

PURCHASING DEPARTMENT  
101 EAST 11<sup>th</sup> 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 11<sup>th</sup> Street, Ste. G-13, Chattanooga, TN, 37402,  
Until 4:00 p.m., e.s.t. on August 3, 2017.*

Requisition No.: RFP – 155626

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: Riverwalk - Wheland Foundry Trailhead

\*\*\*\*\*

\*\*\*SUBMISSIONS MUST BE RECEIVED\*\*\*

NO LATER THAN

4:00 P.M., E.S.T. on August 3, 2017

\*\*\*\*\*

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# 155626**  
Issued by the City of Chattanooga

REQUEST FOR PROPOSED ARTISTIC QUALIFICATIONS

## **CALL TO ARTISTS + DESIGN TEAMS**

Chattanooga, TN



### **RIVERWALK - WHELAND FOUNDRY TRAILHEAD**

**OPEN CALL TO ARTISTS + DESIGN TEAMS**

**Deadline:** August 3, 2017, by 4:00 p.m., EST

**Proposal Honorarium:** \$4,000

**Artwork Budget:** \$370,750

#### **OVERVIEW:**

Public Art Chattanooga seeks artist led multi-disciplinary design team's artistic qualifications to design and fabricate a permanent, public art installation that will activate and animate the recently completed park space at the Wheland Foundry Trailhead in Chattanooga's TN Riverpark. Up to three teams will be selected as semi-finalists. Each semi-finalist will be awarded a \$4,000 stipend to develop a site specific proposal. This opportunity is open to design teams in the U.S. Artist led teams including architects, landscape architects, engineers and lighting designers are encouraged to apply. The receipt deadline is August 3, 2017, by 4:00pm EST. This project is made possible by generous grants from the Benwood and Lyndhurst foundations. For more information about Public Art Chattanooga visit:

[www.publicartchattanooga.com](http://www.publicartchattanooga.com)

**(FUTURE) ARTWORK VISION:**

The City of Chattanooga and the Public Art Committee envision a dynamic, interactive and welcoming space that invites users to play, explore and linger.

**(FUTURE) ARTWORK / DESIGN GOALS:**

The selected team shall consider the following goals in their design of the public artwork and landscape:

- Include an interactive artwork or design element that engages park visitors and activates the space;
- Design a public space that is intentionally shaped, and landscaped, which thoughtfully relates to the spatial experience of the site context (consider seating, shade, lighting and plant options);
- Consider the full context of the site: cultural, historical, and natural features.

**MINIMUM REQUIREMENTS:**

- Consideration of all audiences (pedestrians, cyclists, families, passing motorists, outdoor enthusiasts, 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 landscape 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 artwork and landscape should be designed for permanent installation.

**DESIGN TEAM ELIGIBILITY:**

This is a national competition open to professional artists' design teams; all members of the team must be over 18 years old, practicing, professionals residing in the United States. The artist member shall be the lead designer. Multi-disciplinary teams are encouraged to apply and should include at least, but not limited to, (1) artist and (1) landscape architect. Other trades, such as multi-media, lighting, sound designers and/or engineers are encouraged to collaborate as well.

**BUDGET:**

**Concept Design:** \$4,000

**Artwork Budget:** \$370,750

The budget includes expenses related to the completed artwork and/or landscape, including (but not limited to) professional fees, site preparation and restoration, engineering and technical consultation, travel to the site, artwork fabrication, insurance, installation, permit fees, documentation, all applicable taxes, etc.

