



REQUISITION/RFP # 190265

Issued by the City of Chattanooga

REQUEST FOR PROPOSED ARTISTIC QUALIFICATIONS

CALL TO ARTISTS

MURAL ARTISTS SERVICES

INTRODUCTION

Public Art Chattanooga is seeking mural artists' and artist team qualifications to be considered for community mural projects in Chattanooga neighborhoods for fiscal year 2020 through 2021 (July 2019 - June 2021). Current projects include prominent exterior murals on the Brainerd and Avondale Youth and Family Development Centers.

PROJECTS OVERVIEW:

Art in Neighborhoods: Woodmore Manor,
Brainerd Youth & Family Development Center



The Woodmore Manor neighborhood association has identified the unusual curved concrete architectural feature (approx: 20'w x 25'h) on the Brainerd YFD center facing N. Moore Road as an opportunity to create an iconic artwork and welcoming environment at the Brainerd Complex. Residents hope the mural will serve as a visual draw from N. Moore Road and make a positive statement about the culture and character of Woodmore Manor and the surrounding community.

Art in Capital: Avondale Youth & Family Development Center



The Avondale community expressed interest in a mural during input sessions for the design of the new YFD center. The architects of the recently completed building included a prominent space (12'-4" h x 42'-6" w) for a large scale mural on the exterior wall facing Wilcox Blvd. The surface will be prepped with an MDO panel substrate suitable for any type of paint application, including mural cloth.

BACKGROUND

Since 2006, PAC has worked with community members to provide access to public art beyond downtown. Formally launched in 2015, the Art in Neighborhoods program empowers residents to drive the vision for public art projects in their neighborhood. Partnering with City divisions, neighborhood associations, and grassroots leaders, PAC works with community members to determine a location, project scope, and artist who can fulfill their project goals.

In 2019, Mayor Berke adopted a budget policy allocating 2% of the City's overall capital budget towards the integration of public art in above-ground construction projects. The Art in Capital program ensures that public art is integral to how the City builds itself and provides more opportunities for the identities and cultures within our communities to be reflected in shared public spaces.

As a result of PAC's Art in Neighborhoods and Art in Capital programs, we have a number of mural projects in various communities throughout Chattanooga over the next two years.

SCOPE & BUDGET:

PAC will execute contracts based on a price of \$30 per square foot for each mural project in addition to the artist's fee for community workshops to inform the creation of a site-specific, community informed mural. The artist's budget should include all costs related to design, art supplies, wall/surface prep, and sealing, materials for workshops, community events, equipment for installation, insurance, permits, assistant painters, production support and other relevant costs relating to the production of the mural.

DELIVERABLES

1. Plan and co-facilitate at least 2 community workshops and/or community engagement activities with PAC.
2. Collaborate with PAC staff and partners to engage the larger community in the mural design and/or making the process.
3. Present (3) preliminary mural concepts/sketches for community feedback
4. Finalize Mural Design and technical details
5. Mural installation included wall prep and sealing
6. Photographs of Completed Mural

BASIC REQUIREMENTS

Individual artists, artist-led teams and/or organizations may apply. Artists must be driven by collaborative work and a commitment to community engagement.

ART PRACTICE

- Artistic merit and professional qualifications demonstrated in a dynamic portfolio of past work.

KNOWLEDGE & EXPERIENCE

- Artist's team must include at least (1) muralist/artist with experience leading the design, execution, and/or installation of a mural or other work of exterior art.
- Artist's team must include at least (1) muralist/artist with experience facilitating group processes and/or teaching art classes.
- Experience working collaboratively with diverse stakeholders and communities including marginalized and Spanish speaking communities.
- Ability to communicate effectively and synthesize abstract concepts.

CONTRACT TERM

Artists applying to provide Mural Artist services to the City will be evaluated by an artist selection panel. One artist will be selected for each project and approved by the Chattanooga Public Art Commission to provide services for a community mural for a one year contract with an option to renew for an additional year. PAC will execute contracts based on a price of \$30 per square foot for each mural project in addition to the artist's fee for community workshops.

Artists and teams responding to the Mural Artist RFP may outsource a portion of their scope to sub-contractors as approved by PAC if needed to provide the required services for each project.

Artists and organizations will be required to meet the City of Chattanooga's standard terms and coverage requirements for applicable insurance limits including, general liability, worker's compensation and automobile.

COMPLIANCE

The Mural Artist will work with Public Art Chattanooga and partner departments to develop a schedule for key deliverables, mural production, and installation. The proposed artwork must be reviewed and approved by the artwork selection panel and the Public Art Commission at the conceptual and final design stages. The final artwork must be inspected and accepted upon completion by the Director of Public Art and City facilities manager.

SUBMISSION REQUIREMENTS

SUBMISSION DEADLINE:

Submissions must be received (electronically, hand delivered, or mailed) for time-stamping in the Purchasing Department no later than OCTOBER 18th 2019, 4:00 pm EST. No exceptions. Refer to pages 7 through 9 for submission procedures. The application form can be found on page 10 of this document.

QUESTIONS:

Questions must be submitted in writing and by e-mail to rfp@chattanooga.gov no later than 4:00 p.m. Eastern time on October 4, 2019. All questions will be answered by an Addendum which will be posted to the website (<http://www.chattanooga.gov/purchasing/bidssolicitations>) as soon as possible after the deadline for questions.

