

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

Request for Proposal No.: **193182**

Ordering Dept.: Economic and Community Development/Public Art

Buyer: Deidre Keylon; e-mail: dmkeylon@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)

Phone No.: 423-643-7231; Fax No.: 423-643-7244

Products or Services Being Purchased: **Avondale YFD Center Mural**

SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN
4:00 P.M. E.S.T. ON FEBRUARY 13, 2020
ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN
4:00 P.M. E.S.T. ON JANUARY 30, 2020

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/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revision_7.18.2018.pdf

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: _____

Complete Mailing Address: _____

Phone/Toll-Free No.: _____

Contact Person for RFP: _____

E-Mail Address for all RFP communications: _____

Name of authorized person: _____

Signature of authorized person: _____

Date signed: _____

COMPLETED COVER PAGE MUST BE RETURNED WITH PROPOSAL



REQUISITION / RFP 193182
Issued by the City of Chattanooga

REQUEST FOR PROPOSED ARTISTIC QUALIFICATIONS

CALL TO ARTISTS

Chattanooga, TN



Chattanooga Times Free press staff photo by Robin Rudd

AVONDALE YFD CENTER MURAL

OPEN CALL TO ARTISTS

Deadline: February, 13th, 2020, by 4:00 p.m., EST

Artwork Budget: \$20,000

OVERVIEW: Public Art Chattanooga (PAC) is seeking mural artists' and artist team qualifications to be considered for a community mural project in Chattanooga's Avondale neighborhood. The Avondale community expressed interest in a mural during input sessions for the new Youth and Family Development Center. In their design of the building, HK architects 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 is prepped with an MDO panel substrate suitable for any type of paint application, including mural cloth. This opportunity is open to artists and artist teams in the U.S. The receipt deadline is February, 13th, 2020, by 4:00 p.m., EST. For more information about Public Art Chattanooga visit: www.publicartchattanooga.com

BACKGROUND

The City of Chattanooga recently invested over 6 million dollars in the historic Avondale Neighborhood with the construction of a new, state of the art Youth and Family Development (YFD) Center.

The new YFD Center is completely built from the ground up, replacing the original built in 1949. The new YFD Center opened in November 2019, and is a 23,000 square foot facility housing a full-service library containing a computer lab and MakerSpace, as well as a dance room, gym, classrooms and community room. The Center is open to the public and is available for a variety of community functions.

As the Avondale community expressed considerable interest in a mural during input sessions for the new Youth and Family Development Center, HK architects included a prominent space for a large scale mural on the exterior of the building.

This project is funded by the City of Chattanooga's *Art in Capital* program. 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.

MURAL SITE

The mural site measures 12'-4" h x 42'-6" w and is located on the North side of the Avondale YFD Center on the Corner of Dodson Ave & Wilcox Blvd.



SCOPE & BUDGET

The project budget is **\$20,000** which is based on a price of \$30 per square foot and shall include the artist's fee for 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 including 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 & SKILLS

- 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 for the Avondale YFD Center Mural will be evaluated by an artwork selection panel. One artist/artist team will be selected for the project and approved by the Chattanooga Public Art Commission to provide services for **the term of the contract which shall terminate**

thirty (30) days after the City's written acceptance of the installed Artwork. The contract may be extended for up to five (5) years.

For the term of the contract, Artist must obtain and maintain at their own expense for the duration of the Contract a Certificate of Insurance with insurance coverage levels as set forth in the City Standard Terms which can be found at the following link:

[http://www.chattanooga.gov/images/City_of_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

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

COMPLIANCE

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:

