



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR BID/PROPOSAL

RFB 2017-121 Patriots Park Art

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed Bids or Proposals to create and install a 3-D outdoor sculpture at Patriot's Park, 1485 Kellogg Creek Road, Acworth, GA 30102- as described herein.

There will be will not be a mandatory meeting to review the requirements.

The term of Agreement(s) resulting from this solicitation can be found in the Statement of Work.

All times in the solicitation are local times to Cherokee County Board of Commissioners, 1130 Bluffs Parkway, Canton, Georgia 30114.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County. The County further reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract. Incorporated herein by this reference are Cherokee County's Standard Solicitation Terms and Condition.

SCHEDULE:

Issued	June 7, 2017
Site Visit/Pre-Bid Meeting	Not Applicable
Questions Due	June 20, 2017
Answers Due	June 23, 2017
Bids/Proposals Due	June 30, 2017 at 2:00 PM
Anticipated Award Date	August 1, 2017

ADDITIONAL SCHEDULE DETAILS AND A PROJECT TIMELINE CAN BE FOUND IN THE STATEMENT OF WORK

THE EXPECTED PERIOD OF PERFORMANCE IS:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. NO PHYSICAL ITEMS PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

Warranty Term Requested: _____

2. NO SERVICES REQUIRED PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- One Year
 Two Years
 Three Years
 Other: Services shall be complete by April 19, 2018

3. OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

SUBMITTAL INSTRUCTIONS: Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (if indicated by an X in the box:

- Information and Addenda Acknowledgement Form (Appendix A),
- Non-Influence and Non-Collusion Affidavit (Appendix B),
- E-Verify Affidavit (Appendix C),
- References* (Appendix D),
- Acceptance of County' Standard Agreement**, as below: (Appendix E),
 - Professional Services Agreement
 - Construction Services Agreement
 - Other: _____
- Suspension, Debarment and Litigation Affidavit (Appendix F),
- Contractor's License Certification (Appendix G)
- Bonds Requirements if the price bid > \$100K
 - Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - Bid Bond (See Appendix I)
- Evidence of/ability to provide Insurance at the limits identified herein,***
- Certifications, Licenses or Registrations as required by law and/or as requested.
- Pricing on the Pricing Form provided (Bid Form)
- Contractor's Qualifications Statement (Appendix J)
- Added Terms to Construction Service Agreement (Attachment)
- Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- _____
- _____

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

20%	Statement of Interest
20%	Resume/CV/Bio
50%	Expertise & Talent
10%	Availability
100%	TOTAL

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

Bids and Proposals are to be submitted electronically ONLY to the County's designated Web site or location. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: "2017-111_ABC Company_Proposal"

AND/OR**B. Physical Submissions Only:**

Bids and/or Proposals are to be submitted on-time and ONLY in physical (paper) form and delivered to Cherokee County Procurement Department, Solicitation # _____ 1130 Bluffs Parkway, Canton GA 30114. On-line submissions are not to be tendered without the advanced approval of the Purchasing Director.

Number of Submittals: 1 Original and 1 Copy

QUESTIONS/ADDENDA: Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via email to the Purchasing Agent for this solicitation at: rblack@cherokeega.com no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the County's designated website. All interested parties are instructed to monitor the County's website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND/OR SPECIFICATION LOCATED ON THE NEXT PAGE

STATEMENT OF WORK AND/OR SPECIFICATION:

CALL FOR ARTISTS FOR PATRIOTS PARK SCULPTURE RFP NUMBER 2017-121

1. Introduction

Cherokee County, Georgia is accepting proposals from qualified artists/firms for the purpose of creating and installing a three dimensional, outdoor sculpture to be located in Patriots Park at 1485 Kellogg Creek Road, Acworth, GA 30102.

2. Schedule

Release of RFP	June 7 th , 2017
Proposal Due Date	June 30 th , 2017 2:00 PM
Review of Proposals/Potential Interviews	July 10 th thru July 14 th
Interview & Design Discussions	July 17 th thru July 21 st
Contract Award	August 1 st BOC Meeting

3. Scope of Work

3.1. Project Description

Initially named "Patriots Park" by a previous Board in response to the citizens and first responders who lost their lives in the terrorist attacks in New York, Washington DC and Pennsylvania in 2001, the current Cherokee County Board of Commissioners wishes to commission a piece of art to be prominently displayed in the park that broadens the significance of what it means to be called an American Patriot. Whether picking up arms on Wednesday, April 19, 1775 to defend liberty as the British Army advanced on Lexington and Concord or picking up one another during and after the terrorist attacks in 2001, the Board desires a work that seeks to capture the sacrifice - often at great personal and/or financial risk - embodied by American' Patriots who have stood in the gap for their country, for one another, and for the cause of liberty.

3.2. Artist and Selection/Stakeholder Committee Responsibilities:

- 3.2.1 The chosen artist will participate in community engagement activities, including at least one (1) public input meeting using the public process to help drive the content of the design as follows:
- 3.2.1.1 The artist will produce up to five (5) rough concept drawings to present to the selection/stakeholder committee for their review and consideration.
 - 3.2.1.2 The selection/stakeholder committee will then either select from the rough concept drawings as presented or suggest alterations based on the rough concept drawings for the Artist to create between two (2) to three (3) more detailed and developed concept designs to present at the public input meeting.
 - 3.2.1.3 The Artist will attend and support a minimum of one (1) and a maximum of two (2) public input meetings using the public process to help ensure the design resonates with members of the community.
 - 3.2.1.4 If necessary, based on low public support for the presented detailed designs and based on direction provided by the Selection/Stakeholder Committee, the Artist will create one (1) or two (2) additional detailed designs and submit to selection/stakeholder committee for final consideration.
 - 3.2.1.5 Selection/stakeholder committee will then either recommend a single design or rank designs that are considered worthy and appropriate for being displayed at the park for

consideration and recommendation by the Recreation and Parks Advisory Board and the final consideration of the Board of Commissioners.

