

**CITY OF CHATTANOOGA PURCHASING DEPARTMENT
101 EAST 11th STREET, CITY HALL, SUITE G-13
CHATTANOOGA, TENNESSEE 37402**

Request for Proposal No.: 164388

Ordering Dept.: Public Art

Buyer: Deidre Keylon; e-mail: rfp@chattanooga.gov (Follow instructions for electronic proposal submission; No proposals sent directly to this or other e-mail will be accepted); Phone No.: 423-643-7231; Fax No.: 423-643-7244

Products or Services Being Purchased: PUBLIC ART CONSULTANT + STRATEGIC PLAN

PROPOSAL MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN

4:00 P.M. E.S.T. ON JANUARY 23, 2018

ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN

4:00 P.M. E.S.T. ON JANUARY 16, 2018

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 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 within Offeror's proposal.

PLEASE PROVIDE THE FOLLOWING:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Signature: _____

Date: _____

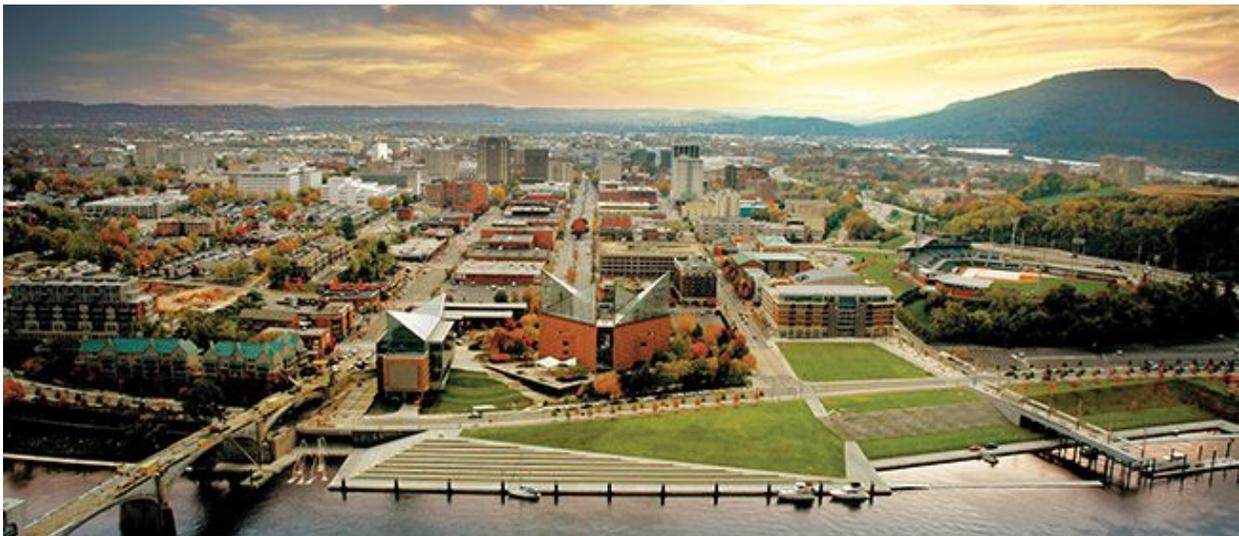
COMPLETED AND SIGNED COVER PAGE MUST BE RETURNED WITH PROPOSAL



REQUISITION# 164388

Issued by the City of Chattanooga

**CITY OF CHATTANOOGA
RFP: PUBLIC ART CONSULTANT + STRATEGIC PLAN**



DEADLINE FOR SUBMISSIONS:

JANUARY 23, 2018, 4:00 PM EST (No exceptions)

PROJECT OVERVIEW:

The City of Chattanooga is seeking proposals from individuals, teams and/or consulting firms specializing in public art plans and projects associated with public/private partnerships, City artist in residence programs and capital improvement projects. The lead consultant should have experience in the administration, planning and project management of public art. Meeting facilitation, community engagement and general planning expertise are also needed and may be skills provided by the consultant's project team, consultant firm or in collaboration with our local planning partners and resources. The consultant will be tasked with developing a 5 - 10 year public art plan for the City of Chattanooga. We are seeking a plan and process that engages Chattanooga's diverse, creative community and not only identifies sites, opportunities and goals for public artworks, but also details policy, operational and funding strategies that include achievable action strategies that align with Chattanooga's unique resources and capabilities.

