

PURCHASING DEPARTMENT
101 EAST 11th STREET, STE. G-13
CHATTANOOGA, TENNESSEE 37402
CITY HALL

Request for Proposals for the City of Chattanooga, TN

*Proposals will be received at 101 East 11th Street, Ste. G-13, Chattanooga, TN, 37402,
Until 4:00 p.m., e.s.t. on March 16, 2017.*

Requisition No.: RFP – 139882
Ordering Dept.: Public Art
Buyer: Deidre Keyton / dmkeyton@chattanooga.gov
Phone No.: 423- 643-7231; Fax No.: 423- 643-7244

Request for Proposals: Shepherd Bus Shelter Project

REQUEST FOR PROPOSALS MUST BE RECEIVED
NO LATER THAN
4:00 p.m., e.s.t. on March 16, 2017

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City of Chattanooga (COC) Terms and Conditions posted on the website are applicable:
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE US WITH THE FOLLOWING:

Company Name: _____
Mailing Address: _____
City & Zip Code: _____
Phone/Toll-Free No.: _____
Fax No.: _____
E-Mail Address: _____
Contact Person: _____
Signature: _____

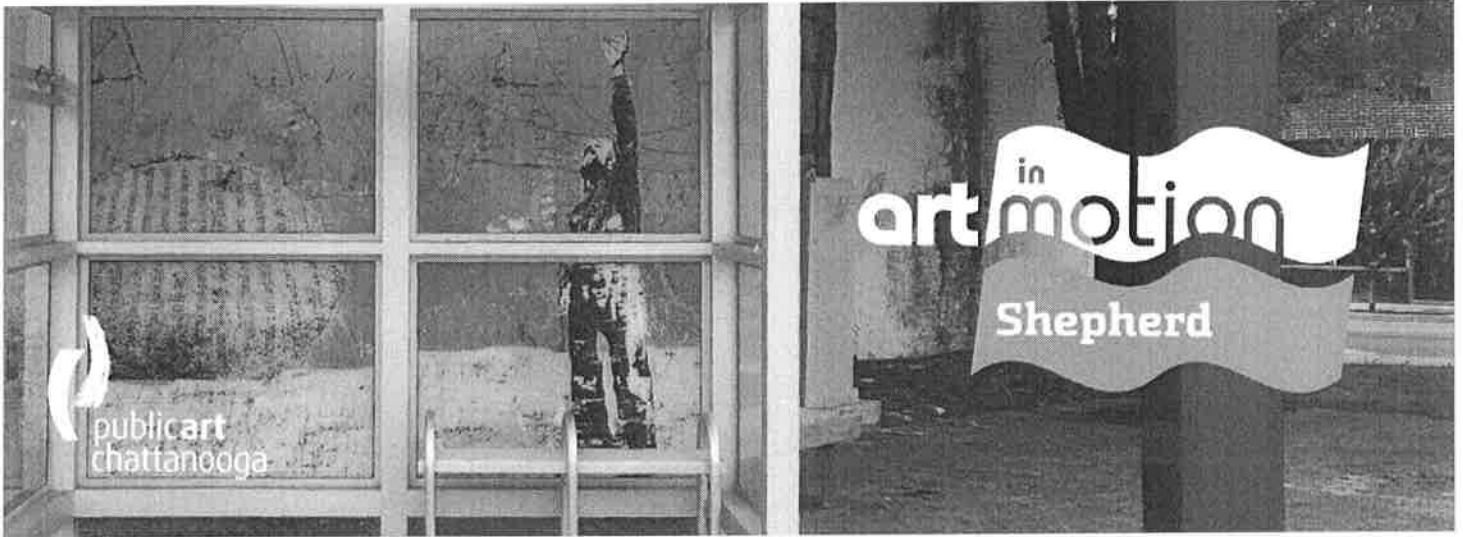


REQUISITION# 139882
Issued by the City of Chattanooga

REQUEST FOR PROPOSALS

CALL TO ARTISTS

PUBLIC ART + 2D DESIGN OPPORTUNITY
CHATTANOOGA, TN



Shepherd Bus Shelter Project

OPEN CALL TO ARTISTS: Request for proposals

Deadline: March 16th, 2017, 4:00 PM EST

Honorarium: \$2,000

Installation Duration: Two Years (minimum)

