

**ADDENDUM NO.   1**

RFP NO:       150119      

DATE RFP DUE:       4/20/17      

TIME:       4:00 p.m.      

DEPARTMENT:       Public Art      

COMMODITY:       Eastdale Mural Project      

**QUESTIONS AND ANSWERS**

**The answers to all questions received are attached.**

(SIGNED) \_\_\_\_\_

COMPANY:

\_\_\_\_\_

**PLEASE SIGN ONE (1) COPY OF THIS ADDENDUM PAGE AND SEND THE COPY TO THE PURCHASING DEPARTMENT:** (email to [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov) or fax to 423-643-7244 or mail or hand deliver to City of Chattanooga, Purchasing Dept., Attn: Deidre Keylon, 101 E. 11<sup>th</sup> Street, Suite G-13, Chattanooga, TN, 37402). RETAIN A COPY FOR YOUR FILES.

Q&A for RFP #150119 –  
Eastdale Mural Project Questions and Answers

Q: Can each team member submit a two page resume with no parameters as to spacing or font size?

**A: Yes.**

Q: How many images of previous work should applicants submit?

**A: The number of images is ten (10).**

Q: Regarding the images of previous work, is there a preference or requirement for size, format or resolution?

**A: Do not imbed images into a PDF, PowerPoint presentation, or other document.  
Acceptable digital images must be:**

**Dimensions: Minimum 800 x 600; Maximum 1600 x 1200**

**File Format: JPG (do not use Progressive JPGs, GIFs, or TIFFs) at 72 DPI**

Q: If I submit my proposal using a Google folder, should I have my whole application ready to drop in as one file? Can I drop in multiple files, so that the written documents - application form, letter of intent, resume, annotated list of images - each exist as separate files, and then also the images exist as jpeg files?

**A: If submitting electronically using a Google folder, both a single file and separate files are acceptable. Image jpeg files as above are acceptable.**

Q: Can I submit my entire proposal electronically?

**A: Yes, by following the directions for electronic submittal in the solicitation document.**

Q: Is this open to non-local artists?

**A: Yes, it is open to artists over the age of 18 nationwide. For more detail, see the solicitation document under Eligibility on page 5.**

Q: Where do I find the Addendum or Addenda, if more than one? What do I need to do?

**A: An Addendum can be found with the solicitation document. Go to [www.chattanooga.gov](http://www.chattanooga.gov). On the left side of the screen under Popular Links, click on Bid Solicitations, then scroll to the correct item, and click on it to open it. If an Addendum has been posted, open the Addendum. Please sign and return the cover page of the Addendum as an indication that you have received the information. The signed Addendum page can be mailed, hand-delivered, faxed to 423-643-7231, dropped into your electronic folder, or sent as an attachment by e-mail to Deidre Keylon at [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov). The City of Chattanooga may post addenda until 48 hours before the deadline for submitting proposals.**

Q: I'm trying to clarify as to whether you're looking for Qualifications or Proposals, i.e. site specific renderings at this time, or, at this stage are you requiring just my qualifications including images of past completed projects, Letter of Interest, reference, and application. etc.. Qualifications Only.

**A: We are looking for your artistic qualifications. The images you submit should be past work samples. Up to three semi-finalists will be selected, and the semi-finalists will be asked for a proposed site specific design.**

Q: What does the honorarium cover if a site specific proposal is to be submitted?

**A: If selected as a semi-finalist, the honorarium will cover artist services to develop a site specific design.**

Q: Guidelines state that PAC has met with the Eastdale NA and that PAC has already gathered neighborhood input. Can we know what that is? Their input would be included in our round one - how we would "approach the project" (submission requirement #3). If they have specifics, that would definitely have a lot of influence on the approach. Would you suggest that our team meet with them prior to submitting for round one?

**A: Neighborhood input is reflected in the Artwork Goals section. Further neighborhood input can be conducted by short-listed artists (semi-finalists) during the round 2 proposal phase.**

Q: The Selection Process & Criteria include "appropriateness of artwork media and scale relative to site." To me, this sounds like a criteria used when judging a mock up vs an approach. ( Perhaps media the plural of medium?) I also see that the panel will select three finalist to develop site specific proposals which is definitely a mock up. Does the panel want to see a "sketch" in round one and a scaled mock up in round 2?

**A: In round one, we are only considering artistic qualifications and past work. No site specific concepts or design proposals should be submitted at this time. A mock up or concept design will only be produced by short-listed artists (semi-finalists) during the round 2 proposal phase.**

Q: Regarding #2 Current Resumes - Is that per person or for all. Our team will be MM plus 3-4 other artists.

**A: Resumes for each team member (2 page limit for each resume).**

Q: What is the limit on the number of images we can submit?

**A: 10 image limit.**

Q: Can we create a single PDF that includes all of the requested text files in it? We would place the image files in a separate folder.

**A: Yes. You can submit everything in one folder or use more than one folder (inside your Google folder).**

Q: Is there a specific type of anti-graffiti coating that the City of Chattanooga has used before?

**A: No, we will semi-finalists to make a recommendation regarding anti-graffiti protection when they submit their site specific design proposal.**

Q: How many years do you expect the murals to last?

**A: This is not intended to be a temporary installation. We would like the maximum life-span. We will ask semi-finalists to tell us the life-span of their site specific design when they submit their proposal in the second (semi-finalist) round.**

Q: What is a feasible amount of time allotted for the installation of the work being that the location is above a roadway.

**A: We will facilitate a discussion between the semi-finalists and the Chattanooga Department of Transportation during the site specific design proposal phase to develop a reasonable timeline for installation.**

Q: Reading through the application form: ELECTRONIC SUBMISSION REQUIREMENTS. Does that mean an artist can apply completely paperless?

**A: Yes. Follow the instructions for electronic submission in the solicitation document.**