BACKGROUND:

Chattanooga, the 4th largest city in the state, is located in Southeast Tennessee near the border of Georgia at the junction of four interstate highways. Celebrated as one of the greatest mid-sized cities in the United States, Chattanooga is regarded as a leader in place making, urban planning and revitalization. Through community visioning and planning, Chattanooga has transformed a once dormant urban core and surrounding neighborhoods into a thriving residential, business and tourist city center. Public art has been central to each of these. Strategically integrating public art throughout the city has contributed to its distinct sense of place, its livability, quality of life, and its economic health.

Planning for Chattanooga's public art program began in 2001 through a series of public forums in which over 500 citizens participated. The forums led to the adoption of Chattanooga's 2003 Public Art Plan, a plan that reflects a community vision for public art. The first major public art project was launched as part of the 21st Century Waterfront Project, a \$120 million privately and publicly funded project that included the redevelopment of 129 acres along the Tennessee River. An unprecedented 1% of the waterfront budget (\$1.2 million) was allocated to purchase public art, and resulted in 3 major public art projects, *Luminous Light Masts* by James Carpenter on the Chattanooga Pier, the Native American art installation, *The Passage* by Team Adugi, and the First Street Sculpture Garden. A citizen committee appointed by the mayor was formed to oversee the project. Partner organizations included Allied Arts of Greater Chattanooga (now ArtsBuild), the City of Chattanooga, the Hunter Museum of American Art, and the River City Company.

Public Art Chattanooga (PAC) has successfully delivered on many of the goals and objectives of the Public Art Plan that initiated our program in 2003. Through various private/public partnerships and organizational structures, PAC has demonstrated the value of public art to our community. The successful implementation of numerous projects at varying scales has generated significant interest, demand and investment in public art from both public and private sources, resulting in an impressive City owned collection of over 150 indoor and outdoor works of art.

COMMUNITY STAKEHOLDERS/ ENGAGED ORGANIZATIONS:

Arts Build: <http://artsbuild.com/>

Association for Visual Arts: <http://www.avarts.org/>

Bluff View Art District: <https://bluffviewartdistrictchattanooga.com/>

Chattanooga Design Studio: <http://www.chattanoogastudio.com/>

Chattanooga Workspace: <http://chattanoogaworkspace.com/>

Edney Innovation Center: <http://theedney.com/>

Glass House Collective: <http://www.glasshousecollective.org/>

Hamilton County Regional Planning Authority: <http://www.chcrpa.org/>

River City Company: <http://www.rivercitycompany.com/>

Sculpture Fields: <http://sculpturefields.org/>

The Benwood Foundation: <http://www.benwood.org/>

The Footprint Foundation: <http://www.footprintfoundation.org/>

The Hunter Museum of American Art: <http://www.huntermuseum.org/>

The Lyndhurst Foundation: <http://www.lyndhurstfoundation.org/>

The Trust for Public Land: <https://www.tpl.org/our-work/parks-people-chattanooga>

PUBLIC ART PLAN OBJECTIVES AND SCOPE OF SERVICES:

This section provides a summary of the expected services to be delivered by the consultant. Variations may be proposed but reduction in scope must be clearly justified for consideration.

General Objectives:

The selected consultant/team will report to the Director of Public Art with the City of Chattanooga's Mayor's Office and Department of Economic and Community Development. The Public Art Plan will require Chattanooga Public Art Commission review and approval.

- The successful consultant/team will be responsible for working with a highly engaged group of community organizations and citizens in the development of the public art plan.
- The plan should creatively shape a public art framework and identify specific sites, areas of focus and project themes for the next 5 - 10 years. It should take into account community activity -- both public and private, in the creation of this plan.