OVERVIEW:

Public Art Chattanooga (PAC) is seeking proposals for original, two-dimensional designs that will be printed and installed on two school bus shelters in the Shepherd neighborhood in Chattanooga, Tennessee. Two designs will be selected for production and installed beginning in spring 2017. The selected artists/designers will receive a \$2,000 honorarium for their design.

PROJECT DETAILS:

Artists/designers are invited to submit original 2-D images for the back panels of two school bus shelters that provide warmth and shelter to neighborhood school children. While theme, colors and forms are at the discretion of the artists, they should be mindful of the Shepherd Community and the area surrounding specific bus shelter locations.

SITE: School Bus Shelter Locations:

- Frontage Road & Talladega Avenue, Chattanooga, TN (Map [HERE](#))
- Dixon Street & Talladega Drive, Chattanooga, TN (Map [HERE](#))

Two designs will be selected to be reproduced on wraps that will cover the six back glass panels of the school bus shelters. **Artists must submit designs according to the specifications detailed on pages 5-7 of this document and in consideration of the template on page 10.** Selected artists must be available to collaborate with the local company that will be fabricating and installing the wraps, ensuring that designs conform to the specifications of the bus shelter. Images of the bus shelter can be seen on page 10 of this document, and examples of other shelter designs in Chattanooga can be seen on page 11.

ARTWORK GOALS:

- Serve as a strong visual anchor.
- Speak to rebirth, revitalization, and renewal.
- The Shepherd community has a reputation for being close-knit. Artwork may speak to the importance of family and community.
- Many of the streets in Shepherd are named for historically black college and universities. Artists may want to emphasize themes of education and advancement.
- Speak to the district's renewed spirit.
- Add to the diversity of the City of Chattanooga's growing public art collection.

ABOUT SHEPHERD:

The Shepherd Community is one of the oldest historically black communities in Chattanooga, Tennessee. The Shepherd Community Action Council was initiated in 1967 and continues to the present day. They have sought to develop public programs, including artistic and beautification programs that improve the civic spirit of the community and express their unique history. These programs are held in public spaces around the neighborhood. As with many Chattanooga neighborhoods, there is a generational divide between those who engage in civic activities and younger generations who are future leaders of the community.

Members of the Shepherd Community Action Council hope that public art projects in the neighborhood will bridge generations and engage the youth of community. In addition to wrapping an existing shelter with artwork, a new multi-use shelter will be installed on the opposite perimeter of the community and will beautify the neighborhood while strengthening students' understanding of Shepherd history. Additionally, the neighborhood hopes that this project will demonstrate how to conceive of, develop and implement a civic project to neighborhood youth. The proposed installation will serve a recently developed Habitat for Humanity community in Shepherd, comprised of about fifty homes. The area has seen a growth in the number of public school students in residence. These students do not currently have shelter while waiting for the school bus near their homes.

To learn more about the Shepherd neighborhood, please visit: <http://shepherdtn.com/>

ELIGIBILITY:

This RFP is open to all visual and graphic artists and artist teams over the age of 18, who currently reside in the United States. Local artists are strongly encouraged to apply.

APPLICATION DEADLINE:

Applications must be received (electronically, hand delivered, or mailed) **no later than March 16th, 2017, 4:00 pm EST**. Refer to pages 5 and 6 for application procedures. The application can be found on page 8 of this document or downloaded at: <http://www.chattanooga.gov/public-art/about/calls-to-artists>.