Application packages must be submitted electronically, by mail, or hand delivered before the RFP Due Date and Time, and if the submission is in hard copy form, it 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. All addenda will be posted with the main solicitation document posted online at [http://www.chattanooga.gov/purchasing/bidssolicitations.](http://www.chattanooga.gov/purchasing/bidssolicitations))
2. Current Résumé for each team member (two-page limit).
3. Proposal Narrative or Letter of Interest addressing your approach to the project and scope of services. This document should be no longer than two pages (single-spaced, 1-inch margins, 12 pt. font). Please be sure to include a description and specifications for the type of paints, anti-graffiti coatings and any other materials you may plan to use should you be selected for this commission.
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 USB flash drive. All flash drives must be labeled with the applicant's name. Discs will not be accepted.
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. Exceptions Statement (optional): any and all exceptions to the RFP and/or City of Chattanooga Standard Terms & Conditions; **MUST** be submitted with response to be considered. See details on page 13-14.
10. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials.
11. Please write "**REQUISITION# 193182**" on the outside lower left-hand corner of the envelope before mailing application materials.
12. 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(s) 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.

QUALIFICATIONS & PROPOSAL REVIEW PROCESS

INITIAL SCREENING

The initial screening of submitted qualifications and proposals will occur as soon as practical following the opening. The initial screening process will involve evaluating all proposals for completeness, clarity, and conformity to all RFP requirements.

Proposals not meeting minimum requirements may not receive further consideration. The City, at its sole judgment will determine if a proposal is viable.

For a list of required submission materials, **see the CHECKLIST OF REQUIRED SUBMISSION MATERIALS. Proposals missing required submission materials generally do not receive further consideration.**

EVALUATION PROCESS

Viable proposals will be evaluated by an artist selection panel and the Public Art Commission. Final concept, final design must be approved and accepted by the artist selection panel and the Public Art Commission. The final artwork must be inspected and accepted upon completion by the Director of Public Art and City facilities manager.

ARTWORK SELECTION PANEL

An artwork selection panel consisting of five to nine members and one member of the Public Art Commission will receive and evaluate all viable Proposals. At least one panel member will be a visual artist. Other members may include project architect or lead design professionals, arts professionals, the department having oversight responsibility, and at least one representative from the community in which the proposed project will be located. In addition to the panelists, public art division staff members will serve as non-voting panel facilitators. Each Proposal will be reviewed based on public art evaluation criteria.

An artist may be selected based solely on the evaluation of a viable written Proposal and past work samples. The City reserves the right to determine whether or not an artist can be selected based solely on the written Proposal submitted.

SELECTION OF SEMI-FINALISTS for Concept Design Competition and Formal Presentations

In the event that a Recommended Awardee cannot be selected solely on the Proposals submitted, the Chattanooga Public Art Commission may invite any number of qualified artists to advance to a concept design competition to include site visits and formal presentations. Selection of Artists for Semi-Finalist formal presentations (if any) and for contract negotiations will be determined based on an objective evaluation of the criteria listed below. Concept Designs and formal presentations provide an opportunity for site specific proposals and clarification of artist qualifications and an opportunity to ensure that a thorough, mutual understanding exists. Artist semi-finalists will receive a stipend for their concept design. A concept design phase may not be required, and therefore, **complete information must be submitted with the artist's initial's proposal.**

The Artist Selection panel will revise semi-finalists initial scores based upon the concept design phase. If an artist is invited to participate, the offered dates may not be flexible.

After review of the proposals and concept design presentations (if any), the Artwork Selection Panel will make a recommendation. The City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City may select the highest ranked Offeror(s) as finalist(s) if it is in the best interest of the City. The City may negotiate an agreement.

The City reserves the right to invite any number of Artist semi-finalists if the quality of the Proposal(s) so merit(s) or other circumstances justify doing so.

Artist semi-finalists will receive a fixed stipend for their concept design, travel and presentation.

ARTIST SELECTION

After review of the Proposals by the Artwork Selection Panel and after Concept Designs and Formal Presentations, if any occur, the City may, at its sole option, elect to reject all proposals or elect not to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) or the proposal(s) that is(are) in the best interest of the City to negotiate an agreement.