Specific Objectives:

1. **Strategic Growth:** In recent years, Chattanooga's public art program has transitioned from being supported and sustained by various non-profit partners to becoming an official City division housed under the Economic and Community Development Department. The majority of project funding continues to come from private sources and a mandated percent for art has not been established. However, the City has historically and consistently contributed capital funds to various projects and now provides operational support for 2 full-time staff (Director and Project Manager). With Chattanooga's rapid growth and significant interest in public art from both the public and private sectors, we are at a critical point, where our program needs to grow strategically and such issues as siting, maintenance, community engagement, sustainable staffing and funding need to be more effectively addressed.

2. **City Systems:** We have started the process of legislatively establishing the Chattanooga Public Art Commission to support the Public Art division staff and oversee the City's public art review process. However, as a newly established City division, there is a need to improve collaboration and establish better work flows with various City departments -- establishing systems, procedures and policies that support public art efforts with both internal and external partners.

2. A. **City Artist:** The City's transportation department (CDOT) has proactively collaborated with the Public Art division on various projects and the City has granted seed funding for a year of research, education and community engagement to lay the groundwork for a potential Chattanooga Artist in Residence program. We hope these efforts can be enhanced and integrated with the Consultant's process and

recommendations (additional funds available for a specific workshop or session focused on this topic).

General Project Scope:

1. Research & Assessment
2. Inspiration & Community Visioning
3. Potential Sites, Themes & Programs Identified
4. Organizational Structure & Funding Strategies
5. Policy & Public Art Guideline Suggestions

Specific Services Provided:

- Coordinate planning and facilitation of stakeholder meetings while forming the plan, the first of which will be held at the beginning of the planning process.
- Coordinate a minimum of two community input and/or vision sessions, the first of which will be held at the beginning of the planning process.
- Coordinate and carry out community outreach efforts in partnership with the City of Chattanooga and project advisory committee using social media and other communication strategies as needed to reach diverse stakeholders.
- Conduct meetings with the project advisory committee to review strategies and draft plan language and recommendations.
- Serve as a liaison between the City, the Public Art division planning team and community stakeholders.
- Identify and prioritize public art opportunities and locations.
- Develop organizational and funding recommendations.
- Provide best practice guidance regarding updates to Public Art policies and procedures.
- Create a timeline and phasing schedule for any proposed major initiatives.
- Prepare draft and final plans for review by city staff, planning team, advisory committee and community stakeholders.
- Brief city leadership on Plan recommendations, as requested.
- Present the draft and final Art plan to City administration, Council representatives and the Chattanooga Public Art Commission (CPAC) for conceptual and final approvals.

PROPOSED TIMEFRAME:

Prospective consultants should anticipate a 4 - 6 month time frame for completion, with the goal of finishing the process no later than **July 2018**. The consultant should respond to this proposal and identify and explain any changes, alterations and/or suggestions as appropriate.

SUBMITTAL REQUIREMENTS: Format and Content

SUBMISSION DEADLINE:

Complete submissions must be received electronically (according to the instructions), hand delivered (sealed), or mailed (sealed) **no later than January 23, 2018, 4:00 pm EST**. No exceptions. Follow this document's guidelines for submission procedures.

QUESTIONS:

Questions must be submitted by e-mail to Deidre Keylon at rfp@chattanooga.gov **no later than 4:00 p.m. on January 16, 2018**. All questions will be answered by an Addendum which will be posted to the website at www.chattanooga.gov, then Bids / Solicitations, with the main solicitation document soon after the deadline for questions.

FOR ALL DOCUMENTS RELATED TO THE SOLICITATION, PLEASE GO TO THE WEBSITE WWW.CHATTANOOGA.GOV, then under Popular Links, click on Bids / Solicitations, scroll to the correct solicitation, then click on the posting(s).