PROJECT TIMELINE:

February 27, 2017	Announcement of RFP
March 6, 2017, 4:30 PM	Deadline for questions
March 16, 2017, 4:00 PM	Deadline for receipt of application materials (no exceptions)
Week of March 27th	Review proposals and select artists
May 2017	Fabrication and installation

ANSWERS TO QUESTIONS:

Questions must be submitted by e-mail to Deidre Keylon **no later than 4:30 p.m. on March 6, 2017**. All questions will be answered by an Addendum which will be posted to the website with the solicitation document soon after the deadline for questions.

SELECTION PROCESS & CRITERIA:

An ad hoc selection panel including representatives from the Shepherd Community Action Council, the Public Art Committee, and neighborhood residents and business owners will review all proposals for the project and will select the top two proposals to be awarded the honorarium.

Panelists will use the following criteria in the selection process:

- Submittal of all required application materials as outlined in this announcement;
- Artistic merit and graphic strength of the proposed design;
- The ability of the design to be successfully translated into large format;
- Consideration of appropriate content and themes for the children who will be utilizing the shelters;
- Appropriateness for placement in an urban environment.

PROJECT BACKGROUND:

Through PAC's Art in the Neighborhoods program, the Shepherd Community Action Council was awarded funding to develop meaningful public art project(s) in their community. PAC has worked actively with the Shepherd Community Action Council, gathering community input and laying the groundwork for public art projects within Shepherd.

Public Art Chattanooga has previously partnered with CARTA and River City Company to wrap CARTA Electric Shuttles with artist designed wraps. Similarly, PAC partnered with Glass House Collective to wrap three CARTA bus shelters with artist designed wraps. These projects have successfully animated the streets of Chattanooga with colorful and creative artwork for several years. Public Art Chattanooga will continue by

wrapping two bus shelters to complement revitalization efforts in the community and bring contemporary art into the daily lives of passengers and passers-by.

ABOUT ART IN THE NEIGHBORHOODS:

Art in the Neighborhoods (AIN) is a pilot program within the City of Chattanooga's department of Economic and Community Development (ECD). Because public art is a proven a tool for positive economic and community impact, the purpose of AIN is to help neighborhoods generate unique public art projects in their community that have the ability to beautify and enliven streets, parks and community centers; enhance and improve public spaces; and create neighborhood identity and community pride. AIN is co-produced by ECD's Neighborhood University and Public Art Chattanooga (PAC), managed by PAC, and funded by the City of Chattanooga, the Benwood Foundation and the Footprint Foundation.

APPLICATION GUIDELINES AND SPECIFICATIONS:

Please note the following IMPORTANT specifications:

- Artists may submit up to **TEN** designs for consideration.
- Materials not requested will not be reviewed.
- In the creation of designs, please consider the template on **page 10** of this document. Only areas in gray will contain artwork.
- **Designs that incorporate commercial advertisement for a company, entity or individual will not be considered.**

SUBMISSION REQUIREMENTS:

Proposals may be submitted electronically, by mail, or by hand delivery and must include **two copies** of all printed materials. ANY PART OF ANY PROPOSAL SUBMITTED BY E-MAIL WILL CAUSE THE PROPOSAL TO BE ELIMINATED. **Materials should be single-sided and must include ALL OF the following:**

1. Completed and signed RFP **cover page** (included on page 1), completed and signed **application form** (included at the end of this RFP on page 8), **AND** completed and signed **addenda cover pages**. (Addenda are additional instructions that can be added to a solicitation until 48 hours before the due date/time. Each proposer must check the website 48 hours before the due date/time to see if addenda have been added. Questions and Answers will be addressed by addendum. Signed addenda pages are the only part of the proposal that can be sent by e-mail and will be accepted. They can also be sent by fax or mail, or they can be delivered.
2. Current Résumé (two-page limit).
3. Letter of Interest briefly addressing how you addressed this project. This document should be no longer than one page (single-spaced, 1-inch margins, 12 pt. font).
4. List of professional references (at least three): Please include name, address, phone number, and email address for each individual.
5. Design proposals: Artists may submit **a maximum of ten** proposals. Original artwork can be created in any medium including photography and digital processes but designs must be submitted on a PC Compatible file:
 - a. **JPEG file at 100 DPI (minimum 800 x 600; maximum 1600 x 1200) for review by the selection panel.**