- 3.2.2 Upon selection of the design, the Artist will obtain all necessary materials, create the artwork, prepare the site for installation and install the final work in the designated area of the Park.
- 3.2.3 The artist will take into account that this project is being installed in a public park and must be designed and built to survive both the inquisitive and the adventurous when selecting materials and designing the sculpture.
- 3.2.4 Final acceptance will be upon the completion of the physical construct in substantial likeness in form and structure as defined in the detailed design.

The artist will also be responsible for all insurance requirements throughout the project, for helping the Project Manager to create an appropriate maintenance plan for the piece, and for procuring the materials needed to prepare and create the sculpture. The artist will be responsible for the site preparation and installation of the work.

3.3. Project Goal

The goal of the project is to create an original sculpture that embodies the theme and articulates the spirit of Patriots Park as described in Section 3.1. The sculpture will provide an aesthetically pleasing, dynamic art experience for County residents and visitors to Patriots Park. The finished work must be suitable for installation in a public park and include considerations for both safety and maintenance.

3.4. Project Location

The sculpture will be permanently affixed and installed in a location within the park as recommended by the artist with final determination by the County.

3.5. Budget

The budget for the entire project is \$30,000. The proposed fee should not exceed this amount. This fee must cover all materials, all artist's fees, travel, preliminary designs, final designs, all insurance requirements, all installation costs and all contingencies.

3.6. Artist Eligibility

This call for artists is open to professional artists and artist teams who meet the following qualifications:

- Have a portfolio of original artworks created by the artist(s);
- Aesthetic excellence and generate an emotional viewer connection in the design and execution of completed projects;
- Ability to devote a reasonable amount of time per week to the project to ensure that the project stays on schedule (10-20 hours per week; specific hours may be more or less based upon what is necessary to make reasonable progress, the actual schedule and labor hours will be to be determined by agreement between the Project Manager and artist); and
- Preference will be given to artists with documented experience creating outdoor sculptures and who have experience with public participation.

3.7. Application/Selection Requirements

Components of a successful submission:

- Statement of interest (no more than two pages; 12 point Arial). This document should include why you are interested in the project, your relationship to Cherokee County (if

applicable), your approach to creating public art, and your approach to community engagement;

- Professional resume or curriculum vitae, and short bio;
- A minimum of 10 digital images of completed similar work with corresponding prices, minimum 300 dpi; including an annotated list of these images corresponding to file names. List should include the following information for each image: name of piece, location, medium, year created, client (if applicable), and short description (1-2 sentences). If the project was created by a team of artists, please state the applicant's role in the project;
- A minimum of three (3) references who are past clients, or who can attest to the artist's abilities and reliability;
- Demonstrated ability to meet deadlines and cost objectives;
- Weekly hours of availability; and
- Requested Schedule of Payment(s).

4. Evaluation and Selection

4.1. Selection Process

4.1.1 Submissions will be reviewed by the Selection/Stakeholder Committee,

4.1.2 Applicants with the highest rankings will be contacted and invited to an interview with the Project Manager and members of the stakeholder committee,

4.1.3 Selected artist will be notified after all interviews are completed.

4.1.4 An invitation will be extended to the finalist to complete a contract for services.

4.1.5 Artists not selected for an interview will receive an email notification.

4.2. Selection Criteria

Artists will be evaluated on the following:

- Statement of Interest (level of interest, relationship to Cherokee County, approach to creating public art and approach to community engagement) – 20 points
- Resume/CV/Bio (experience with three dimensional art, experience with public participation, experience with important clients and/or large productions) – 20 points
- Expertise & Talent (aesthetic excellence and creativity in portfolio, technical skills, innovative designs, originality, quality of concept drawings and the ability to generate an emotional connection with the viewer) – 50 points
- Availability – 10 points

5. Project Timeline

Project Award & Contract Execution	by September 1, 2017
Artist to Create and Deliver First 3-5 *Concepts	by November 1, 2017
Selection/Stakeholder Committee Review/Selection	Allow Two (2) Weeks in November
Public Input Meeting	Early December 2017
Advisory Board/BOC Selection of Final Design	January 2018
Sculpture Creation/Installation	Beginning February 2018
Project Completion	April 19 th , 2018

*Number of concepts to be agreed upon by the Artist and the Selection/Steering Committee.

6. Proposal Format

The artist shall submit one (1) original electronic copy of the proposal. The proposal must include the following:

- All Requirements listed in Section 3.7 of this RFP;
- A complete list of fees;
- Commitment to complete the project at or under budget.

END OF STATEMENT OF WORK/SPECIFICATION

EITHER AFFIX PRICING SHEET FOR THIS PROCUREMENT OR NOTE HERE WHERE TO LOCATE THE PRICING SHEET FOR THIS PROCUREMENT