**SITE:** Wheland Foundry Trailhead, TN Riverpark, Chattanooga



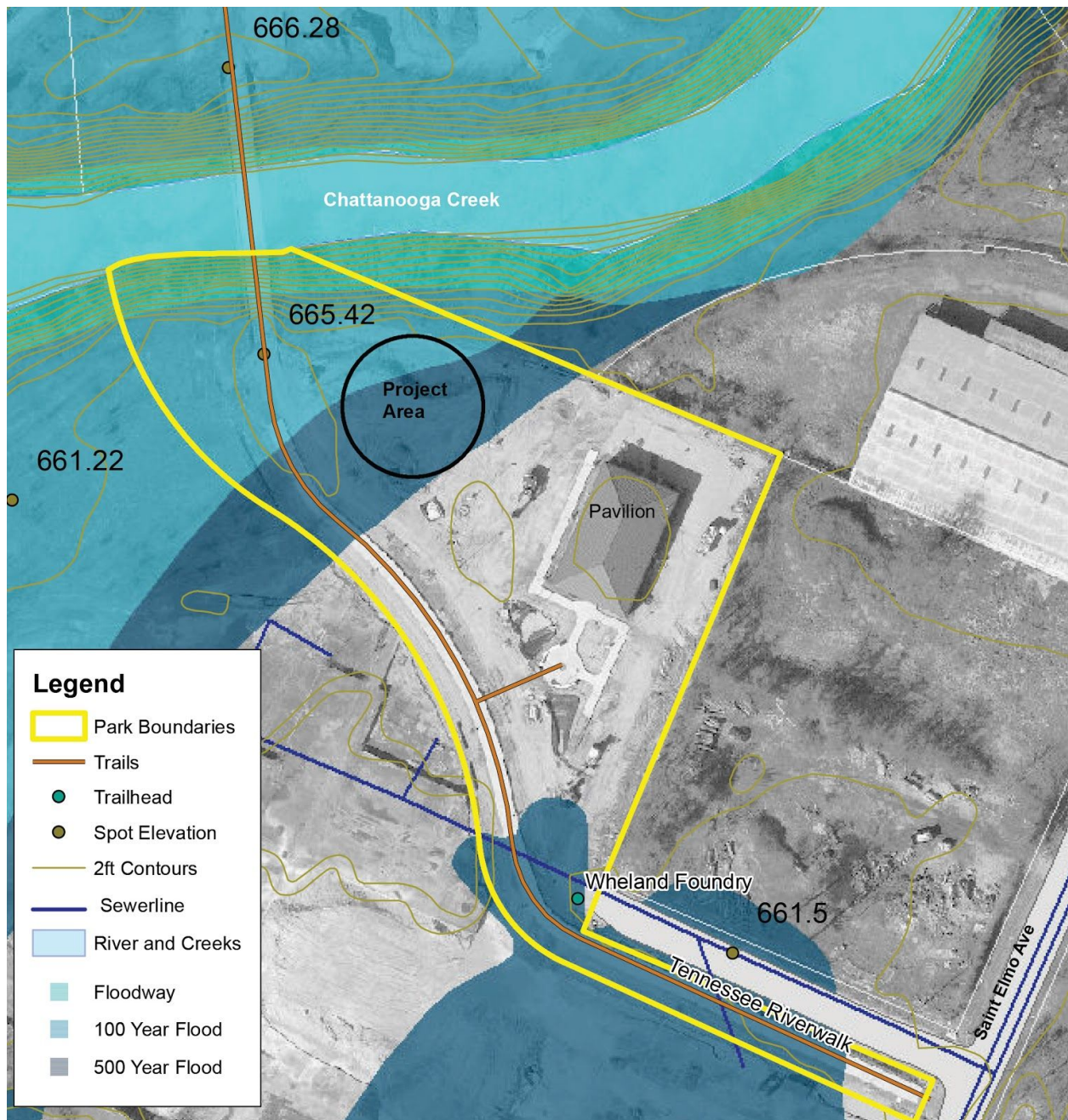
Facing North



Facing South



**SITE PLAN:**



**LINK TO ADDITIONAL SITE IMAGES, MAPS AND INFORMATION:**

<https://www.dropbox.com/sh/p17zrsbejrdh72u/AAB-UBKqhgxyZmYTEzEOvEeXa?dl=0>

**PROJECT BACKGROUND:**

Chattanooga's TN Riverpark has been recognized as one of the best in the nation. CNN Travel named the Riverpark among the World's 10 Best City Running Trails and Thrillist.com placed the Riverpark among their list of 10 of America's Coolest Urban Running Trails. Consisting of eleven miles of a paved, scenic, urban greenway that follows the curve of the Tennessee River, it will ultimately connect Lookout Mountain to the west of downtown and the Chickamauga Dam to the east. Used by cyclists, joggers, skaters and walkers, the popularly named "Riverwalk" connects neighborhoods and business districts within Chattanooga and Hamilton County via numerous trailheads.