- b. If your design proposal is selected for production, the following format will be required:
 - TIF file with resolution of 100 dpi at 100% of print size (flattened RGB). Assuming art is a single contiguous image, the file should be provided as a single file, sized appropriately to account for center trim plus a 1" bleed around the outside edges.
 - If the selected artist is unable to provide his or her artwork in the above format, PAC can make arrangements to assist with formatting print-ready files.
6. If you are submitting electronically, you must either use the shared Google folder (instructions included below) or send a flash drive. We do not have readers for any other type of electronic storage, including CD discs. To submit electronically using a Google folder, a Google account (which is free of charge) is required. If you are not willing to set up a Google account, you must submit your proposal by other means.
7. All flash drives must be labeled with the applicant's name.
8. Every image file must be titled first with the number of the image in the order to be viewed (use "0" in front of single-digit numbers), followed by the artist's last name [for example: 01_Smith; 02_Smith]. The numbers must correspond to the annotated image list.
9. Annotated Image List: Please include the artist's name as a heading, and a brief description of each image, including title and original medium.
10. Iran Divestment Act form, completed and signed
11. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials.
12. Please write "**REQUISITION# 139882**" on the outside lower left-hand corner of the envelope before mailing application materials.

CHECKLIST OF REQUIRED SUBMISSION MATERIALS (details above):

1. Completed and signed RFP **cover page**
2. Completed and signed **application form**
3. Completed and signed **addenda pages**
4. Current **Résumé**
5. **Letter of Interest**
6. List of professional **references**
7. **Design proposals**
8. Annotated **Image List**
9. **Iran Divestment Act** Form

ELECTRONIC SUBMISSION REQUIREMENTS:

If you plan to submit your response electronically, you must follow these instructions:

1. Email Deidre Keylon at dmkeylon@chattanooga.gov stating that you would like to submit your response electronically. Include your return email address if other than that from which you send your request.
2. You will receive an email from Deidre Keylon (via Google Drive). This email will contain a link to a unique folder in the City of Chattanooga Google Drive.
3. Click on the Folder Link in the email to be taken to the Drive.

4. When prompted, "drop" your file into your unique folder.
5. This folder will remain sealed and secure until the RFP stated deadline, after which time it will be opened.
6. If you have any questions, please call 423- 643-7231 or email dmkeylon@chattanooga.gov.

****Responses must be loaded no later than 4:00 PM EST March 16th, 2017****
Beginning at 4:00 PM EST March 16th, 2017, access to shared folders will be cut off. There will be no extensions.

TERMS:

- The City of Chattanooga and the Public Art Committee accept no responsibility for the loss or damage of artist submission materials.
- The City of Chattanooga and the Public Art Committee accept no responsibility for costs incurred by the artist in responding to this Call to Artists.
- Selected artists/teams will be required to meet contract terms and scopes.
- It is further understood that all budgets include travel costs. No additional and/or contingency funds will be available.
- Respondents to this Call to Artists agree to abide by the terms and conditions of this Call.
- Design proposals and their copyright will belong to artists. The City of Chattanooga reserves the right to use images of the designs and information from the written proposals for review and project promotional purposes, and the final bus shelter wraps and exhibition of the designs in the City's permanent art collection.
- No submitted materials will be returned.

SEND APPLICATION MATERIALS AND DIRECT QUESTIONS TO:

Purchasing Department

City of Chattanooga

ATTN: Deidre Keylon

101 East 11th Street

Suite G13

Chattanooga, TN 37402

dmkeylon@chattanooga.gov (NO SUBMISSIONS ACCEPTED VIA EMAIL)

(423) 643-7231 phone

(423) 643-7244 fax

Applications must be received electronically, by mail or hand-delivered
by March 16th, 2017, 4:00 pm EST. No exceptions.

