

**MINNESOTA
MILITARY FAMILY TRIBUTE
MEMORIAL**

**Competition Documents
Including
Design Framework
And Competition Conditions**

**CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD
204 Administration Building
50 Sherburne Avenue
Saint Paul, Minnesota 55155**

September 2010

**MINNESOTA
MILITARY FAMILY TRIBUTE
MEMORIAL**

Design Competition

**Competition Documents
September 2010**

Prepared for: The Capitol Area Architectural and Planning Board,
Minnesota Military Family Tribute Memorial Committee

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I. INTRODUCTION

This document delineates the competition format and process and defines the conditions and requirements of the competition. It includes a design framework and the competition conditions. A second document may be issued later to provide answers to questions submitted by competitors, concerning the competition or program.

Competition Sponsor

The sponsor is the Capitol Area Architectural and Planning Board (CAAPB), a state agency established in 1967 to oversee land use planning, development, design review and zoning in the Capitol Area of Saint Paul, Minnesota.

The Board has four statutory responsibilities:

1. to preserve and enhance the dignity, beauty and architectural integrity of the Capitol, the buildings immediately adjacent to it, the Capitol grounds, and the Capitol Area;
2. to protect, enhance, and increase the open spaces within the Capitol Area when deemed necessary and desirable for the improvement of the public enjoyment thereof;
3. to develop proper approaches to the Capitol Area for pedestrian movement, the highway system, and mass transit system so that the area achieves its maximum importance and accessibility; and
4. to establish a flexible framework for growth of the Capitol buildings which will be in keeping with the spirit of the original design.

The Site

The memorial site is in close proximity to the Capitol Mall's existing veterans memorials, along the Columbus Promenade, either side of the World War II Memorial.

Project History

In November 2004, the Military Family Foundation was established to provide assistance to families. In June 2009, the idea came about to construct a tribute that thanks and honors military families, past, present, and future.

II. DESIGN FRAMEWORK

The tribute will stand in appreciation of military families past, present, and future. An estimated 126,000 Minnesotans served in World War I, 326,000 served in World War II, 95,000 served during the Korean War, 68,000 served in Vietnam, 11,000 in Desert Storm and since 2001, over 19,000 National Guards members have been deployed and serve in over 33 countries. The tribute to military families serves as a “Thank You” to the over 20 million Minnesota family members, past and present, who have sacrificed to support these efforts.

While there is recognition of the sacrifices made by those who serve the nation in military roles, the tremendous sacrifices made by the family members who support the military’s greatest asset is all too often forgotten. Spouses, sons, daughters, parents, grandparents, brothers, sisters, aunts, uncles and cousins, provide the true foundation of support to our military personnel. This tribute will forever stand as a personal thank you to each of them.

Currently, there is no known monument that specifically honors the family members of military personnel. Minnesota has the opportunity to lead the way in creating a permanent thank you to these families. It is the hope that other States will follow Minnesota so that no family will be forgotten.

In addition, the proposed Memorial will fulfill two broader objectives for commemorative works on the Capitol Mall:

- to preserve and honor the values held in common by the diverse people of Minnesota, and
- to inform and enrich its urban context with an added meaning and significance.

Programmatic Objectives

Honorees of the Tribute: The Minnesota Military Family Tribute Memorial will honor and thank all Minnesota family members of those who serve in all branches of the military; past, present and future. The tribute will recognize the tremendous sacrifices made by the family and the foundation of support each family member provides to our military personnel.

In addition, special recognition will be given to the “Gold Star Families,” who’s loved one died while serving.

The Minnesota Military Family Tribute Memorial will offer:

- An easily identifiable and visual thank you that honors every member of a Minnesota family; past present and future.

