

ADDENDUM NO. 1

RFP NO: 151211

DATE RFP DUE: 4/27/17

TIME: 4:00 p.m.

DEPARTMENT: Public Art

COMMODITY: Fallen Five Memorial

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 or fax to 423-643-7244 or mail or hand deliver to City of Chattanooga, Purchasing Dept., Attn: Deidre Keylon, 101 E. 11th Street, Suite G-13, Chattanooga, TN, 37402). RETAIN A COPY FOR YOUR FILES.

Q&A for RFP #151211 –
Fallen Five Memorial Questions and Answers

Q: Are site-specific proposals wanted at this stage?

A: No. Please only submit images of past works. Only the selected finalists will be asked to submit proposals.

Q Are you looking for figurative realism to represent the fallen five? Abstract? Any certain height?

A: To clarify, we are not seeking proposed concepts of the memorial at this time. We are only requesting artistic qualifications and past work samples. The specific design of the artwork will be addressed in the semi-finalist stage by each artist team's proposal.

Q: At this point I do not see a notation in the specs about electricity. Is there electricity on site already? If not is it possible to bring it to the site, and is that cost to be considered in the proposal?

A: Just to clarify, we are currently only looking for artist qualifications (background info and past work images). Proposals and specific site questions such as this will be addressed in the semi-finalist proposal phase. But to answer your question, electric is running along the main trail - so closer to site 2 than site 1. Either one could tap into the existing very easily.

Q: How many signatures are required on the application? Does only the team leader sign?

A: We just need a signature from the team lead. If you provide all signatures, it is fine.

Q: Page 3 of the RFP mentions "safety standards of Hamilton County". What are these standards? Where are they available for review?

A: If selected as a finalist, we will provide this information to you.

Q: Is the design honorarium mentioned on page 5 of the RFP for schematic design only?

A: Yes, the honorarium is for the proposal phase only and any associated costs incurred during the short-list phase to develop a concept proposal (travel, etc.).

Q: Are the costs and fees associated with the development of Construction Documents for the memorial included in the Implementation Budget of \$750,000.00?

A: Yes, construction documents will be generated during the design development phase and the projected implementation budget is intended to cover these costs and are negotiable.

Q: Is the design team expected to perform Construction Administration during the memorial's construction?

A: City and county staff will serve as project managers in coordination with the selected team throughout the project to completion.

Q: Are surveys of the two sites available for review? Have surveys of the sites been completed?

A: We have some older existing surveys of the site, but plan to generate new surveys to provide to each of the short-listed teams.

Q: Are as-built drawings of Amnicola Marsh Park available for review?

A: We will provide these drawings to each short-listed team.

Q: Could you please define the terms "architect," and "landscape architect?"

A: Please see definitions at https://en.wikipedia.org/wiki/Architect#Professional_title_distinctions and https://en.wikipedia.org/wiki/Landscape_architect. The architect or landscape architect should hold a current license to practice.

Q: If we chose to use other features in our design such as lighting or a fountain, would utilities (power, water, gas) be provided to the site for their upkeep? If so, who would be in charge of that service?

A: Electricity is already run to the site (water access is nearby) and other utilities can be run to the site based on the needs of the design and will be determined during design development.

Q: Would the families be willing to provide additional photos of their loved ones for use in elements in the memorial to provide a broader picture of their lives than what is already provided in the RFP?

A: We will need to consult with the family representatives, but we are fairly confident that we will be able to provide additional images, background info, etc. at the appropriate time.

Q: The RFP seems to suggest that one site might be chosen over the other, when and how will it be determined which site could be used?

A: Each team is free to propose whichever site they think fulfills the project goals best. Teams may choose to address one or the other, or both. That decision is at the discretion of the selected team and can be made in consultation with City and County staff.

Q: Both sites are dotted with existing elements, trees, tables, concrete pads, etc., would it be permissible to remove any or all of them as necessary to carry out the project, or would those items need to be left in place and worked around?

A: Teams can address the removal or relocation of existing elements at their discretion. No existing elements are required to remain as currently installed.

Q: Would it be permissible to add an entrance from the parking lot to the area as part of the design if it required some space that is currently outside the area outlined in the site maps? If not, would this be something the city would be willing to consider in the future?

A: This is something that short-listed teams will be able to discuss/recommend to City and County staff if selected to move forward with a design proposal; however, an existing parking lot is nearby with walking paths currently connecting it to the site.

Q: We also have a question regarding pages 19-21 from the RFQ. Can you please clarify who is to sign this form? Does the selected artist serve as the "Contractor"? Is this form required to be signed when submitting our RFQ?

A: The form needs to be signed by the lead applicant on the team applying. In this case the artist can sign since they are the team lead. Yes, it is required to be signed upon submittal.

Q: My works are multi-media sculptural installation that are time based also, and best be shown with links to short video clips, as still images alone cannot describe the interactive dynamic nature of the works. I am requesting to include links to past projects if it is permissible to do so. Below is a link to a short clip of past work that should show the reason for my request.

A: You can do this, and, as long as it is evident that your videos are legitimate, if we can't view the videos for any technical reason, we'll contact you after the submission deadline. If you have another method of showing us your work, you can include that as a backup.

Q: I am looking into the Chattanooga Project but want to ask, are they looking for an abstract piece?

A: The committee is open to either abstract or figurative. The most important consideration is that the entire space is addressed and it is not just a stand alone sculpture or figure.

Q: My letter of interest pdf file is about 7 mb. Should I change it to a smaller file?

A: 7 MB should be fine.

Q: Are the two sites indicated in the RFQ free from flooding and if not what considerations are necessary?

A: The likelihood of flooding is not great. Otherwise, we are unable to be specific. Due to our inability to provide an answer at this time, we are deferring and will answer at the next round.

Q. The RFQ allows for 6 months for fabrication which is a very limited time span. Can the design and fabrication take up to a year if necessary?

A: Questions regarding fabrication timelines can be asked at the next (semi-finalist) round when we have more information.

Q: Can you verify that I have uploaded my documents correctly?

A: No, unfortunately, we can't be of any assistance in this matter. According to the rules, we cannot open any folder until after the deadline has passed. Then, it's too late to be of value. Google folders allow users to see exactly what we will see when we view the folder contents, so the user can verify for himself or herself. Verification of the contents is up to the user.

Q: Can I submit a zipped folder?

A: Yes.

Q: Can I submit in multiple folders or does everything have to be in one folder?

A: Either way.