REQUEST FOR PROPOSAL

Peralta Community College District for College of Alameda

New Center for Liberal Arts

Art Curation RFP# 20-21/13

MAY 14, 2021

COLLEGE OF ALAMEDA

555 RALPH APPEZZATO MEMORIAL PKWY, ALAMEDA, CA 94501

Request for Proposal

Peralta Community College for College of Alameda
New Center for Liberal Arts

Date of Issue: May 14th, 2021

The Peralta Community College District (PCCD) is soliciting proposals from qualified Artists interested in providing professional art design, development, project delivery and installation services for the New Center for Liberal Arts located at the College of Alameda (COA). This Request for Proposal (RFP) provides information on the desired services, the submittal requirements and timeline.

Questions, requests for information and responses to this RFP shall be addressed and electronically delivered to:

Seraphine Nzomo, District Buyer, Via Vendor Registry:
https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=4d041f6c-7568-4c8a-8878-c82684292a3c

Proposals must be received electronically via Vendor Registry by 3:00 P.M. on June 25th, 2021.

Late Proposals, amendments and/or responses received after the time and date listed above shall not be considered for evaluation**.**

PCCD reserves the right to reject any and all submittals. This RFP does not obligate PCCD to pay any cost incurred by respondents in the preparation and submission of a response nor does it obligate PCCD to accept or contract for any expressed or implied services.

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SECTION ONE – DEFINITIONS

1.01 DEFINITIONS OF TERMS IN RFP

1.1. Unless the context suggests otherwise, the terms "Firm/Team", "Contractor", "Proposer", "Bidder", "Submitter", "Consultant", "Artist", or "Vendor" as used in this RFP (whether capitalized or not) shall refer to the same legal entity that submits proposals and is responsible for responding to this RFP.

1.2. Unless the context suggests otherwise, the term "Owner" as used in this RFP shall refer to the all entities of the College of Alameda and the Peralta Community College District.

1.3. Similarly, unless the context suggests otherwise, the terms "Bid", "Proposal", or "Bid/Proposal" shall refer to the formal response given to this RFP by the submitting entity incorporating all required elements of this RFP necessary for PCCD to determine whether the submitting entity is a responsible, responsive Firm/Team.

1.4. Whenever the term "COA" is used, it means College of Alameda.

1.5. Whenever the term "PCCD" is used, it means Peralta Community College District.

1.6. Whenever the term "ARTIST" is used, it means Artist.

1.7. Whenever the term "FF&E" is used, it means Furniture, Fixtures and Equipment.

1.8. Whenever the term "RFP," is used, the reference is to this Request for Proposal or portions thereof, together with any exhibits, attachments, appendices or addenda it may contain.

1.9. Whenever the terms "shall," "will," "must," or "is required" are used in the RFP, the referenced task is a mandatory requirement of this RFP. Failure to meet any mandatory requirement will be cause for rejection of a submittal.

1.10. Whenever the terms "can," "may," or "should" are used in the RFP, the referenced specification is discretionary. Therefore, though the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the quality of the submittal.

1.11. Whenever the terms "apparent successful" or "top-ranked" or "highest ranking" Firm/Artist are used in this document, the reference is to the firm/artist that the Selection Committee ultimately judges to have submitted the case best satisfying the needs of the Owner in accordance with the RFP. The selection of an apparent successful Firm/Team does not necessarily mean the Selection Committee accepts all aspects of the firm's submittal or proposal.

1.12. "Proposal", "Submittal" and "Proposal Submittal" refer to a firm's/artist's response to the RFP. Whenever these terms are used in the RFP, the reference is to the response offered by a firm, person or corporation in accordance with the RFP. The submittal responds only to the RFP.

1.13. Whenever the term "RFP Evaluation Team", "Selection Committee" or "Review Committee" is used in the RFP, the reference is to the Owner's representatives responsible for administering and conducting the evaluation and selection process of the RFP.

1.14. "Art Curation Delivery" refers to the project delivery method in which, among other things, the Owner holds a single contract with a business entity that has responsibility both to design, delivery and install elements of a project, and that holds the trade contracts.