- An educational and interactive understanding of the sacrifices made by military family members.
- A special tribute to “Gold Star Families,” as noted above.
- A place of healing and comfort for military family members.
- A reminder to all visitors to say thank you to military family members.
- Usable and functional spaces where visitors are welcomed to gather, relax, and reflect.
- A beautifully landscaped walkway that not only invites guests to walk the tribute’s entirety, but serves as a destination and experience for all visitors.
- An acknowledgment that:
 - The number one request from deployed soldiers is “Take Care of My Family.”
 - The number one request from military families is Support Our Troops.

Historic Context: The Capitol Mall

When architect Cass Gilbert won a national competition in 1895 with his design for the Minnesota State Capitol, he did not stop creating grand plans. Before the building was completed in 1905, Gilbert had drafted several plans for beautifying the Capitol’s grounds and approaches. He envisioned the approach from downtown Saint Paul to the Capitol as a ceremonial avenue of formal gardens between Wabasha and Cedar Streets patterned after the grand boulevards of great European cities.

Gilbert’s successive plans were presented to Saint Paul’s city council and civic clubs; they won much praise and public support—but no money. Nor was the state legislature inspired to fund any of the Capitol Approach plans. They had spent \$4.5 million to build the Capitol, and spending additional thousands of dollars for beautification of its surroundings seemed overly extravagant. Beyond acquisition of land by the state and the city to expand the Mall over the next four decades, little was done to develop the Capitol grounds.

In 1986, the Capitol Area Architectural and Planning Board sponsored an international design competition to redesign the Capitol Mall. The winning design expanded on Gilbert’s vision; it was called “the project for completion of the Capitol grounds,” in tribute to that vision. (See Exhibit A.)

Description of the Site

Overview: The site, includes the Columbus Promenade, just north of the Veterans Service Building, and occupies a prominent position on the central axis of the Capitol’s Lower Mall. The site has an excellent view of the Capitol Building, and is part of the view extending between the Capitol Building and downtown Saint Paul. Because of the proximity of the site to both Cedar Street and John Ireland Boulevard, visitors to the Memorial will approach along the Columbus Promenade, entering the site from both the southeast and southwest corners of the Mall. (See Exhibit B.)

Master Plan: The Plan for the Completion of the Capitol Grounds (1986-1988, revised in 1994) recognized the already established Court of Honor, located on the Lower Mall's central axis. Around which, and located along the Columbus Promenade are memorials to Korean War Veterans, World War II Veterans, Vietnam Veterans, and a future memorial to the Special Forces in Laos. The Court of Honor, through a series of plaques, serves as a tribute to many other military units and military campaigns.

Topography: The Upper Mall from Aurora Avenue to Rev. Dr. Martin Luther King Jr. Boulevard slopes down to the south. The topography of the Lower Mall falls toward the southeast corner, with a pronounced change along Cedar Street, with a difference of about 65 feet from the Capitol Building to Twelfth and Cedar. The competition site slopes slightly toward the southeast.

Circulation: There are numerous paved walks near the competition area. On the edge of the Mall, along John Ireland Boulevard, there is a sidewalk from Twelfth Avenue northeast to Rev. Dr. Martin Luther King Jr. Boulevard, and immediately south are the sidewalks that remain from the removal of Columbus Street (future 'Promenade'), that proceed from John Ireland Boulevard toward the Veterans Service Building, through the Court of Honor and on to Cedar Street. The dual walkways on the north-south axis proceed down the center of the Mall, from the Capitol steps to the Court of Honor.

Public streets circle the Mall and on-street parking is available along both John Ireland Boulevard and Cedar Street. Public parking is permitted in Lot K, east of the Veterans Service Building and Lot H, west of the building. Public bus service is routed along Cedar Street, Rev. Dr. Martin Luther King Jr. Boulevard and Park Street, with stops along the way.

The Capitol complex tunnel system is a system of below-surface pedestrian routes that link all the government buildings bordering the Mall. A portion of this system and other utilities runs underneath the proposed site, and will limit the size and structural support of design elements and may in fact determine final locations of design elements. (See Exhibit C.)

