

**Request for Qualifications
Development Research and Fundraising Plan
for the
Historic Bridge Foundation**

Deadline for response: October 17, 2014

Method of response - email only: Leslie Barras, lebarras@gmail.com
File attachments up to 15 MB total accepted
Subject line: "HBF RFQ"

Date RFQ issued: September 9, 2014

Questions about the RFQ are to be directed to: Ms. Leslie Barras, lebarras@gmail.com, 409-768-0747 and/or Mr. Paul Brandenburg, indianabridges@sbcglobal.net, 317-370-3015

I. Background

The Historic Bridge Foundation is a national, not-for-profit corporation dedicated to the preservation of historic bridges and the associated engineering, craftsmanship, and technical heritage of this country (www.historicbridgefoundation.com). For over ten years, the organization has focused upon three strategic program areas—advocacy, education, and technical assistance—which is conducted throughout the U.S. Headquartered in Austin, Texas, the organization is staffed by a full-time Executive Director and is supported by a Board of Directors and Technical Advisory Group of engineers, architects, and academics. The corporation operates as a 501(c)(3) organization and has an annual budget of approximately \$100,000. It is not a membership organization.

The Board of the Historic Bridge Foundation has established a strategic goal for 2015-2016 to develop and implement a plan for the diversification of funding sources. Current funding includes grants, an annual fall appeal letter, donations from local bridge preservation groups, and various honoraria (e.g., speaking and publications).

II. Services Sought

The Historic Bridge Foundation seeks statements of qualifications for a scope of services that includes (1) insightful, concrete development research (on a national scale) of: (a) individuals, foundations, and corporations that are potential donors to the organization to support operating costs and program costs, and (b) other entities (e.g., public sources) that could provide funding for specific projects; and (2) a written fund development plan for carrying out a long-term fundraising program and accomplishing targeted goals for financial support.

III. Submittal Requirements

Submittals of qualifications should include the information listed below, at minimum, or explain why the requested information is not currently available. Other information relevant to the respondent's experience is encouraged. Boilerplate, extraneous, and internally redundant materials and color graphics that are illustrative only are discouraged.

- General background on firm (principal(s), academic and work experience, staff, clientele, location, professional associations).
- Case studies that provide an overview of projects for clients similar to the Historic Bridge Foundation (national in scope, technical emphasis).
- Excerpts (redacted as necessary) of development research and reports prepared for clients similar to the Historic Bridge Foundation.
- Two client references (point of contact, organization name, phone number, email).

IV. Related Information

It is anticipated that the Board of the Historic Bridge Foundation will review submittals and select a qualified firm during the fourth quarter of 2014, after which negotiations will be held on the fee, final scope of services, and schedule of deliverables. The fee will be commensurate with the national scope of the research that is required. A confidentiality agreement will be required to be executed as part of the contractual arrangement for the services.