APPLICATION FORM | SHEPHERD BUS SHELTER PROJECT

Please complete this form and include it with all of the required application materials.

Applicant's Name: _____

Mailing Address: _____

City: _____ State/Country: _____ Zip/Postal Code: _____

Phone: _____ Cell/Mobile (optional): _____

Email address: _____

Website (optional): _____

Submitted Materials Status (if applicable):

_____ I would like for my submission to be retained for future commission opportunities.

Please do not submit original artwork. Submission materials will not be returned.

I understand and agree to all of the terms of this RFQ / Call to Artists.

Signature and Date:

**Application materials may be submitted electronically, by mail, or hand delivered by
March 16th, 2017, 4:00 p.m. EST.**

FOR ADDITIONAL INFORMATION, CONTACT:

Deidre Keylon

Buyer | City of Chattanooga

Purchasing Division

101 East 11th Street, Suite G13

Chattanooga, TN 37402

(423) 643-7231 phone

(423) 643-7244 fax

dmkeylon@chattanooga.gov (NO SUBMISSIONS ACCEPTED VIA EMAIL)

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.

Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

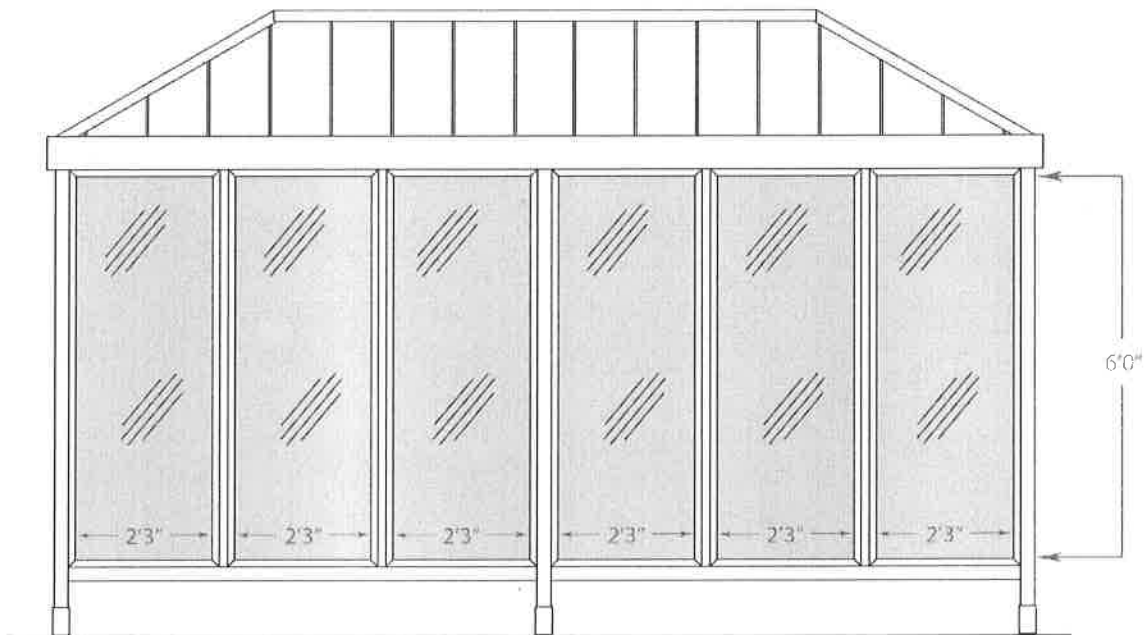
(SIGNED)

(PRINTED NAME)

(BUSINESS NAME)

(DATE)

Bus Shelter & Template



Other PAC Shelters in Chattanooga