Usage: Weekday users are the state government employees, visitors conducting business within the government complex, school children on tour, tourists and participants in political rallies, demonstrations, or formal ceremonial occasions. Weekend users include residents from nearby neighborhoods, the metropolitan area, and tourists. However, a few annual special celebrations attract large numbers of people to the Mall. These activities may include Mall events of the Saint Paul Winter Carnival, attracting a minimum of 7,500 participants over a 14-day period, and the October Twin Cities Marathon, which brings 12,000 people to the Mall in a single day.

Design Considerations

Scope of Competition Proposals: Competitors must locate the Memorial within the boundaries of the site. However, the entire site cannot be utilized. Consideration may be given to commemorative/sculptural components as well as the elements listed below:

- Comfortable seating, with backs vs. simply benches or flat surfaces, possibly with commemorative or interpretive images.
- Landscaping enhancements with easy to maintain, dependable plant materials.
- Paving and other surface enhancements at existing grades.
- Explanatory and/or directional text tables (referencing various memorials to past wars) or interpretive storyboards/artwork, possibly incorporated into seat backs or even flooring.

The construction budget is responsible for all work within that area of the site disturbed during construction.

Edges and Access: Competitors should consider how the site is revealed to approaching pedestrians from the east and west entrances of John Ireland Boulevard and Cedar Street. The Court of Honor is the central place of recognition of military events and achievements; any view of the Minnesota Military Family Tribute Memorial from this area should take care not to preempt or to distract from the flags, plaques and plantings, and at night, the Memorial itself should not distract from the Capitol Building.

Ceremonies and Celebrations: Commemorative services may be held several times a year with perhaps as many as several hundred in attendance. Events with large crowds can overflow into surrounding areas, or these ceremonies may be held in the Court of Honor nearby. Competitors are cautioned against designing only for the many, and thus overlooking the single visitor or small groups who individually and collectively should find comfort in visiting this area and interacting with the Memorial.

Accessibility, Security: The Memorial must be safely accessible to all people during all seasons and during all hours of the day and evening. The Memorial must be handicapped accessible. During the winter after new snowfalls, it is likely that access will be limited, with clearance of a minimal space, as time permits, after building entrances and parking areas have been serviced.

Climate: Minnesota is “north country” and experiences a climate of dramatic range: cold, white winters and hot summers. Temperature extremes range from -34F to +108F. The design should consider issues of sunlight and shade, wind, and the variety of Minnesota seasons. Some features should provide color in winter.

The Natural Landscape: Design with plant materials may be a component of this Memorial. Landscaping for seasonal interest is encouraged, but should not engender excessive, unique maintenance, or expensive replacement.

The Built Landscape: Roofed or domed structures are discouraged. The maximum height for memorial elements is 20 feet above the existing ground level. No flagpoles are permitted.

On-site lighting is acceptable and desirable, but illumination levels must be in concert with the lighting of the Mall and Capitol Building. Generally, ornamental lantern lighting is used for pedestrian areas. Spatial lighting on the Mall will use only the warm-colored, high-pressure, sodium-vapor systems, and no lighting of flags or poles is permitted, in deference to the Court of Honor flags.

Paving materials, particularly exposed aggregate concrete, are extremely susceptible to winter and salt damage. Minnesota is a source for an admirable variety of local stones that are very much a part of the built landscape in the area, and used on historic buildings as well as for contemporary structures.

The use of water is strongly discouraged due to both its capital costs as well as potential for maintenance problems.

Materials: The materials proposed for the construction of the Memorial and any related art, paving, seating, lighting or other aspects of the design, must be enduring in nature and appropriate to both the climate extremes of Minnesota and, equally important, the Capitol Area. The preferred metal that can be used for any sculptural element is bronze, or other “self-protective” metals. Surfaces must not pose a danger or risk to users, and also not inviting of abuse by skateboards.

Foundations and Grading: After the selection of the winning design and prior to its development, subsurface data will be developed. Competitors do not need to address foundation design in their entries, except as an item in their budget.

