

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

Request for Proposals for the City of Chattanooga, TN

*Sealed Proposals will be received at 101 East 11th Street, Ste. G-13, Chattanooga, TN, 37402,
Until 4:00 p.m., e.s.t. on June 21, 2018.*

Requisition No.: RFP – 170561
Ordering Dept.: Public Art
Buyer: Deidre Keylon / dmkeylon@chattanooga.gov
Phone No.: 423- 643-7231; Fax No.: 423- 643-7244

Request for Proposed Artistic Qualifications: Patten Parkway + ID Artistic Plan

SUBMISSIONS MUST BE RECEIVED

NO LATER THAN

4:00 P.M., E.S.T. on June 21, 2018

The City of Chattanooga reserves the right to reject any and/or all proposal submissions, 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 PROPOSAL SUBMISSIONS 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 #170561
Issued by the City of Chattanooga

REQUEST FOR PROPOSED ARTISTIC QUALIFICATIONS

CALL TO ARTISTS

Chattanooga, TN



Patten Parkway Artwork & Innovation District (ID) Artistic Plan

OPEN CALL TO ARTISTS

Deadline: June, 21st, 2018, by 4:00 p.m., EST

ID Artistic Plan Budget: up to \$40,000 (secured funds)

Patten Parkway Artwork Commission Budget: up to \$500,000 (fundraising goal)

OVERVIEW:

Public Art Chattanooga seeks artists and/or artist led design team's qualifications to conceptualize a series of artworks and/or creative design elements that would connect the public spaces in Chattanooga's rapidly growing Innovation District. The artist may consider artistic lighting, seating and other functional design elements of the landscape or an artwork, elements of which could also be integrated into other public spaces in the district. The selected artist will be commissioned to fabricate a permanent, public art installation for Patten Parkway, a key public space within the Innovation District (ID). The design solution should not only identify and define the space at Patten Parkway, but also signal innovation and connection for the

entire district. One artist led design team will be selected to join the current Patten Parkway design team with WMWA Landscape Architects and ASA Engineers. The selected artist team will have up to \$40,000 budget to develop a district scale design plan for artistic elements throughout the public spaces in the district in addition to the commission of their site specific design for Patten Parkway. This opportunity is open to artist design teams in the U.S. The receipt deadline is June 7th, 2018 by 4:00pm EST. For more information about Public Art Chattanooga visit: www.publicartchattanooga.com

INNOVATION DISTRICT ARTISTIC PLAN VISION:

Concept designs for a series of artworks and/or creative design elements that would connect the public spaces in Chattanooga's rapidly growing Innovation District. The artist may consider artistic lighting, seating and other functional design elements of the landscape or a series of artworks that would create a visually cohesive experience of the district. The artist may propose any number of concepts for multiple public spaces including: parks, plazas, streets and sidewalks. The Innovation District has three main areas, with key public spaces in the Miller Park District (Patten Parkway location), City Hall Plaza and Civic Forum Plaza.

PATTEN PARKWAY ARTWORK VISION:

The City of Chattanooga and the Public Art Commission envision an innovative, technology integrated artwork that serves as both an iconic placemaker in Patten Parkway and also a focal element of the Innovation District Artistic Plan.

ARTWORK / DESIGN GOALS:

The selected team shall consider the following goals in the ID Artistic plan and public artwork for Patten Parkway:

- Include an interactive artwork or design element that focuses on the user experience and activates the space;
- Design a public artwork, which thoughtfully relates to the spatial experience of the site context;
- Consider the full context of the site: cultural, historical, and natural features.

MINIMUM REQUIREMENTS:

- Consideration of all audiences (pedestrians, cyclists, families, passing motorists, park users and neighboring residential communities);
- Materials and finishes for artwork shall be of the highest quality and should be designed and fabricated for durability as well as for relatively low maintenance.

(FUTURE) ARTWORK / DESIGN PARAMETERS:

The artwork and/or design elements must not obstruct pedestrian right of ways and must generally meet the safety standards of Hamilton County and the City of Chattanooga. As this is an intensively used public space, artwork elements must be constructed of materials that are highly resistant to theft and vandalism as well as appropriate for Chattanooga's four season climate. The artworks and/or design elements should be designed for permanent installation.

DESIGN TEAM ELIGIBILITY:

This is a national competition open to professional artist led design teams; all members of the team must be over 18 years old, practicing, professionals residing in the United States. Multi-disciplinary teams are encouraged to apply and should include at least (1) artist. The artist member shall be the lead designer. Other trades, such as multi-media, lighting, sound designers and/or fabricators are encouraged to collaborate as well.