ARTIST EVALUATION CRITERIA & SCORING

In preparing proposals Artists or Artist teams should demonstrate how they propose to meet the specifications as detailed in this solicitation document.

ARTIST EVALUATION CRITERIA

1. Demonstrates artistic excellence, innovation and originality as represented in past work and supporting materials.
2. Demonstrates capacity for working in media and with concepts that are appropriate to the project goals and site.
3. Artist's proven ability to collaborate with design professionals (for design team opportunities)
4. Demonstrates interest and capability in creating public artwork in collaboration with the City, Public Art Chattanooga, the design team (if applicable) and other project partners.
5. 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.
6. Demonstrates interest in and understanding of the project.
7. Is available to perform the scope of the work in a timely and professional manner.
8. Builds the diversity of the City's public art collection.
9. If applicable, demonstrates a cohesive team.

SCORING

The minimum categorical criteria that will be applied to the proposal information, in order to assist the Artwork Selection Panel in selecting the most qualified artist(s) for the contract, are as follows:

1. Applicants will be awarded up to **35%** of the total weighted score for Competency for the Scope of Work (Past Work Samples & References).
2. Applicants will be awarded up to **25%** of the total weighted score for Approach to the Scope of Work (Proposal Narrative).
3. Applicants will be awarded up to **25%** of the total weighted score for Experience (Resume).

4. Applicants will be awarded up to **10%** of the total weighted score for Art Diversity (the Artwork adds to the Diversity of the Collection).
5. Applicants will be awarded up to **5%** of the total weighted score for Price Proposal which should align with the stated budget (budget breakdown).

Selection of Proposals for any reason will be determined based on an objective evaluation of the criteria listed above combined with the Artwork Selection Panels' subjective evaluation of the artist's past work samples.

Tentative Timeline for Artist Selection

The following represents a tentative outline of the process currently anticipated by the City:

- | | |
|--|--|
| ● Request for Proposals distributed | January 16, 2020 |
| ● Written Questions Submission Deadline | January 30, 2020, 4:00 pm, est |
| ● Sealed Proposals Due | February 13, 2020, 4:00 pm, est |
| ● Evaluation and Contract Award Period | February/ March, 2020 |
| ● Contract Execution | March, 2020, or later |

CALL TO ARTISTS 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 the 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) apply

GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals submitted in hard copy form must be submitted for time-stamping to the Purchasing Division, City of Chattanooga, by **no later than 4:00 p.m., e.s.t., on February 13, 2020**, to the attention of:

City of Chattanooga/Purchasing
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231

Proposals submitted electronically must be completely in the folder before the RFP Due Date and Time. Access to the folder will be removed at the RFP Due Date and Time.

Late or misdirected proposals shall be rejected and offered for return at the expense of the Offeror. Postmarks are not accepted. E-mailed proposals are not accepted. Incomplete proposals are not accepted.

REQUESTS FOR INFORMATION/QUESTIONS

All questions, and requests for information or clarification must be submitted in writing as specified here, and will be accepted **until 4:00 pm, est, on January 30, 2019**, and shall be sent to:

Preferred method: email to rfp@chattanooga.gov with Subject line reading: **QUESTION: RFP No. 193182 Avondale YFD Center Mural**

Alternative method: mail or fax with clear marking on outside of package or cover sheet
QUESTION: RFP No. 193182 Avondale YFD Center Mural

City of Chattanooga Purchasing Division
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

Questions will be answered by Addendum to be posted to <http://www.chattanooga.gov/purchasing/bidssolicitations> as soon as possible after the deadline for questions.

Communication During The Entire RFP Process Until a Contract Is Issued

Any communication concerning this RFP must be conducted exclusively with the Purchasing Division Buyer named until the evaluation and award process has been completed. Failure to honor this request will be negatively viewed in the selection process and can result in elimination of the proposal.

Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested at the time of submission. **Any Proposer submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

Incurred Costs

The City shall not be liable for any cost incurred by the Proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

Proposal Expiration

A Proposal shall be valid for four (4) months from the RFP due date. A proposal that is accepted by award will be incorporated into the contract.

General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions posted at:

[http://www.chattanooga.gov/images/City_of_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

Exceptions to City of Chattanooga Standard Terms and Conditions

Label a separate response section detailing any exceptions to the (a) RFP and/or to the (b) City of Chattanooga Standard Terms and Conditions as posted at:

[http://www.chattanooga.gov/images/City_of_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

The City of Chattanooga Standard Terms and Conditions will apply to any agreement resulting from this solicitation. Only exceptions that are specified within a solicitation response submission packet will be considered for potential negotiation by the City. Negotiation is not guaranteed.

Format Required: Please isolate and reference the specific Section of the City of Chattanooga Standard Terms and Conditions to which an exception is taken, and provide alternative language for that specific section. Please do not simply provide a full replacement Terms and Conditions document.

Failure to include any desired exceptions within a solicitation response submission packet may result in disqualification of a solicitation response.

Failure to include any desired exceptions in the format required may result in disqualification of a solicitation response.

Solicitation preparation costs are not compensable.

Contract Administration Activity

The Proposer may be expected to provide periodic reporting and/or attend Contract Administration meetings, as described in this document or as otherwise required by the City Purchasing Division.

CHECKLIST OF REQUIRED SUBMISSION MATERIALS:

Upon opening, proposals will be examined for the presence of these required materials and *may be rejected* if *all* items, completed **as asked, are not included:**

1. **Sealed Envelope or Box** - if submitting in hard copy form, exterior surface MUST be labelled with “RFP 193182 Mural Artist’s Services - Avondale YFD Center” and artist name, address, and phone #
OR Google Drive Folder - titled with artist’s full name.
2. **Proposal Narrative or Letter of Interest** - must address approach to project and scope of services provided for artwork creation within the stated budget.
3. **Current Resume for all team members**
4. **Images of Past Work**
5. **Annotated Image List**
6. **List of Professional References or Experience Reference Form**
7. **Preliminary Artwork Budget or Budget Summary Form**
8. **Exceptions Statement (optional)** any and all exceptions to the RFP and/or City of Chattanooga Standard Terms & Conditions; MUST be submitted with response to be considered
9. **Completed, dated, and signed forms that **MUST** be present with submittal:**
 - a. Completed and signed RFP cover page providing contact for RFP
 - b. Completed and signed Application Form (Public Art)
 - c. Proposer Qualification Data Form
 - d. W-9
 - e. Supplier Information Form
 - f. Experience Reference Form(s) or List of Professional References
 - g. Iran Divestment Act Form
 - h. Affirmative Action Plan Form
 - i. No Contact/No Advocacy Affidavit
 - j. Any and all signed **Addenda cover pages** from Addenda documents posted to www.chattanooga.gov, then Purchasing Department, then OPEN BIDS, related to this solicitation item. These postings may occur up to 48 hours before the RFP due date/time. For addenda posted in the last ninety-six (96) hours before the due date/time, properly identified, signed addenda cover pages to accompany proposals that have already been shipped will be accepted by e-mail to dmkeylon@chattanooga.gov.

OMISSION OR INCOMPLETE SUBMISSION OF ANY REQUIRED FORMS MAY RESULT IN THE DETERMINATION THAT THE PROPOSAL IS UNRESPONSIVE AND IN SUBSEQUENT REJECTION OF THE PROPOSAL.