1.15. "Lead ARTIST" refers to the Artist that will contract with the Owner for all work and holds all responsibility of project success, performance, and completion.

End of Section One

SECTION TWO – BACKGROUND INFORMATION

2.01 Project Background, Goals and Objectives

The New Center for Liberal Arts (NCLA) located at the College of Alameda (COA) is intended to be a flagship facility envisioned to inspire its faculty, students and community. The planning for this new building has been going on for quite some time so there is tremendous excitement around its completion and what it signifies for the future of COA. The ultimate objective is to use the NCLA as inspiration for future campus and district renovations and construction projects; therefore, district and campus leadership encourages its partners on this project to be thoughtful and creative but efficient and respectful to the District's philosophy and goals when participating in project activities.

Building H (NCLA) has been designed with a focus on student success and achievement. The high-quality, state-of-the-art classroom facilities, offices, and community spaces are intended to be welcoming, inviting spaces for our students, college employees, and the general public. As we celebrate the 50th anniversary of the founding of the College, this building is intended as a showcase for the future of the college and its commitment to diversity, equity, innovation, and inclusion in support of higher learning access for all. The vision for artwork in the building matches the Vision of the College: "we are a diverse, supportive, empowering learning community for seekers of knowledge. We are committed to providing a creative, ethical, and inclusive environment in which students develop their abilities as thinkers, workers, and citizens of the world." The building houses multiple teaching spaces, faculty and administrative offices, art studios and gallery, apparel design and merchandising classroom/lab spaces, and several community spaces with general use and café seating. Multiple forms/mediums of centerpiece art are acceptable. Artwork should tend towards the abstract while acknowledging the diversity of the college, its many student communities and the Alameda/Bay Area regional community at large, and acknowledge the mission of the College as described above. Appropriate designs will recognize the collegial atmosphere, a sense of a global future, color, design and harmonic balance, and the general well-being of the college.

PCCD intends to utilize best commercial practices to accomplish the goals of this project, expects the ARTIST to proactively address risks and challenges in the process and participate in improvement activities to achieve project success. PCCD also expects to work with the ARTIST to devise and implement appropriate processes for this project that will maximize efficiency, overall quality and cost savings.

The selected ARTIST will be required to adhere to PCCD design standards and project criteria, which encourage innovative design practices that promote sustainable, high performance design and minimization of waste.

End of Section Two

SECTION THREE – SCOPE OF WORK

3.01 Purpose of RFP and Artist Responsibilities

PCCD is soliciting Proposals for Art curation services for the NCLA project. The NCLA is approximately 52,000sqft of new building construction which will contain classrooms, faculty and administrative office suite, lab, gallery and collaboration spaces that provide the Owner with new state-of-the-art education spaces. The art to be installed is located on a two-story wall in the lobby area.

The ARTIST will be expected to provide: 1) final layout design and test-fit, 2) mockup on-campus product demonstration, 3) delivery, 4) installation, 5) pre and post-installation walk-thru and 6) turnkey activities for this project resulting in finished centerpiece artwork and curated art in the Building. The awarded ARTIST will be the sole responsible source for project compliance and delivery related performance associated with the art installation activities contracted from this RFP.

3.02 Location of the Project

The College of Alameda campus is located at 555 Ralph Appezzato Memorial Pkwy, Alameda, CA 94501. The specific location of the work is within the New Center for Liberal Arts – Building H.

3.03 Scope of Work

The scope of work is to provide all services and products contracted to successfully deliver and install artwork for the College of Alameda's New Liberal Arts Center. The area to be receiving the artwork is roughly 1250 square foot of wall in the lobby adjacent to the staircase. Selected art will recognize the mission and values of the college and be respectful of the rich cultural history of the region. Proposals may include conceptual interpretations in relation to the East Bay Area, including abstract and representational modes of expression. The College of Alameda seeks innovative approaches in keeping with the progressive atmosphere of the new facility. The elevation drawings of this wall can be found attached as Exhibit A.

Should the bidding ARTIST be interested, as an Option, may price out services for art curation for select areas of the building shown on the floorplan drawings in Exhibit B. This set of up to 10 curated art pieces should reflect the values of the College in the same manner as the central work of art is intended to. If the bidding ARTIST intends to bid this scope, demonstration of experience in art curation and examples of similar project needs to be demonstrated in the bid package.

