

# Request for Proposals

## Thousand Island Park Landmark Society Sesquicentennial History Project

### PART A: INVITATION TO PROPONENTS

#### 1. Introduction:

This Request for Proposals (“RFP”) is an invitation by the Thousand Island Park Landmark Society (“Landmark”) to prospective proponents to submit proposals for the research and writing of a history of Thousand Island Park from 1975 to the present, as further described in Part B: *The Deliverables*. This project will be part of the celebration of the 150<sup>th</sup> anniversary (sesquicentennial) of the founding of Thousand Island Park.

Thousand Island Park (TI Park), New York, is a late 19<sup>th</sup>/early 20<sup>th</sup> century cottage community on Wellesley Island along the St. Lawrence River. TI Park began as a Methodist Camp Meeting Association in 1875 and grew from a collection of tents and tent platforms to a vibrant community of summer cottages. TI Park is now operated as a privately held, non-denominational community by the Thousand Island Park Corporation.

TI Park has been listed on the National Register of Historic Places since 1982 and has recently had a re-application with updated information approved by the New York State Historic Preservation Office (SHPO) and the National Register. In 2020, SHPO gave the Landmark Society a Historic Preservation Award “for excellence in the preservation and rejuvenation of New York’s historic and cultural treasures”

The Thousand Island Park Landmark Society is a 501(c)(3) not-for-profit corporation located in Thousand Island Park. More information is available at [thousandislandparklandmarksociety.org](http://thousandislandparklandmarksociety.org)

Landmark’s mission states that it is “*dedicated to preserving the historical, architectural and infrastructure resources of Thousand Island Park, New York, for our community, visitors, and future generations*”.

Landmark seeks proposals from historians to complete a well-researched and referenced popular history of Thousand Island Park from 1975 to the present. A history of the first 100 years of TI Park was completed in 1975.

This project will be administered by a volunteer steering committee.

Due to the location of Thousand Island Park, the seasonal nature of the community, and the need to involve community members and organizations, the entire project will take place over approximately two and one-half years, starting January, 2023, assuming that an Agreement with the selected Proponent has been negotiated and contract letter has been signed.

Total compensation for completion of the project will be US\$18,000.00 plus US\$3,000.00 for expenses, paid semi-annually. The Thousand Island Park Landmark Society will hold the copyright. The author will not receive royalties or residuals, but may republish portions of the book with permission of the Landmark Society.

The successful proponent will be required to submit a written project progress report, including financials, on a quarterly basis.

The successful proponent will provide services on a part-time contract basis.

The delivered product shall become the property of Landmark. Authorship will be clearly attributed to the successful proponent.

Proposals must be submitted electronically to Merissa Gagne at [mgagne@tiparkcorp.com](mailto:mgagne@tiparkcorp.com) by midnight on **November 15, 2022**. All proponents will be sent a confirmation email when their proposal is received. Both the successful proponent and those who are unsuccessful will be notified regarding their proposal no later than **January 2, 2022**.

## **2. Contacts:**

### **Names and co-ordinates of contacts**

Julie Mathien, Advisor, Thousand Island Park Landmark Society  
[jm@juliemathien.ca](mailto:jm@juliemathien.ca)

Marjorie Snelling, Treasurer, Thousand Island Park Landmark Society  
[marjorie.snelling@gmail.com](mailto:marjorie.snelling@gmail.com)

## **3. Negotiation of Contract**

The successful Proponent will be requested to enter into negotiations for an Agreement with Landmark for the provision of the Deliverables outlined in Part B of this RFP. It is Landmark's intention to enter into the Agreement with only one (1) legal entity. The term of the Agreement is to be for a period of two and one-half years starting when the agreement has been finalized and the contract letter has been signed by both Landmark and the successful proponent.

No contract letter will be released until a written Agreement has been negotiated and finalized. If an Agreement has not been finalized within thirty days from the notification to the successful Proponent, Landmark reserves the right to approach the Proponent who ranked second.

Landmark reserves the right in its sole discretion to defer any Agreement or to cancel this RFP at any time before or after closing without providing reasons for such cancellation.

## **PART B DELIVERABLES**

### **1. Project Objectives**

- To have a well-researched and referenced popular history of Thousand Island Park from 1975 to the present, set within a national and local historical context. A history of the first 100 years of TI Park was completed in 1975. This book will be a sequel.
- To receive the manuscript and accompanying materials such as photos by October 30, 2024 in order to have a published book completed for distribution by June 1, 2025.

