

ADDENDUM NO. 1

RFP NUMBER: __193182__

RFP TITLE: ____Mural Artist Service at Avondale____

DEPARTMENT: __Public Art____

DATE OF ADDENDUM: ____February 4, 2020____

DEADLINE FOR QUESTIONS: ____JANUARY 30, 2020, 4:00 p.m., e.s.t.____

RFP DUE DATE/TIME: ____FEBRUARY 13, 2020, 4:00 p.m., e.s.t.____

REASON: ANSWERS TO QUESTIONS

(SIGNED): _____(DATE): _____

(COMPANY): _____

To All Offerors:

As acknowledgment of having received this information, sign one (1) copy of this cover page and return it with your proposal.

Retain a copy for your file.

ADDENDUM NO. I

RFP NUMBER: __193182__

RFP TITLE: ____Mural Artist Service at Avondale____

Question: Typically when submitting proposals I will create a PDF with my artist resume, proposal design and written concept, and past work images all contained within a single document. I see from the RFP form that you would like everything submitted via Google drive so I was just wondering if a multi-page PDF format will be acceptable for submission.

Answer: All forms and documents may be submitted as a single pdf but images must be submitted individually in .jpg format.

Question: 1. I do not have a Company or Business entity I am just an artist who does mural work so there are a lot of questions asking for Business Name, what I am organized as and things like that so if I just work myself I'm not sure how to answer those questions.

2. The No Contact/No Advocacy Affidavit I'm not sure how to fill out either since I do not have a business name or an agent and where it asks State if an County of would that be the state and county that I reside in?

Answer: You can substitute your name, and you may use the entity type of Self-Proprieter. If questions do not apply to you, please enter "N/A" so that the evaluators will know that you do not believe that the question applies. Please do not send any personal records, such as income taxes. We ask only for public records that a corporation may file. And, for the last question, substitute your own name for company name, firm name, agent, etc. Finally, yes, it is meant for the location of your "business" address.

Question: The RFP does not detail how and when the artist for this project will be paid.

Is the artist expected to incur all cost associated with the project until after its completion? Is there a portion of the budget that the artist is paid in advance to cover time and materials?

Answer: No, the artist is not expected to incur all costs up until completion. The artist will work with the City to create a payment schedule tied to deliverables. The artist will be responsible for completing deliverables throughout the project, which are tied to installment payments. The artist's budget may not exceed \$20,000, and the budget must include the artist's fee for community workshops to inform the mural design, as well as all costs related to the project (design, materials, installation equipment, permits/insurance, assistant painter and other relevant costs associated with mural production).

Deliverables include:

1. Planning and facilitating community workshops/engagement activities to inform the mural design.
2. Preliminary mural concepts and final mural concept
3. Final design and technical drawings
4. Fabrication and installation
5. Completing a conservation and maintenance record.

The artist would have a payment due after final design and technical drawings are presented in order to proceed with materials needed.

END