**Smithsonian Institution**

**My Armenia Program**

**Request for Quote (RFQ)**

**Short-Term Interior Designer for My Armenia Program Regional Museums**

This Request for Quote (RFQ) is issued by the My Armenia Program (MAP) to provide professional services for the MAP Regional Museums interior designer in accordance with the Scope of Work (SOW).

**I. Submitting YOUR Quote**

Applications including the daily rate must be submitted by email to:

Alisa Ayvazyan

Finance and Operations Manager

Email: AyvazyanA@si.edu

Cc: KhatchadourianN@si.edu

Applications are due by 5:00PM Monday, November 22, 2019.

**II.** **Description of Required Services**

The My Armenia Program is seeking a short-term interior designer who can provide design services for the museum component of the My Armenia program.Additional details can be found in ANNEX A: Scope of Work (SOW).

**III. EVALUATION**

The My Armenia Program plans to interview the top 3-5 candidates and make a selection based on the best value considering the following evaluation factors, however, MAP also reserves the right to select a candidate without further discussion.

* Past performance:
* At least five years of experience in interior design and museum design projectsBachelor’s in Architecture or Design;
* Technical skills:
  + Excellent knowledge of digital software such as Google SketchUp, Adobe Creative Suite (Illustrator, Photoshop, InDesign) and ability to diagram concepts and sketch ideas
  + Excellent software and computer skills
  + Experience in interior design and exhibition design
  + Excellent knowledge of design documents
  + Portfolio showing exceptional creativity and innovation
* Other:
  + Excellent time management and organizational skills
  + Accuracy and attention to detail
  + Fluency in Armenian and English, both written and oral
  + Must be able to travel outside of Yerevan
  + Familiarity with Armenian museum and cultural sector a plus
  + Experience with USAID and MAP a plus

**VIII. Information to be Submitted with Application**

Submitted applications must include the following information to be deemed responsive to this Request for Quotes and accepted by the My Armenia Program:

* 1. Portfolio of previous similar work showing the capacity to carry out the Scope of Work and any relevant details about applicant background/experience that render him/her as a strong candidate for carrying out the necessary services.
  2. CV demonstrating relevant experience, skills, and technical knowledge per the evaluation factors listed above.
  3. Rate per square meter and quote for travel for up to four site visits per museum design project (three museums total) in AMD.

**ANNEX A:**

* Scope of Work

**ANNEX B:**

* Budget Template

**ANNEX A**

***Museum Exhibition Interior Designer***

**Scope of Work**

**My Armenia Program (MAP) Background**

My Armenia, a joint partnership between USAID, the Smithsonian Institution, and the people of Armenia, harnesses the power of research, documentation, and storytelling to strengthen cultural sustainability through community-based tourism development. As outlined by USAID|Armenia and the Smithsonian Institution, the primary goals of this 5-year program are to build cultural heritage tourism in Armenia so as to increase the number of tourist visits, increase spending and days stayed per tourist with an emphasis outside of the capital, and create new job opportunities for Armenians.

Guided by our mission for the “increase and diffusion of knowledge” and our values in long-term high-quality cultural heritage work, the Smithsonian Institution (SI) and our partners will work towards these joint goals. SI will apply its long history for cultural heritage preservation and support to community economies to strengthen cultural heritage tourism in Armenia. In collaboration with USAID, SI has identified four major objectives for the project:

1. Objective 1: Strengthen Armenia’s cultural heritage tourism offering
2. Objective 2: Increase awareness of Armenia as a cultural heritage tourism destination
3. Objective 3: Improve cultural tourism sector workforce skills
4. Objective 4: Coordinate GOAM, donor, resource partner, and stakeholder involvement

**Overview of Assignment**

As part of the Museum initiative to build museum capacity for managing and presenting Armenia’s cultural heritage, My Armenia is seeking a Contractor who can provide interior design services to enhance the visitor experience in select regional museums in Armenia. The contractor shall support the Museum component team by offering solutions and recommendations for the **exhibition design** of three MAP target museum—Goris Local Lore Museum (Goris), Aksel Bakunts House Museum (Goris), and Yeghegnadzor Regional Museum (Yeghegnadzor). The renderings created by the designer will be used by My Armenia and the museums as needed for their exhibition development.