BUDGET:

ID Artistic Plan Budget: up to \$40,000 (funds secured)

Patten Parkway Artwork Budget: up to \$500,000 (fundraising goal)

A base budget of \$300,000 has been established and includes expenses related to the completed artwork and/or design elements, including (but not limited to) professional fees, travel to the site, artwork fabrication, insurance, documentation, all applicable taxes, etc. As a result of the artist joining the design team for the overall site design, items like site preparation and restoration, engineering and technical consultation, installation and permit fees will be included in the budget for the overall Patten Parkway design construction. Depending on the artist's project idea or concept design there may be up to \$200,000 in supplementary funds available within the overall project budget which have been designated for functional elements of the landscape design including but not limited to: festoon lighting, functional lighting, tree guards, and benches. The City of Chattanooga and our partners, The Chattanooga Design Studio and River City Company are actively fundraising for this project and anticipate site work to begin March 2019.

Concept Design (Phase 1) Deliverables:

The selected artist/team will enter a contract with the City of Chattanooga for an amount not to exceed \$40,000 for Phase 1, Concept Design Deliverables which shall include:

- 1. Patten Parkway Proposal:** detailed proposal including renderings, a budget outline, proposed installation plans, materials and fabrication methods used in work, fabrication and installation schedule, recommended maintenance instructions, and means of future conservation or restoration that might be required. A scale model, visual display and or samples of materials should be included for presentation and public display of the Proposal.
- 2. ID Artistic Plan Proposal:** Same inclusions mentioned above for at least (3) other sites or public spaces in the Innovation District.

SITE: PATTEN PARKWAY



INNOVATION DISTRICT:



Innovation District Framework Plan/ City Center Public Space Plan

LINK TO ADDITIONAL SITE IMAGES, MAPS AND INFORMATION:

<https://www.dropbox.com/s/njr4rdp6isqxriz/PattenParkway.pdf?dl=0>

PROJECT BACKGROUND:

Situated within Chattanooga's City Center, the vision for the Innovation District is that it be a place that adds unique value to the city around it, building on Chattanooga's integration of its advanced digital assets with a dynamic culture of innovation and entrepreneurship. Tangible outcomes will include such things as new jobs and businesses, buildings renovated for new economy uses, more places for learning, better public spaces and more places to live. Equally important will be the intangible outcomes such as greater diversity, inclusion and sense of belonging, a pervasive air of creativity, risk taking and innovation and a shared image for the future of our city and the people who call it home.

Spaces that define the public realm in the Innovation District include parks, plazas, streetscapes, and alleyways. As the acknowledged "heart" of the city, Miller Plaza and Miller Park are the largest dedicated public open spaces in Chattanooga's City Center. The recently released Innovation District Framework Plan proposes improvements to, and connections between, Miller Park, Miller Plaza, and Patten Parkway. These public, open spaces are the nucleus of our city center. In addition to serving as a focal point within the larger community, the spaces should also be considered in the larger context of open space and circulation within the district. Through the development of this project, the city is considering some of those improvements within an even broader district context.

History of Patten Parkway/Market Square:

Patten Parkway is the site of Chattanooga's original market house, formerly known as Market Square. A 50' wide market building stood in the middle of what is today a central median for the Parkway. Redesigned in the early 1940's after the demolition of the Market Building, the space was reconfigured to make way for parking and a central landscaped median with a veterans memorial. As designed, the open space and the adjacent sidewalks are restrictive to pedestrian movement while roads and parking dominate the space. These conspire to give the area an overall appearance of a parking lot. The City Center plan highlighted the potential to create a multipurpose city square that can on occasion be closed to vehicular traffic for special events such as a farmers market or festival while supporting the development of shops and restaurants attractive to the downtown population and university students.

For more information on Public Art Chattanooga, the City of Chattanooga, and the Innovation District , please visit:

<http://www.publicartchattanooga.com>

<http://www.chattanooga.gov>

<http://www.chattanoogafun.com/>

<https://www.chainnovate.com/>

http://www.rivercitycompany.com/new/pdf/FinalCityCenterPlan_RS.pdf

SELECTION PROCESS AND CRITERIA

One artist led design team will be selected from this phase. The selected team will enter directly into the design development phase with the project team and create a concept design for an artwork in Patten Parkway followed by further development of the ID Artistic Plan.

SELECTION COMMITTEE

The Selection Committee may include, but is not limited to, one artist, one architect, one landscape architect, two Public Art Commission representatives, and staff members from Chattanooga Design Studio and the City of Chattanooga.

