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| **MOI Template for Design Competitions** **NOTE: Please replace bracketed text with information specific to your park, partner, and project. Provide as much detail as possible, and insert “N/A” where information is not yet available.**  |

Memorandum

To: Regional Director, *[Region]*

From: Superintendent, *[Park]*

Subject: Memorandum of Intent between *[Park Name and Partner Name]*

The *[Park and Partner]* have discussed holding a Design Competition (Competition) for a proposed project to…

*[****Describe proposed project****; e.g., build a new museum within the Park, revitalize and enlarge the Park’s campgrounds, protect fragile Park ecosystems through the design of a system of accessible boardwalk trails and wayside exhibits, etc.]*

**COMPETITION OBJECTIVE:**

The Competition would be held to generate creative design concepts for the proposed project and generate public and potential donor interest for the subsequent project.

The type of Competition proposed is: *[Check one]*

\_\_\_\_ Open Competition for ideas *[We want to get the broadest range of creative ideas from all sources; highly creative but inexperienced designers are given the opportunity but may need to be paired with others as design proceeds]*

\_\_\_\_ Competition to select qualified design team *[We want to get teams of highly qualified or well- known designers]*

\_\_\_\_ Competition among pre-qualified IDIQs *[We want to simplify the process but get a range of creative ideas, as well as work with qualified professionals who understand NPS processes and resources]*

**PURPOSE OF THIS MEMORANDUM OF INTENT (MOI) is to**:

1. Document initial understandings about the overall proposed project and about NPS Competition requirements, and describe anticipated Competition roles, responsibilities, and needs; and
2. Brief the Regional Director and obtain [his/her] initial concept support for the Competition and proposed partnership project.

**COMPETITION ROLES & RESPONSIBILITIES:**

**The NPS and Partner will** develop agreements associated with the Competition and fundraising in advance of any Competition or fundraising activities. The Competition Agreement will include, at the minimum, the following provisions:

**The parties will:**

* Identify who will be the lead party to manage the Competition contract.
* Identify the roles and responsibilities of the NPS, Partner, and contracted Competition manager throughout the Competition.
* Collaborate in the development of Competition goals, criteria, and information for the media and NPS and Partner websites.
* Select a jury appropriate to the type of Competition.
* Determine the role of the jury in recommending or selecting the Competition finalists and winner.
* Identify evaluation criteria and importance for juries.
* Ensure that the Competition criteria include emphasis areas such as climate change, accessibility, sustainability, and impacts to natural and cultural resources.
* Manage the Competition according to NPS-approved guidelines.

**The NPS will:**

* Provide technical expertise and knowledge related to the Park, project criteria and constraints, and NPS policies.
* Identify and secure NPS technical expertise related to design and construction projects.
* Upon the Regional Director’s approval, present the Competition concept to the DAB for its review and for the Director’s approval.

**PROJECT NEED:**

* **Project Justification:** *[Why the Park needs this proposed project and its importance]*
* **Current PMIS #**: \_\_\_\_\_\_\_. The PMIS statement is attached.
* **Project Consistency with Park Plans:** *[Describe how the proposed project is identified in or otherwise supported by the Park’s GMP or other approved planning documents. Describe any project-related planning, feasibility or other work done to date.]*
* **Project Cost:** *[If known, describe the estimated Total Cost of Facility Ownership; i.e., planning, design, construction, long-term maintenance and operations, plus any increased staffing or program costs.]*

**COMPETITION FUNDING:**

The Competition is estimated to cost approximately $\_\_\_\_\_\_. This includes:

* Partner involvement: $\_\_\_\_\_\_
* Competition manager (paid consultant): $\_\_\_\_\_\_
* Stipends for design firm finalists: $\_\_\_\_\_\_
* Stipends and miscellaneous expenses for jury: $\_\_\_\_\_\_
* Compliance and/or public involvement: $\_\_\_\_\_\_
* Other *[describe]* $\_\_\_\_\_\_

**Funding Source:** *[Check applicable statement.]*

\_\_\_\_\_ Partner intends to provide 100% of the funds needed to carry out the Competition.

\_\_\_\_\_ Park and Partner will share the cost of the Competition.

 Park: $\_\_\_\_\_

 Partner: $\_\_\_\_\_

**Fundraising:** *[Check applicable statement.]*

\_\_\_\_ Partner currently has sufficient funds to cover the costs of the Competition.

\_\_\_\_ Partner needs to raise funds for the Competition and would be authorized to raise funds through an executed fundraising agreement with the NPS.

**CAPABILITY:**

* **Partner’s Legal Status:** *[Is the Partner an established as a 501(c)3 non-profit organization? Local, State or Federal Agency? Other?]*
* **Park-Partner’s history/relationship:** *[Describe]*
* **Partner’s experience:** *[Other successful endeavors, the Partner’s Board and experience with design competition and fundraising efforts of the nature and scope being proposed.]*
* **Park needs:** *[What assistance would be needed from Region, WASO, and/or DSC, such as project management, DAB preparation assistance, Agreement development and review, Solicitor’s review/advice, NEPA/compliance assistance, etc.]*

**OTHER FACTORS:** *[Other factors that may affect this proposal…such as Congressional or other special interest, park anniversary, etc.]*

The Park and Partner have discussed and understand Director’s Order #21 on Donations and Fundraising, policies related to NPS Design Competitions and design and construction inside national parks, and understand the need to follow these and other NPS policies. The Park and Partner have also discussed the potential impact on the Total Cost of Facility Ownership, and we understand that the Park and/or the Partner will need to fund any additional costs for operations and maintenance for any new or expanded asset. We understand that there will be the need for several reviews and approvals at the Regional and Washington levels throughout the proposed project’s development. We understand that this MOI does not constitute a commitment on the part of the NPS or the Partner to execute the Design Competition or proposed project described herein.

**RECOMMENDATION:**

We recommend that you support the proposed Design Competition and project concept. By supporting these proposed initiatives, the Park will be able to move them ahead in the NPS Design Competition and Partnership Process for DAB review. Additionally, by supporting these proposals, you are agreeing to designate a Regional Project Manager and to provide other Regional assistance as needed for the Design Competition and proposed project.

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Superintendent Date Partner Date

**CONCURRENCE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Concurred: \_\_\_\_\_ Not Concurred: \_\_\_\_\_

Regional Director Date

Attachment(s)

cc:

Associate Director, Park Planning, Facilities and Lands, WASO

Chief, Construction Program Management Division, WASO

Assistant Director, Partnerships and Civic Engagement, WASO

Division Chief, Partnerships & Philanthropic Stewardship, WASO