Maintenance: All designs should consider ease of maintenance and sustainability. Competitors must consider maintenance of surfaces that will be salted for snow removal, adjacency to planted areas, and the harshness of the climate on materials, such that no extraordinary long-term costs are incurred in maintaining the Memorial’s appearance for decades to come.

Budget: The projected total budget will be \$1,000,000, and this figure will include not only construction of the Memorial itself, but also all testing, design fees, and a maintenance fund equal to 20% of the estimated construction budget; that is, the cost of building the actual memorial.

III. COMPETITION CONDITIONS

Competition Overview

State law provides that plans for new public buildings and other public works, such as landscaping schemes and memorials in the Capitol Area, be secured by competitions conducted by the CAAPB. Plans for such works must be reviewed by the Board's Advisory Committee currently comprised of two architects and a landscape architect. The Advisors' review and recommendations are, in turn, presented to the Board for its approval of each such building project.

The competition for the Minnesota Military Family Tribute Memorial is an open two-step process, which began with initial screening of applicants' qualifications on September 2, 2010, in response to a RFQ issued July 20, 2010. Three finalists were chosen by the Jurors to submit design for the Jury's consideration in November, 2010.

Eligibility

All United States citizens age 18 or older are eligible to enter this competition. Interdisciplinary teams of artists, architects, landscape architects, or other interested parties may enter. Participants may enter as an individual or as part of a team, but not both and at least one member of any team must be a licensed design professional in Minnesota. CAAPB consultants for this competition, competition Jurors, CAAPB staff, members of the CAAPB, or the Minnesota Military Family Tribute Memorial Committee members or their families are not eligible to enter.

Communication with Sponsors and Project Manager

General: All communication from the competitors shall be directed to the CAAPB Project Manager and shall be typed or emailed only during the period for questions and answers. No communication is allowed regarding the competition between competitors and members of the CAAPB, the Minnesota Military Family Tribute Committee, or the Jury.

Questions and Answers: Information concerning the Design Framework and Competition Conditions should be requested in writing (emails acceptable) during the question and answer period.

All letters should be addressed to the Project Manager at this address:

Paul Mandell, Project Manager
Minnesota Military Family Tribute Memorial Competition
Capitol Area Architectural and Planning Board
204 Administration Building
50 Sherburne Avenue
Saint Paul, MN 55155
Fax #: 651.296.6718
Email: paul.mandell@state.mn.us

Copies of questions received and answers given will be sent to all competitors. In order to be considered, a question must be received at the above address or email address **no later than 12:00 p.m., Noon (CDT), Friday, September 24, 2010.**

Responses to questions will be emailed Thursday, September 30, 2010, as an addendum to the competition documents.

Schedule:

RFP Issued:	Thursday, September 9, 2010
Design Submittals Due:	Friday, November 5, 2010 at 12:00 p.m., Noon (CDT)
Technical Review:	Monday-Friday, November 8-12, 2010
Jury and Award:	Friday, November 19, 2010

The CAAPB reserves the right to reject any proposal which clearly violates the conditions of the competition.

Ownership and Copyright

All award winning designs will become the property of the CAAPB and will not be returned. All other entries shall be retained by the CAAPB for six months during which time submitters may request in writing the return of their drawings and make appropriate financial arrangements. All competitors are advised to make reproductions of their submissions in advance. The Sponsors reserve the right to display, reproduce, or publish, in whole or in part, all entries without compensation except as otherwise described herein. Authorship shall be noted.

The commissioned designer reserves all rights available to the creator under the Federal Copyright Act except ownership and possession of the winning design and the Memorial, which will belong to the State of Minnesota, and any such other rights as those limited by these conditions or contract.

Changes and alterations to the design to accommodate program and/or budgetary changes by the State may be required. The State reserves the right to alter or modify the design and the Memorial during the design development and construction phases in consultation with the designer.