EVALUATION CRITERIA

Artist team's proposal narrative, professional work history and portfolio will be evaluated by the selection panel. The panel will review applicants on the basis of:

- Artistic excellence and professional experience of the design team.
- Expressed sensitivity to the site and context.
- Ability to complete the project within the given timeframe.
- Demonstrated ability of the team to work collaboratively with professionals.
- Demonstrated ability to successfully execute a project of this scale under the criteria developed and within the budget set forth.
- Experience with and expressed desire to work collaboratively with a team to create an integrated artwork/ landscape for and in the public realm.

Criteria will be evaluated and weighted as follows (out of 100%):

1. 20% Competence / Approach to Scope of Work
2. 55% Qualifications and Team Experience
3. 5% Price/Value/Cost
4. 20% Reference Projects

PROJECT TIMELINE (2018-2020)

May 24, 2018: Solicitation - Call to Artists Issued

June 7, 2018, 4:00 pm EST: Deadline for questions

June 21, 2018 – 4:00 pm EST: Deadline for receipt of submissions

Tentative dates below:

Week of July 8, 2018: Selection Committee selects finalist

July 29, 2018: Enter into contract with finalist

July - December 2018: Concept Design & Design Development with Patten Parkway Design Team (WMWA/ASA)

March 2019: Patten Parkway Project Construction start

March 2020: Patten Parkway Project Complete

SUBMISSION DEADLINE:

Submissions must be received (electronically according to the instructions, hand delivered (sealed), or mailed (sealed)) **no later than June 21, 2018 4:00 pm EST**. No exceptions. Refer to pages 9 through 11 for submission procedures. The application form can be found on page 12 of this document or downloaded at:

<http://www.chattanooga.gov/public-art/about/opportunities>.

QUESTIONS:

Questions must be submitted by e-mail to Deidre Keylon at dmkeylon@chattanooga.gov **no later than 4:00 p.m. on June 7, 2018**. 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.

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 REQUIREMENTS:

Application packages must be submitted electronically, by mail, or hand delivered and must include two copies of all printed materials. Materials should be single-sided and must include the following:

1. Completed and signed **cover page** (included on page 1), completed and signed **application form** (included at the end of this RFP on page 10), **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).
2. Current Résumé for each team member (two-page limit).
3. Proposal narrative including:
 - a. Your project approach for the ID Artistic Plan. This section should be no longer than one page (single-spaced, 1-inch margins, 12 pt. font).
 - b. A preliminary breakdown of the \$40,000 budget for the ID Artistic Plan including number of concepts generated, number of public spaces addressed and fees associated with each concept including the concept design for Patten Parkway.
 - c. Your project approach for the Patten Parkway artwork. This section should be no longer than one page (single-spaced, 1-inch margins, 12 pt. font).
 - d. Budget narrative describing your general approach to designating \$300,000 - \$500,000 of available project funds for the Patten Parkway artwork.
4. List of professional references (at least three): Please include name, address, phone number, and email address for each individual. If submitting as a team, please include at least one reference for each team member.
5. Relevant past work samples: Teams may submit **a maximum of ten** images:
JPEG file at 100 DPI (minimum 800 x 600; maximum 1600 x 1200) for review by the selection panel.
6. Files must be PC Compatible and 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.

7. Every image file must be titled first with the artist's 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 artist/team name as a heading, and a brief description of each image, including title, original medium and project 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# 170561" 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:

1. Email Deidre Keylon at rfp@chattanooga.gov stating that you would like to submit your submission electronically. Include your return email address. DO NOT INCLUDE ANY PART OF YOUR PROPOSAL IN ANY E-MAIL OR YOUR PROPOSAL WILL 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).
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.
6. If you have any questions about submitting electronically, please call 423- 643-7231 or email dmkeylon@chattanooga.gov.

TERMS:

- The City of Chattanooga and the Public Art Commission accept no responsibility for the loss or damage of artist submission materials.
- The City of Chattanooga and the Public Art Commission 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 are applicable: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

CHECKLIST OF REQUIRED SUBMISSION MATERIALS (details above):

1. Completed and signed **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 (in .jpg format)
8. Annotated **Image List**
9. **Iran Divestment Act** Form
10. **Affirmative Action** Form
11. Notarized **No Contact / No Advocacy Affidavit**

SEND SUBMISSION 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 PROPOSALS ACCEPTED VIA EMAIL, see instructions for electronic submission)

(423) 643-7231 phone

(423) 643-7244 fax

****Submission must be received electronically, by mail, or hand-delivered by June 21, 2018, 4:00 pm EST.**

No exceptions.**

APPLICATION FORM | Patten Parkway Artwork & ID Artistic Plan

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: _____

**Application package may be submitted electronically, by mail, or hand delivered by
June 21, 2018,, 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)

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) _____

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: _____