In 1985, The Tennessee Riverpark Master Plan was released and since that time, Hamilton County and the City of Chattanooga have guided and managed Chattanooga's award-winning riverfront, which is a source of community pride and catalyst for economic development. The U. S. Department of the Interior recognized it as one of America's thirteen best urban parks and community green spaces. The success of the Tennessee Riverpark is a reflection of the strong public – private partnership that nurtured its creation and continued growth.

A recently completed portion of the Riverpark extends from Ross' landing to South Broad St, adding three miles to the existing eleven-mile park. The extension represents the first concerted effort to redevelop the brownfields on a long-neglected segment of our riverfront and provide a new gateway to our community on Interstate-24. The Wheland Foundry Trailhead park space will connect the next phase of the riverwalk extension to the base of Lookout Mountain and will also be linked to Southside Community Park, with the planned Alton Park Greenway, utilizing an abandoned railroad. The park is located at the terminus of Central Ave.

For more information on Public Art Chattanooga, the City of Chattanooga, and the Tennessee Riverpark, please visit:

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

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

<http://www.hamiltontn.gov/tnriverpark/>

## **SELECTION PROCESS AND CRITERIA**

### **PROPOSAL HONORARIUM:**

Up to three artist led design teams may be selected from this phase, and an honorarium of four thousand dollars (\$4,000.00) will be provided to each team for proposal development. Proposal development should include travel costs for at least one site visit, and all costs associated with developing a complete and thorough site specific proposal.

### **SELECTION COMMITTEE**

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

### **EVALUATION CRITERIA**

Design team's statement of interest, professional work history and portfolio will be evaluated by the selection committee. The committee 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.

The selection committee will select up to three design teams who will be invited to visit the site and develop a proposal consisting of conceptual drawings and documents outlining a timeline and budget.

### **PROJECT TIMELINE (2017-2019)**

**June 28, 2017:** Solicitation - Call to Artists Issued

**July 20, 2017, 4:00 pm EST:** Deadline for questions

**August 3, 2017 – 4:00 pm EST:** Deadline for receipt of submissions

Tentative dates below:

**Week of August 21, 2017:** Selection Committee selects semi-finalists for concept design proposals

**September, 2017:** Semi-finalists visit site

**September – December 2017:** Semi-finalists develop proposals

**December 2017:** Semi-finalists present proposals to Selection Committee;

**January 2018:** Enter into contract with finalist

**January - March 2018:** Design Development (with artist-defined public engagement process)

**April 2018 – February 2019:** Fabrication

**March - May 2019:** Site Prep & Installation

**May, 2019:** Opening Celebration

## SUBMISSION DEADLINE:

Submissions must be received (electronically according to the instructions, hand delivered (sealed), or mailed (sealed)) **no later than August 3 2017, 4:00 pm EST**. No exceptions. Refer to pages 8 through 10 for submission procedures. The application form can be found on page 11 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](mailto:dmkeylon@chattanooga.gov) **no later than 4:00 p.m. on July 20, 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.

**FOR ALL DOCUMENTS RELATED TO THE SOLICITATION, PLEASE GO TO THE WEBSITE [WWW.CHATTANOOGA.GOV](http://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. Letter of Interest briefly addressing how your team would approach the 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. If submitting as a team, please include at least one reference for each team member.
5. 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 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.

8. Annotated Image List: Please include the artist/team name as a heading, and a brief description of each image, including title and original medium.
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# 155626"** 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 [dmkeylon@chattanooga.gov](mailto:dmkeylon@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](mailto:dmkeylon@chattanooga.gov).

### **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 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. **Letter of Interest**
6. List of professional **References**
7. **Images** of past work (in .jpg format)
8. Annotated **Image List**
9. **Iran Divestment Act** Form

**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](mailto: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 August 3rd, 2017, 4:00 pm EST. No exceptions.\*\***

## **APPLICATION FORM | WHELAND FOUNDRY TRAILHEAD**

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  
August 3rd, 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](mailto: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)** \_\_\_\_\_