While each museum will have specific needs for its exhibitions, generally, exhibition design creates spaces that are welcoming to visitors and facilitate the storytelling of the objects and interpretive materials. The Contractor should help ensure that his/her recommendations take into consideration (including but not limited to) the safety of visitors, objects, and the building. And ultimately, the recommendations should ensure that the displays clearly convey the narratives supported by the objects selected within each exhibit (whether on a wall, mounted in display cases, etc.). Can visitors clearly see the objects—are they at a reasonable height? Is there sufficient lighting? Do the wall colors help create visual contrasts? Are the objects safe from harm and protected sufficiently (whether from visitors, light, temperature controls, etc.)? Is the exhibition space used effectively and can visitors move around the space comfortably?

**Specific tasks:**

* Participate in and contribute to design discussions with MAP team and target museums’ staff. (Note that some of these meetings may require travel outside of Yerevan).
* Idea generation and design work in drawing, model, and 3D image formats to determine the best layout for exhibition spaces.
* Production and coordination of design documents showing dimensions, heights, and locations of each element of the design drawing or model.
* Itemized list of recommended materials, equipment, furniture, and finishes to accompany each design rendering.
* Develop and revise draft and final design renderings, in close consultation with the MAP team and target museums’ staff.
* Provide exhibition design services (e.g. facilitate a training) as needed by the MAP team (to be confirmed/approved by MAP prior to execution). MAP will provide a more detailed activity description in advance of any additional design service requests.

**Deliverables:**

All deliverables are subject to My Armenia review and approval and include the following:

* Draft and final exhibition design renderings for the Aksel Bakunts House Museum with an itemized list of materials, equipment, furniture, and finishes. Final designs and itemized list due within two to three weeks of receiving feedback on draft renderings.
* Draft and final exhibition design renderings for Goris Local Lore Museum with an itemized list of materials, equipment, furniture, and finishes. Final designs and itemized list due within two to three weeks of receiving feedback on draft renderings.
* Draft and final exhibition design renderings for Yeghegnadzor Regional Museum with an itemized list of materials, equipment, furniture, and finishes. Final designs and itemized list due within two to three weeks of receiving feedback on draft renderings.
* A brief narrative with each final set of renderings that explains why such recommendations have been made.
* Additional research/design materials as needed related to the three museums mentioned above.

**Period of Performance:**

Period of performance: Date of signature of contract – June 30, 2020 with possibility for extension upon written agreement by both parties.

**Reporting**

This position will report to My Armenia Program’s Senior Museum Specialist with oversight from the Chief of Party.

**Relevant Experience.** The contractor must have experience providing services of similar scope and size, as demonstrated through:

* Bachelor’s in Architecture or Design;
* Excellent knowledge of construction documents;
* Ability to diagram concepts and sketch ideas using digital software, such as Adobe Design (Photoshop, Illustrator, InDesign) or Google SketchUp;
* Excellent software and computer skills;
* Strong attention to detail;
* Experience in design projects for museums a plus; and
* Experience with MAP a plus.

**Technical Competence.** The contractor must provide a CV, portfolio, and a quote for services and travel.

**ANNEX B**

**Budget Template**

The Contractor, at a minimum, must provide a quote containing a rate per square meters and travel costs to carry out the assignment. MAP expects the selected candidate/company to have their own technical equipment and software to carry out the scope of work. Please include brief cost notes that explain the assumptions behind included costs.

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| --- | --- | --- | --- |
| [Insert Date] | | | |
| **Contractor Name & Contact Information** | | | |
| [Name]  [Street Address]  [City, Country, Zip Code]  [Phone number]  [E-mail address] | | | |
| **Description** | **Unit Price** | **Quantity** | **Amount** |
| Interior Design Services | [sqm] |  |  |
| Hotel | [per night] |  |  |
| Transportation |  |  |  |
| Meal and expenses | [per day] |  |  |