SUBMISSION PACKAGE:

Application packages may be submitted electronically (according to the instructions), by mail (sealed), or hand delivered (sealed). Any printed materials should be single-sided. Proposals must include the following:

PROPOSAL COMPONENTS

1. A completed Consultant Information Cover Sheet (starting on page x)
2. The consultant and/or team's CV/resume and project list encompassing the past five years at a minimum, including contracted fees for each project named. If unable to list five years of project work, explain and list maximum number of projects completed.
3. A proposal narrative that includes at minimum, the consultant and/or team's approach to projects of this nature and this project specifically, including proposed project activities and timeline, suggested schedule for City and stakeholder updates and input. *Do not exceed (3) single-spaced pages at 11pt font for this narrative.*
4. A list of three references with full title and contact information for the consultant and/or team members. (References for projects collaborated on as a team counts as one reference each for both consultant and team.)
5. One example of a completed, final public art master plan that best relates to this RFP (if team of consultants are new to working with each other, both the lead consultant, and team member should each submit a completed final public art master plan that best relates to this RFP).
6. Completed and signed required pages of this document, and completed and signed, any and all **addenda pages** (addenda pages are additional instructions that can be added to a solicitation (at www.chattanooga.gov, then Bids / Solicitations) until 48 hours before the due date).
7. Files must be PC Compatible and if mailed, printed or loaded on a flash drive. All flash drives must be labeled with the applicant's name. **DO NOT SEND A DISC**. The Buyer does not have a disc reader.

8. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials.
9. Please write “**REQUISITION# 164388** on the outside lower left-hand corner of the envelope before mailing application materials.
10. Please write your name on the outside of the envelope.

ELECTRONIC SUBMISSION REQUIREMENTS:

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

1. Email Deidre Keylon at rfp@chattanooga.gov **stating that you would like to submit your proposal electronically**. Include your name and your title, if applicable, on your return email address. This will be the name we use to create your folder. **DO NOT INCLUDE ANY PART OF YOUR PROPOSAL IN ANY E-MAIL WITHOUT PRIOR PERMISSION OR YOUR PROPOSAL MAY BE DISQUALIFIED.**
2. You will receive a responding 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 (you may be required to open a Google account to use the folder. A Google account is free of charge. If you are not willing to open a Google account, you must mail or hand deliver your application to participate. If you have a g-mail address, please use it because Google readily recognizes g-mail addresses).
4. From inside your Google folder, right click for the option to upload files from your computer. You may also be able to drag and drop or copy and paste files into the folder.
5. Your Google folder will remain available to you until the deadline. No one but you (others you want to have access) will see your folder until the deadline. After the deadline, your folder will be opened and your access will be removed. **Until the deadline, you can add, remove, edit, and check contents as needed. No one will be allowed to verify the contents for you. We cannot view the folder until the deadline has passed. The folder is a shared folder. If you can see an item there, then we will be able to see that item when we access the folder.**
6. If you have any questions about submitting electronically, please email rfp@chattanooga.gov.

TERMS:

- Selected team 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 agree to abide by the terms and conditions of this Call and of the City of Chattanooga.
- No submitted materials will be returned.
- The City of Chattanooga (COC) Terms and Conditions posted on the website are

applicable: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

SELECTION PROCESS

A selection panel established by the City of Chattanooga Public Art Division will review, rank and agree on a short list of proposal submissions. The panel will include representatives of the City of Chattanooga, the Chattanooga Public Art Commission, Chattanooga Design Studio and other key stakeholder groups. Finalists will be invited to interview in person or by video conference. The selected consultant/team will be notified and will need to register with the City of Chattanooga as a vendor.

EVALUATION CRITERIA

Experience Relevant to Project Scope

The Consultant/team and/or firm's team leader must have public art expertise appropriate to the project scope, i.e. public art administration, planning and project management. The consultant and/or team should have experience managing public art projects associated with public/private partnerships, City artist in residence programs and capital improvement projects -- from artist call to installation. **25 points**

Quality of Past Work

The quality of the consultant, consultant team and/or firm's past work in the field of public art planning and administration. **25 points**

Public Art Advocacy Skills

The consultant/team or firm must be able to educate, inform and inspire stakeholder participants and others about the history, best practices and possibilities of contemporary public art, including knowledge of both government and non-government structures as well as public/private program models and project types. **20 points**

Public Engagement Experience

The consultant, consultant team and/or firm should have significant experience preparing and facilitating community meetings and other stakeholder involvement activities. **15 points**

Communication Skills

The consultant/team must have strong verbal, written and visual presentation skills, including experience using social media. **15 points**

Incomplete proposals or proposals delivered after the indicated deadline will not be reviewed.

