

REQUEST FOR PROPOSAL

Functional Area: Interior Space Design Consulting Service

Issued: November 17, 2008

Deadline for Receipt of Proposals: December 15, 2008

Description: Canyon Ranch Institute (CRI) is a 501(c)3 non-profit organization. CRI catalyzes the possibility of optimal health *for all people* by translating the best practices of Canyon Ranch and our partners to help educate, inspire, and empower every person to prevent disease and embrace a life of wellness.

The Canyon Ranch Institute Life Enhancement Program (CRI LEP) partners with health organizations to transfer the best practices of Canyon Ranch to underserved communities to prevent, diagnose, and address chronic diseases through an integrative approach. CRI and its partners collectively work together to customize the CRI LEP in a manner that is culturally relevant to each community. In addition, all CRI LEPs share a common set of core principles and key program elements.

Because these key program elements are multi-faceted, the space(s) designated by our CRI LEP partners and communities to be the “classrooms” for CRI LEP are likely to require interior modifications in order to better support the goals of the CRI LEP and contribute to participants’ involvement in the experience. For example, when the space is being used for physical exercise, it is beneficial for energy and optimism to characterize the room. When meditation or relaxation is the subject, a quieter setting is more appropriate.

By this RFP, CRI wishes to identify a source (firm or individual) for interior space design consultation that will:

- **Become familiar with CRI LEP program** subject matter overall and with each program site in detail.
- **Make one site visit per project.** Locations will vary as CRI partners and potential partners for CRI LEP are identified, including major metropolitan areas and rural locations. The interior space design consultant will make one visit to each subject site for the purpose of securing measurements, photographs or video, and any other specifications needed to prepare the design plan and recommendations.
- **Create an interior space design plan.** Each CRI LEP site project will require an interior space design plan accompanied by a detailed list of recommended materials (paint, fabric, furniture, etc.), suggested resources for purchasing the materials, and estimated costs. When possible, the actual purchase of materials and the installation will be made by the host organization’s staff or subcontractors. Some projects may require that the design consultant provide additional services to purchase and/or install. That additional work will be governed by a separate agreement and budget.
- **Provide counsel** to the local installation team (health organization staff or subcontractors) via telephone meetings.

- **Review the completed project** via the photographs and/or video of the final room(s) provided by CRI and offer post-project evaluation comments

Cost/Budget Structure: CRI LEP sites will vary in size and turnaround time but program elements (exercise, meditation, group learning, etc.) will be similar. A hypothetical site is described in the next section to provide a framework for proposals.

Responders to this RFP are asked to acknowledge the non-profit nature of CRI and its partners as well as the corresponding emphasis on cost efficiencies when submitting hourly billable rates for site visit and research; design time; project consultation time; and any other rates that would apply.

In addition, CRI requires that outside costs (for which invoices must be submitted to CRI) be marked up no more than 17.5 percent. Each outside cost must be pre-approved by CRI. CRI does not pay overhead fees.

A hypothetical site:

Existing room on the fourth floor of a six-story urban building located near busy train route. Footprint is approximately 20 feet by 80 feet with an 8-foot dropped ceiling in which fluorescent fixtures are installed (flush with the ceiling). Walls are beige. Flooring is linoleum tile. Room has one window approximately 42 inches by 62 inches that opens to the train tracks. Approximately 12 to 16 participants plus two staff will be in the room during CRI LEP activities.

Length of commitment: The organization or individual selected for this project will receive all CRI LEP site remodeling assignments for 2009, subject to a written contract, and renewable thereafter.

Components of the Proposal:

Proposals should include the following:

1. Description of your experience working in short time frames and limited budgets
2. Description of your understanding of and experience with “healing spaces”
3. Description of your experience working with people from a variety of cultural backgrounds and including their preferences into the interior design process
4. Pricing structure/rates (Please see **Cost/Budget Structure** section above)
5. Procedure for documenting compliance with each project’s budget and change orders.
6. Qualifications and experience of the individual who will be providing the design service, and, if applicable, of the firm
7. Description of experience with and commitment to helping underserved populations
8. Examples of creative solutions for interior spaces used for multiple purposes, e.g. physical activity, group discussion, and relaxation

Reply instructions and deadline:

To respond to this RFP, please send us a proposal that is no longer than five letter-sized pages, excluding work samples and photographs, organization history and/or biographical information.

Proposals must be received via email or mail on or before Monday, December 15, 2008.

Please address proposals to:

Email: CRI@canyonranchinstitute.org

OR

Mail: Canyon Ranch Institute

8600 E. Rockcliff Road

Tucson, AZ 85750

Please send inquiries about this RFP to: CRI@canyonranchinstitute.org. Inquiries will be answered within two business days of receipt.