## 2. Project Summary

This project will support the celebration of the 150<sup>th</sup> anniversary (sesquicentennial) of Thousand Island Park through the research and writing of a book outlining the history of the Park from 1975 to the present. The book should be approximately 150 pages using standard font and type size and including notes, acknowledgements, photos, drawings, maps etc.

## 3. Scope of Services

The scope of services includes but is not limited to:

- a. *Research and write a history of Thousand Island Park from 1975-2024.*
  1. Work with a volunteer steering committee throughout the duration of the project. One member of the committee will act as a point of access for the author.
  2. Use a number of primary and secondary research sources (e.g. documents, photos, maps, interviews). The Advisory Committee, in consultation with the proponent, may provide materials and assume tasks such as interviewing sources.
  3. Situate the content of the book within the social, political and economic context of the period covered;
  4. Provide progress reports, outlines and drafts according to deadlines as agreed with the steering committee;
  5. If requested, take part in sesquicentennial activities related to the book. The compensation related to this will be additional to that of the contract.
- b. *Provide a proposed schedule and workplan for the completion of all of the tasks associated with the project, to be finalized in consultation with the project steering committee.*
- c. *Submit the manuscript and accompanying materials by October 30, 2024 in time for the book to be completed, published and distributed by June 1, 2025.*

## 4. Qualifications Skills and Experience:

The successful Proponent should possess the qualifications, experience and skills to provide the Deliverables and must exhibit these in their proposal. Excellent communication skills, both written and verbal, are required.

The successful Proponent will show that they have the research and writing experience and skills to complete the project, including the ability to work with documentary and oral methods. This will include primary and secondary source research, interviews and other approaches as required. Further guidance is provided in Appendix A.

Ideally, the successful Proponent will have a graduate or undergraduate degree specializing in any of the following: social history, architectural history, art history, the history of religious campgrounds in North America, or journalism. Academic experience in the time period under study (1975 onwards) is a strong asset.

Proponents will include in their proposal:

- A curriculum vitae outlining education and employment history.

- electronic copies of, or links to, two published works that exhibit the skills and experience described in this RFP.
- a list of relevant publications, including where published.

**Please consult Section 6 and Appendix A (pg.8) for more detail.**

Experience working with a volunteer steering committee is desired.

The successful Proponent must have the ability to travel to Thousand Island Park, NY, and to other sources of data and information as needed.

## 5. References

Proponents must provide three (3) references, according to the format below, two of which must be from referees who have worked with or supervised the Proponent in completing work in the last five (5) years similar to that requested in the RFP.

Landmark reserves the right to conduct reference checks.

### Reference

<b>Institution/Company Name:</b>	
<b>Institution/Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Contact Email:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Work:</b>	

## 6. Proposal Format and Requirements

The maximum page count is to be 10 pages plus supporting documentation. The proposal must contain the following information:

- a. Proponent
  1. Qualifications and Experience
  2. Relevant References
  3. Experience with similar projects
- b. Approach and Methodology
  1. Understanding of the Project Objectives, Deliverables and Scope of Services
  2. Proposed Project Plan, including a description of the planned approach to the research, writing and narrative of the book;
  3. Proven ability to deliver high-quality and finely-coordinated materials
  4. Compliance with Timelines
  5. Proven ability to meet project schedules and objectives

Proponents may amend proposals until the deadline for submission.

No proposal will be opened until after the deadline for submission.

## 7. Material disclosures

a. The successful Proponent will be working with a volunteer project steering committee.

b. **Work Locations.** The successful Proponent will be on Thousand Island Park for research, interviews and meetings, as agreed by the proponent and the committee, to support the project. Especially off-season, they will be available for teleconferences as agreed. Research and other field work will be conducted where necessary, including relevant archives. Cost of travel and accommodation, such as lodging, meals, parking, etc., will be included in the expenses part of the grant.

## PART C EVALUATION AND CRITERIA

The following is an overview of the categories and weighting for the evaluation criteria of the RFP.

Rated Criteria Category	Weighting (Points)
1. Qualifications and experience	40 points
2. Project approach	30 points
3. Writing quality and style	30 points
<b>Total Points</b>	100 points

### 1. Experience and Qualifications – Total Points = 40 points

Each Proponent should provide the following in their Proposal:

- a. **Qualifications and Experience.** The Proponent should provide her or his qualifications and experience. The Proponent will be evaluated on depth and length of time of relevant work. The Proponent should provide references as indicated in Section 5, above. (20 points).
- b. **Past Projects.** The Proponent should provide a description of a past project that successfully provided similar Deliverables, state the challenges and the successful factors in this past case. (20 points)

### 2. Project Approach – Total Points = 30 points

Each Proponent should provide the following in their Proposal:

- a. **Understanding of the Deliverables.** The Proponent should provide their understanding of the Deliverables. The Proponent will be evaluated on whether the proposal meets or exceeds

the project requirements, intent, and/or specifications and demonstrates the Proponent's correct understanding of the engagement; (15 points)

- b. **Project Plan.** The Proponent should submit a proposed project plan that includes milestones and timelines, covers project requirements and references back to the anticipated tasks/activities in the scope of services (pg.3). The plan will be finalized in consultation with the project steering committee; (10 points)
- c. **Timeline.** The Proponent should provide an explanation regarding how she or he will address the timeline requirements. The project will be completed within two and one-half years in a timely manner. The Proponent should provide justifications using past experience; (5 points)

### **3. Writing Quality and Style - Total Points = 30 points**

The two published works submitted will be assessed according to evidence of:

- a. the relevance to the requirements of the project; (10 points)
- b. ability to use multiple primary and secondary sources in developing an interesting and accurate historical narrative; (10 points)
- c. ability to present history to a broad audience; (10 points)

### **4. Assessment:**

At the conclusion of the evaluation, all scores will be added and the highest-ranking Proponent will be selected for Agreement negotiations, unless the evaluation decides to proceed with presentations and/or interviews.

## **PART D PRESENTATION**

The evaluation committee may, at its discretion, decide to move forward with a presentation and/or interview from up to the top five (5) proponents.

During a presentation, the steering committee will look for greater clarity and information regarding the Proposal in terms of better understanding of the proponent's qualifications and experience, the Deliverables, project plan, timelines, etc.

## **PART E GENERAL INFORMATION AND INSTRUCTION TO PROPONENTS**

- 1. Proponents should structure their Proposals in accordance with the instructions in the RFP. Where information is requested in the RFP, any response made in a Proposal should reference the applicable section numbers of the RFP where that request was made.

2. Landmark makes no representation, warranty or guarantee as to the accuracy of the information contained in the RFP. It is the Proponent's responsibility to avail itself of all the necessary information to prepare a Proposal in response to the RFP.
3. Proponents shall promptly examine the RFP, and
  - a. shall report any errors, omissions or ambiguities; and
  - b. may direct questions or seek additional information.
4. No such communications are to be directed to anyone other than the contacts listed on page 2. Landmark is under no obligation to provide additional information. It is the responsibility of the Proponent to seek clarification from the contacts on any matter it considers to be unclear. Landmark shall not be responsible for any misunderstanding on the part of the Proponent concerning the RFP or its process.
5. When evaluating responses, Landmark may request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in the Proponent's submission. Landmark may revisit and re-evaluate the Proponent's response or ranking on the basis of any such information.
6. A Proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of the contacts.
7. Landmark may disqualify the Proponent or rescind an Agreement subsequently entered if the Proponent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.

**PART F PROPONENT INFORMATION**

Please fill out the following form, naming the Proponent and, if necessary, one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary. PLEASE REMEMBER TO INCLUDE THIS INFORMATION WITH YOUR SUBMISSION.	
Full Legal Name of Proponent:	[enter your response here]
Street Address:	[enter your response here]
Municipality; State/Province:	[enter your response here]
Zip/Postal Code:	[enter your response here]
Phone Number:	[enter your response here]
Website (If Any):	[enter your response here]
RFP Contact Person and Title:	[enter your response here]
RFP Contact Phone:	[enter your response here]
RFP Contact E-mail:	[enter your response here]

## APPENDIX A: FURTHER GUIDANCE TO PROPONENTS

- The working title for the history is: *Thousand Island Park 1975-2025. The Preservation Era: Restoration, Renewal and Change.*
- It will be a popularly-written, researched, and documented historical account of the last 50 years of TI Park.
- The content will include social, economic and architectural history.
- Methods will include primary and secondary print, photographic and electronic sources both current and archival, as well as interviews.
- The context will be one of change: in the economy, in families, in Park demographics, in cottages and other built form and landscape, in governance, in religious observance, and in the fabric & life of the Park (e.g. organizations, programs, celebrations, and businesses, including the hotel and restaurants).
- This will be overlaid with a regional approach: how TIP connects with the history of the region in which it exists.
- Notable events include but are not limited to: Main Dock/Pavilion restoration, extreme weather events (the ice storm, the micro burst, the Halloween storm, fluctuating water levels), the Guzzle fire and rebuild, and renewal of our status on the National Register of Historic Places.
- During this period, Thousand Island Park began to support and promote historic preservation as a support to its history, architecture, and community.