The State further reserves the right to alter or modify the design and the Memorial through maintenance and as the natural process of change takes place.

Public Exhibition of Submissions

Submission material may be exhibited during and after the deliberations of the Jury. During their deliberations, the boards will be displayed primarily for the benefit of the Jury.

Technical Advisory Panel

A Technical Advisory Panel will examine the design submissions and report to the Project Manager, who will advise the Jury of the panel's review comments prior to the Jury's deliberations. Members of the panel will report issues of each design's compatibility or feasibility in their areas of expertise; their report(s) will be based on factual observations, but will not rank submissions on any basis.

The Technical Advisory Panel may include specialists in the areas of construction, security and accessibility issues, ground-keeping and plant species. It may also include a cost estimator.

Jury Membership

One Jury Chair (non-voting except in case of a tie vote):

One Member of CAAPB

Two Members of Minnesota Military Family Tribute Memorial Committee

One Representative from The Adjutant Generals office

One Representative from Military Families at Large

One Minnesota Legislator

Two Design professionals, including one CAAPB Architectural Advisor and one from the Department of Administration's Real Estate Construction Services

One Representative from the Minnesota Department of Veterans Affairs

Jury Deliberations and Decision

The CAAPB Project Manager will report and verify all submissions for compliance, and the Technical Advisory Panel report to the Jury, prior to deliberations.

The deliberations will be public, and while observers may not participate, all deliberations will occur in an open setting. Each member of the Jury has agreed in writing to abide by the material and conditions contained in the Competition Documents. This Jury will choose the winning design.

Awards and Compensation to Winning Entrants

The designer of the winning entry will receive a first place award of \$6,000. The designer of the entry awarded second place will receive \$6,000. The designer of the third place entry will receive \$6,000.

Project Schedule Relative to Budget

The full budget, including all design work (as well as all costs to secure the design), construction, and a maintenance reserve (at 20% of construction cost) for the Memorial is \$1,000,000. Any contract for the design work will be dependent upon successful private fundraising, and will not be entered into until the full funding is met.

Award of the Contract for Professional Services

The winner of the first prize will be given the opportunity to negotiate a fee to further develop the project. The Minnesota Commissioner of the Department of Administration will administer the contract for the State. If the first place winner of the competition is unable to reach agreement with the Commissioner of Administration on the fee or the terms of the contract, the Commissioner shall begin negotiations with the second place winner of the competition, and if the second place winner is unable to reach agreement, the Commissioner shall follow the above procedure with the third place winner.

The competitors shall identify the licensed professional in charge of the project. The contract will be with this individual or firm, who will be required to meet insurance and other requirements of the State.

The contract will include provisions required by the State and federal law. Competition results will be used as a basis for further development of the Memorial project wherever possible. The designer of the project chosen for construction will be asked to negotiate a contract for design services leading to the construction of the Memorial. Changes in the design to accommodate program changes may be required during the development of the winning design. If the winning designer is judged by the Sponsors to need specialized consulting experience, the designer may be required to associate with the appropriate professionals. These consultants shall be chosen with the concurrence of the CAAPB and the winning designer.

Design Fee

The agreement for professional services and compensation for design services will be negotiated. The fee will be a percentage of the allocated construction cost of the Memorial.

It is expected that the negotiated agreement for basic professional services will include architectural, engineering and landscape design services and on-site representation during the construction phase. Such compensation will include all travel required between the offices of the winning design team and the site.

Criteria for Judging and Selection

1. How well the proposed design fulfills the MAJOR OBJECTIVES of the Tribute as stated in the Design Framework.
2. How well the design HONORS AND THANKS all members of the military family past, present and future.
3. How effectively the design VISUALLY INTERPRETS and FUNCTIONALLY serves all public.
4. How strongly the proposed design encourages PUBLIC USE and its related EDUCATIONAL EXPERIENCE.
5. The design exhibits an acceptable level of construction and CAN BE BUILT within the anticipated project budget of \$1,000,000.