PROJECT RESOURCES:

City of Chattanooga Public Art Program and Collection: www.publicartchattanooga.com

City of Chattanooga: www.chattanooga.gov

City Public Art Map:

<http://www.chattanooga.gov/images/citymedia/publicart/pdf/PACbrochure.05.pdf>

2003 Chattanooga Public Art Plan:

<https://drive.google.com/a/chattanooga.gov/file/d/1IVrxJzurDDSlciqKYa0gTpLJL3FewfGA/view?usp=sharing>

Arts Build - Arts & Culture Plan - Imagine 20/20: <http://artsbuild.com/cultural-plan/the-plan/>

Chattanooga Forward: Arts & Culture Task Force:

<http://www.chattanooga.gov/images/citymedia/mayorsoffice/CHA%20FWD%20Art%20and%20CultureTask%20Force%20Report.pdf>

Hunter Museum Outdoor Collection: <http://www.huntermuseum.org/outdoor-sculptures/>

Sculpture Fields' Collection: <http://sculpturefields.org/gallery/>

CONSULTANT INFORMATION COVER SHEET

1. Name of consultant;
2. Name of consultant firm, if different:
3. Additional consultant names, if applicable:
4. Who will be the primary individual assigned to the project?
5. Address of the consultant's main office:
6. City, State, Zip:
7. Consultant's office phone number:
8. Consultant's mobile number, if different:
9. Consultant's email address:
10. Web page address for consultant:
11. Number of years in business:
12. Approximate number of public art plans and/or public art project plans created:
13. Approximate number and type of public art projects administered/managed:
14. Approximate number and type of artist selection panels facilitated:
15. How many projects will you have in process during the period of work anticipated for this scope? March through July 2018:

16. Explain your process for allocating you team's resources among projects to ensure that sufficient attention will be paid to the scope of work for the project described in this Request for Proposals, if you are the successful applicant:

17. If you are the successful applicant, do you plan to subcontract any part of your scope of work to another person or firm?

If yes, please indicate the name(s) and address(s) of the person(s) or firms(s) and a summary of the nature of the work to be subcontracted (to each, if more than one, and hourly fees:

18. Proposed budget and estimated number of hours for each person to complete the project by July 2018:

19. What project(s) have you completed that you believe are similar to the project described in this Request for Proposals? In what way are they similar and how would you apply knowledge gained from them to this project?

20. What truly unique qualifications or experiences do you feel you and/or your team offer, and how would you apply them to the scope of work prescribed in this Request for Proposals?

Chapter No. 817 (HB0261/SB0377).
“Iran Divestment Act” enacted.
Vendor Disclosure and Acknowledgement

By submission of this bid, each proposer and each person signing on behalf of any proposer 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 proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For further information, please see website: www.tn.gov, type in search term “List of persons pursuant to Tenn.Code Ann. 12-12-106,” and search to access a link to the “Public Information Library.”

<https://www.tn.gov/generalservices/article/Public-Information-library>. There, click on List of persons pursuant to Tenn.Code Ann. 12-12-106, Iran Divestment Act. The list, which is periodically updated, is there. Currently, as of 1/4/18, the link for the list is available at this address:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn_Code_Ann_12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf

COMPLETED AND SIGNED IRAN DIVESTMENT ACT ATTESTATION PAGE MUST BE RETURNED WITH PROPOSAL

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities

- d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
- 5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
- 6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)

COMPLETED AND SIGNED AFFIRMATIVE ACTION PLAN PAGE MUST BE RETURNED WITH PROPOSAL

No Contact/No Advocacy Affidavit

City of Chattanooga
Purchasing Division

State of _____

County of _____

_____ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of

_____ (business name), the Submitter of the attached sealed solicitation response to Solicitation # _____;

(2) _____ (agent name) swears or affirms that the Submitter has taken notice, and will abide by the following No Contact and No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature:

Printed Name:

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2____.

Notary Public: _____

My commission expires: _____

COMPLETED AND SIGNED "No Contact/No Advocacy Affidavit" PAGE MUST BE RETURNED WITH PROPOSAL