PAYMENT OF SERVICES

1. The City will make payment according to the City's policies and procedures, after contract execution.
2. Invoices
 - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

With a copy to kkirnie@chattanooga.gov; and kwright@chattanooga.gov

- b. Artist's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Artist's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Contractor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the Purchase Order number.
- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Artist invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

Artwork Budget Summary Form

The summary below is the all-inclusive artwork budget. Details must be shown here or attached describing a preliminary breakdown of all predicted line item expenses, along with any other details, that will lead to a clear understanding of what will be included in the future artwork budget.

| Item | Cost |
|--|---------------|
| Artist Fee | |
| Travel / Lodging | |
| Workshop / Presentations | |
| Materials | |
| Fabrication | |
| Installation | |
| Permits / Fees | |
| Site Prep / Foundation | |
| Equipment Rental | |
| Finish Work / Clear Coat / Site Repair | |
| Staff / Assistants / Interns | |
| Contingency | |
| Total | 20,000 |

APPLICATION FORM | Avondale YFD Center Mural

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: _____

PROPOSER QUALIFICATION DATA

All questions must be answered clearly and comprehensively to the extent possible. If questions are not applicable to an artist, enter N/A. If necessary, separate sheets may be attached.

1. Company Name of proposer (Please list official name, and any and all "doing business as" names, if any, associated with the company):

2. Proposer's federal tax identification number: _____ (Attach Form W-9)

3. The proposer is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

4. The date the proposer was organized in its current form:

5. If a corporation or limited liability company, the state where it is formed:

6. Is your company registered with the Tennessee Secretary of State?

- a. YES
b. NO - Please explain

7. How many years have you been engaged in the business described in this solicitation, under your present firm or trade name:

8. Describe any pending plans to reorganize or merge your organization.

9. Have you or any officers and/or directors of your company ever been debarred or suspended by a government from consideration for the award of contracts?

a. YES - Please list the contract party, and explain

b. NO

10. Have you or any officers and/or directors of your company ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. YES - Please list the contract party, and explain

b. NO

11. Have you or any officers and/or directors of your company ever been charged with liquidated damages on a contract?

a. YES - Please list the contract party, and explain

b. NO



City of Chattanooga Supplier Information Form

Business Name: _____

PO Address: _____

Remittance Address: _____

If your business Tax Filing Status is Individual/Sole Proprietor or a Partnership and you provide a service to the City of Chattanooga, you will be issued a 1099 Form for the preceding Tax year. Please indicate which address you wish your document sent to if applicable:

1099 Address: _____

Contact Name: _____

Primary Phone Number: _____

Primary Fax Number: _____

Primary Email: _____

Are you Providing: (Check All That Apply)

| | | | |
|---------|--------------------------|--------------|--------------------------|
| Service | <input type="checkbox"/> | Construction | <input type="checkbox"/> |
| Goods | <input type="checkbox"/> | | |
| Both | <input type="checkbox"/> | | |

Vendor Type (Must be Marked-Check All That Apply)

| | |
|--|--------------------------|
| MBE-Minority Business Enterprise | <input type="checkbox"/> |
| WBE-Woman Business Enterprise | <input type="checkbox"/> |
| SDVBE-Service Disabled Vet Business Enterprise | <input type="checkbox"/> |
| LGBTE-LGBT Business Enterprise | <input type="checkbox"/> |
| None of the Above | <input type="checkbox"/> |

Preferred Payment Method

| | |
|-------|--------------------------|
| Check | <input type="checkbox"/> |
| ACH | <input type="checkbox"/> |

ACH-Please provide remittance notice email and complete Separate City ACH Authorization Form:

Authorized Representative Signature

Print Name

Date

Experience Reference Form

Artist: _____

(Attach as many copies of this form as may be needed or provide a separate document with references listed)

Reference

Name of Project: _____

Location: _____

Service Date Range:

Firm Name for Contact Person: _____

Name of Contact Person: _____

Telephone Number for Contact Person: _____

Email Address (required): _____

Reference

Name of Project: _____

Location: _____

Service Date Range:

Firm Name for Contact Person: _____

Name of Contact Person: _____

Telephone Number for Contact Person: _____

Email Address (required): _____

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 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>

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)

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: _____