IV. SUBMISSION REQUIREMENTS

Presentation Requirements

All illustrations must be presented on a rigid 30" x 42" stiff board (foam core or similar material) of any color or texture. No more than one board is permitted. Illustrations shall be on one side only. The board must be formatted horizontally with the 42" dimension as the width. The drawing technique and medium are optional, provided that it may be readily reproduced.

Each submission shall be given a pseudonym by the entrant that should relate in character to the design. The pseudonym shall be placed in the lower right hand corner of the board in 18-point lettering. The project pseudonym must not compromise the anonymity of the designer. Other lettering, including drawing titles, shall be used where required.

Models or other three-dimensional representations are not permitted. However, photographs of models or other three-dimensional illustrations may be used.

Submission Format: Drawings

The competitors shall submit the drawings specified below:

Board:

Rendered Site Plan: scale at 1" = 30'-0" (one-inch equal to thirty feet), including the competition site. Show all walks, walls, topographic contours, surface features, landscape features, site furnishings, plant material and public art.

Detailed Site Plan: scale at ¼" = 1'-0" (one-inch equal to four feet) including a portion of the competition site.

Rendered Perspective: provide a rendered perspective drawing or a photograph of a model.

Context Plan: provide a context plan showing the competition site plan in relationship to the Capitol Mall plan (approximately 8½" by 11").

The remaining space on this board may be filled with drawings or other information at the option of the competitor.

Submission Format: Written Materials

Written material must be submitted on three (3) pages, 8½" by 11", vertical format, with a single staple in the upper left hand corner. The written material must contain the following:

Page 1:

Title: Design Submission
Minnesota Military Family Tribute Memorial Competition

Design Statement: provide a written statement of the design rationale, not to exceed one page (one face).

Page 2:

Description/Narrative: provide a written description of the design, including the relationship of the design to surrounding context, spatial concept, circulation, materials, educational and other features, not to exceed one page (one face).

Page 3:

Cost Estimate: a cost estimate itemized on the basis of divisions of required work, consistent with the Construction Specifications Institute format, shall be submitted to substantiate a probable construction cost for the proposed design. It should be based on an optimal division of the work and contract responsibility suitable to the characteristics of the design. The cost estimate should not exceed the budget and should include all project costs, including 20% of the estimated construction budget for future maintenance.

Anonymity of Submission Materials

All of the above design materials must bear no name or mark that could serve as a means of identification. No competitor shall reveal, either directly or indirectly, the identity of the designs or hold communication regarding the competition. It is understood that in submitting a design, each competitor thereby affirms having complied with the foregoing provisions in regard to anonymity and agrees that any violation of them renders null and void this agreement and any agreement arising from it.

To assure the anonymity of submission materials, mount on the back of the board a plain, opaque, sealed envelope with names and addresses of the design team inside. Likewise, attach a second, sealed envelope with the same information inside to the written materials, described above. These envelopes will be opened by the Chair of the competition Jury upon selection of the first, second, and third place winners.

In addition, the drawings and written documents should be double wrapped. The inner wrapping of opaque paper shall bear no mark or identification of any kind. The outer wrapping shall bear only the CAAPB's address, with no return address.

Shipping of Submissions

The CAAPB Project Manager will receive, examine, and record each submission upon receipt in compliance with submission requirements. Submissions shall be shipped to:

Paul Mandell, Project Manager
Minnesota Military Family Tribute Memorial Competition
Capitol Area Architectural and Planning Board
204 Administration Building
50 Sherburne Avenue
Saint Paul, MN 55155

All submissions must be received **no later than 12:00 p.m., noon (CDT) on Friday, November 5, 2010**. Entries arriving after that time will not be accepted. The entrant shall take full responsibility to insure that the board is wrapped appropriately for shipping.

V. APPENDIX

Exhibit A

Exhibit B

Exhibit C