SUBMISSION REQUIREMENTS:

Application packages must be submitted electronically, by mail, or by hand delivery, and must include two copies if any hard-copy printed materials are submitted. Materials should be single-sided and must include the following:

1. Completed and signed cover page (first page of this document), completed and signed application form (included at the end of this RFP on page 9), AND completed and signed any and all addenda pages (addenda pages are additional instructions that can be added to a solicitation until 48 hours before the due date). **SIGNED ADDENDA PAGES ARE MANDATORY AND THE PROPOSAL MAY BE REJECTED AS NON-RESPONSIVE IF ANY ARE MISSING FROM THE SUBMITTAL PACKAGE.**
2. Current Résumé for the lead artist and any supporting artists (two-page limit).
3. Proposal narrative (2-page limit) addressing the following:
 - a. Why you are interested in providing Mural Artist services to the City;
 - b. Which project/s is of most interest to you and why (Brainerd YFD Center or Avondale YFD Center);
 - c. Any artists or partners you propose working with to accomplish the scope of work;
 - d. Describe your relevant past experience with community informed design processes, mural design, and installation in public spaces.
4. List of professional references (at least three): Please include name, address, phone number, and email address for each individual.

5. Relevant past work samples to include lead artist and team's completed large scale artworks or murals: submit **a maximum of 10** files in .jpeg format.
6. Files must be PC Compatible and loaded onto a flash drive or submitted via google drive folder (see digital submission instructions). All flash drives must be labeled with the lead artist's last name.
7. Every image file must be titled first with the artist's last name followed by the number of the image in the order to be viewed [for example: Smith_01; Smith_02]. The numbers must correspond to the annotated image list.
8. Annotated Image List: Please include the lead artist's last name as a heading, and a brief description of each image, including title, medium and budget.
9. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials.
10. Please write "REQUISITION# 190265" on the outside lower left-hand corner of the envelope before mailing application materials.
11. 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 exactly:

1. Email Deidre Keylon at dmkeylon@chattanooga.gov stating that you would like to submit your submission electronically. Include your return Google email (gmail) address and the lead artist's last name. DO NOT INCLUDE ANY PART OF YOUR PROPOSAL IN THIS EMAIL.
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).
4. When prompted, "drop" your file into your Google folder.
5. Your Google folder will remain available to you but, for purposes of the RFP, sealed and secure until the stated deadline. After the deadline, it will be opened and your access will be removed. **Until the deadline, you can add, remove, edit, and check contents.** No City employee will be allowed to check your folder until the due date/time has passed and the proposals can be "opened."
6. If you have any questions about submitting electronically, please email dmkeylon@chattanooga.gov.

ARTIST EVALUATION CRITERIA

1. Demonstrates artistic excellence, innovation, and originality as represented in past work and supporting materials.
2. Demonstrates the capacity for working in media and with concepts that are appropriate to the project goals and site.
3. Demonstrates interest and capability in creating public artwork in collaboration with the City, Public Art Chattanooga, and other project partners.
4. Demonstrates experience in successfully completing works of similar scope, scale, budget, and complexity, or ability to articulate how he or she would be able to bring the necessary artistic and technical skills to this project.
5. Demonstrates interest in and understanding of the project.
6. Is available to perform the scope of work in a timely and professional manner.
7. Builds the diversity of the City's public art collection.
8. If applicable, demonstrates a cohesive team.

The criteria above will be weighted for scoring as follows:

- Competency for the Scope of Work - 25%
- Approach to the Scope of Work – 25%
- Experience - 25%
- Art Diversity - 20%
- Pricing - 5%

TIMELINE

Information Sessions:

Wednesday, September 25, 5:00 - 7:00PM, 4th Floor, Downtown Public Library

Thursday, September 26, 9:30 - 11:30 AM, Brainerd YFD Center

Deadline for Questions: Friday, October 4, 4:00 pm, est

Deadline to Apply: Thursday, October 17, 4:00 pm, est

Semi-finalists selected: Week of October 28

Semi-finalist Interviews: Week of November 4

Projects Awarded: Week of November 11

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 and of the City of Chattanooga.
- Eventual design proposals and their copyrights 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.
 - No submitted materials will be returned.
- The City of Chattanooga (COC) Terms and Conditions posted on the website (see cover page)

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 (if any addenda are added to the website)
4. Current Résumé
5. Proposal Narrative
6. List of professional References
7. Images of past work
8. Annotated Image List
9. Affirmative Action Form
10. Iran Divestment Act Form
11. NOTARIZED (MUST BE NOTARIZED) No Contact/No Advocacy Attestation form

APPLICATION FORM | CREATIVE STRATEGIST SERVICES

Please complete this form and include it with all of the required submission 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 RFP / Call to Artists.

Signature and Date: _____

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 that 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, or 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' representative 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. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions by the contractor and/or subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Company)

(Date)

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) _____

For more information, please contact the State of Tennessee, Central Procurement Office <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

No Contact/No Advocacy Affidavit

City of Chattanooga
Purchasing Division

For Submission with Sealed RFP, RFQ, Sealed Bid Responses:

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: _____