations are prohibited. The use of natural materials is encouraged. Artists should be prepared for the potential of vandalism and have a plan in place for addressing it.

**Project 2: Gazebo replacement ($27,000)** Artist will create a proposal for and construct a new gazebo overlooking the Hudson River, located along the Access for All Trail. The current gazebo has fallen into disrepair due to age and colonization by insects. CLC staff will work with the selected artist to create a plan for removal of the old structure, and may be able to assist in recruiting volunteers for a community workday to build the new gazebo, if the artist is interested.

Successful proposals for replacing the gazebo should focus on creating ADA-accessible seating and celebrating the natural and/or cultural resources of the site in a semi-permanent structure (lifespan ideally at least 15 years). Proposals should also consider difficulty of repairing or replacing portions of the gazebo over time as the structure ages. This location can be accessed with a motor vehicle. Light and sound installations are prohibited. The use of natural materials is encouraged. Artists should be prepared for the potential of vandalism and have a plan in place for addressing it.

**Project 3: Creation of a river-themed art trail ($5,000)** Artist will create a river-themed art installation along the Dogwood Trail and Hickory Lane (see attached map).

Successful proposals should focus on engaging visitors with the world around them without detracting from the natural setting. Arrangements can be made with CLC staff to access the site with a vehicle. Light and sound installations are prohibited. The use of natural materials is encouraged. Artists should be prepared for the potential of vandalism and have a plan in place for addressing it, as well as a plan to remove the installation at the end of November, 2023.

**Budget and Payment Schedule**

Funds may be spent on supplies, materials, tool rental, and/or to compensate artist(s) for their time on the project. Proposal responses should include a breakdown of how funds will be spent.

Artists are required to keep a financial accounting of how funds are spent, including receipts and proof of purchase. Artists will receive a 25% payment upon being selected, an additional 25% mid-way through the project, and the remaining 50% upon project completion.
Timeline

- November 30, 2022 – Submittal deadline
- December 23, 2022 – Winning proposals are selected
- May 15, 2023 – Deadline for completing installation of gazebo, kiosk, and art trail
- June 3, 2023 – Public ribbon cutting event
- November 30, 2023 – End of maintenance period for art trail

Submittal

Cover letter including expression of interest, name, location, and contact information. Proposal should include:

- Project selection – clearly indicate if you are submitting a proposal for the kiosk, the gazebo, or the art trail. Individuals submitting for multiple projects should submit separate a proposal for each.
- Artist statement – include your location, your core values, what you hope to bring to the project, and why Greenport Conservation Area is of interest.
- Vision – provide information about what you hope to create at Greenport Conservation Area. Clearly indicate the cultural and natural resources at the site that you plan to highlight. Describe how your proposal contributes to a welcoming atmosphere for groups that have historically been excluded from outdoor recreation and incorporates multiple perspectives, if applicable. Include sketches and/or renderings.
- Accessibility - information about how you will adhere to ADA and National Parks Service Guidelines.
- Feasibility – indicate your plan for following the timeline set forth in the RFP, including maintenance both during and outside of the active project period. Include information about past similar projects, with photos if possible.
- Adherence to budget – include a detailed cost estimate broken out by materials, supplies, time, and other expenses.

Submit via e-mail as a single PDF to rebecca.walker@clctrust.org with the subject line “Greenport Conservation Area Improvements.” Proposals must be received by 5:00 pm on November 30, 2022 to be considered.

Evaluation

Proposals will be reviewed by a rubric assessing the following characteristics:

- Fit with site – proposal includes information about emphasizing the
• Diversity and Inclusion – Proposals incorporate multiple perspectives and points of view and contribute to a welcoming atmosphere for audiences who have historically been excluded from nature. Artists who identify as members of these groups are especially encouraged to apply.
• Geography – This proposal is not geographically limited, but preference will be given to those artists who are available to visit the site frequently for maintenance if needed.
• Accessibility – Kiosk and gazebo proposals commit to creating ADA-accessible infrastructure. Any print signage created adheres to National Parks Service’s accessibility guidelines.
• Feasibility – Artist includes a timeline for installing project and a plan for maintaining during the active project period. Kiosk and gazebo proposals consider how CLC staff will maintain the structures after the active project period. Art trail proposals include a plan and timeline for removing installation.
• Adherence to budget limits – Proposal does not exceed budget. If professional services (e.g. printing) are required, artist agrees to work with MWBE certified firm(s) if possible.

Questions?

Questions regarding this RFP may be submitted by email to rebecca.walker@clctrust.org on or before November 15, 2022. No phone calls.

Statement of Rights

The Columbia Land Conservancy reserves the right, and may at its sole discretion, exercise the following rights and options with respect to this Request for Proposals:

1. To reject any and all proposals;
2. To issue additional solicitations for proposals and/or amendments to this Request for Proposals;
3. To waive any irregularities in proposals received after notification to proposers affected;
4. To select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. To exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;
6. To enter into an agreement for only portions (or not to enter into
an agreement for any) of the services contemplated by the proposals;
7. To select the proposal that best satisfies the interests of CLC and not
necessarily on the basis of cost or any other single factor.

Cost of Proposal Preparation

No reimbursement will be made for any costs incurred for preparation of
proposals and/or interviews.

Contract

If CLC selects a proposal, a formal written contract shall be entered into between
CLC and the successful artist. The proposal or any part thereof submitted by the
successful proposer may be attached or become a part of the contract. The
contract shall not become binding until signed by both parties. Artists are
required to indemnify CLC against any liability.
**Inspirational Projects**

The following projects are examples of the type of work the selection committee hopes to receive as part of this project. Successful applications will incorporate educational content, make use of natural materials, recognize the history of this special place, and encourage action to engage with nature.

Brooklyn Botanical Garden’s “For the Birds” Exhibit:  
[https://www.bbg.org/forthebirds](https://www.bbg.org/forthebirds)

1 Woven, by Sourabh Gupta

Coastal Maine Botanic Gardens’ Guardians of the Seeds:  
[https://www.mainegardens.org/events-exhibits/giant-trolls/](https://www.mainegardens.org/events-exhibits/giant-trolls/)
Museum of the Shenandoah Valley’s Big Bugs:
https://www.themsv.org/events/david-rogers-big-bugs/

Forest Park’s Turtle Playground:
http://www.forestparkstatues.org/turtle-playground
Henry Doorly’s Zoo’s Bee-themed Playground:
https://clrdesign.com/project/omaha-zoo-childrens-adventure-trails/

Lindsey Molyneux’s Driftwood Sculptures:
http://www.lindseymolyneux.com/large-driftwood-sculptures.html
Project 1: Kiosk replacement

Project 2: Gazebo replacement

Project 3: Art trail