The PCCD expects that the awarded ARTIST will provide the following services to complete this project:

1. Manage the design and test-fit process. Provide test-fit drawing, renderings and display boards to showcase final design. Assist project team with space planning activities.
2. Manage the procurement process of the final and approved art product(s).
3. Attend regular on-site visits and weekly project meetings with the project team.
4. Arrange and manage services to deliver and install all items.
5. Arrange and attend pre/post installation walk-thru activities.
6. Manage and complete punch list activities after installation. Completion is confirmed once PCCD project team signs-off and approves the completion of the project.
7. Manage and arrange any special turnkey activities and post-installation client support.

*The scope of work may be modified during contract negotiations with the selected ARTIST.

3.04 Anticipated Schedule

ESTIMATED PRELIMINARY SCHEDULE	DATE	TIME
Issue RFP	5/14/21	5:00 PM
Mandatory Online Information Meeting (Zoom)	**5/25/21**	**10:00 AM**
Mandatory Onsite Meeting and Site Tour	**5/26/21**	**10:00 AM**
Deadline for written questions and clarifications on RFP	**6/14/21**	**3:00 PM**
Deadline for District Responses and Addendums	**6/17/21**	**3:00 PM**
Deadline for submission of Proposals	**6/25/21**	**3:00 PM**
Owner completes qualification evaluation to establish a shortlist of firms remaining. Owner notifies shortlisted firms and schedules interviews (if required.)	7/9/21	8:00PM
Complete interviews of short-listed firms	7/20/21	8:00PM
Select Artist to award the project	7/28/21	8:00PM
Send Recommendation and Vendor Agreement to District Board	8/11/21	5:00 PM
Anticipated Board Approval	9/14/21	10:00 PM
Notify selected Artist	9/17/21	5:00 PM
Issue Contract to Vendor	9/30/21	5:00 PM
Art design completion and project planning time for selected Artist.	10/1/21-12/13/21	
Final Art Design and Project Plan Approved by District	12/13/21	
Begin art installation	12/20/21	7:00 AM
Art centerpiece installation curation complete	1/14/22	5:00 PM

*PCCD reserves the right to adjust this schedule as necessary.

3.05 Project Planning

The ARTIST, as a part of their design and project management services, will assist with space planning activities, finalize the art layouts, shop drawings and test-fits, provide demonstrations, installation and delivery strategies with an approach for the successful completion of the project. This includes preparation of schedules, organizing and attending any project team meetings, and providing reliable cost estimates.

3.06 Project Delivery and Objectives

At all times and project stages the ARTIST shall act in the best interests of the Owner and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Owner's project requirements, time constraints and budget. The ARTIST shall develop a contractually obligated overall project delivery schedule and will be responsible for methods of delivery, installation, safety, scheduling and coordination of all art, mural, sculpture, textile, or other material work in addition to miscellaneous contracts required for completion of the project within its predetermined budget limits and schedule.

The Owner expects all parties of this project to work closely together and deal appropriately with project conditions to finish the job successfully. **A spirit of cooperation, collaboration and a commitment among professional art services provider and COA/PCCD to work in the best interests of the project is of utmost importance.**

End of Section Three

SECTION FOUR – ARTIST EVALUATION AND SELECTION CRITERIA

4.01 Art Delivery Team Experience Requirements and Capabilities

Responders should identify their Team's experience with similar installations and art delivery projects and specifically describe those projects that best characterize the proposers' capabilities, including work quality and cost control measures. These projects must have included the completion of layout and shop drawings, product demonstrations, and estimates that led to a complete project currently in operation.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Demonstrated history of successful collaboration designing complex projects for facilities utilizing a professional art delivery methodology.
2. Incorporating environmentally responsible delivery and installation practices.
3. Effectively providing contract and project management services utilizing effective team communication and working methods.

Reference the Required Items for Proposal Submission in Section Six of this RFP for additional information regarding which responses, sections, pages, documents and other items should be included with each proposal.

4.02 Artist Insurance Requirements

Firms must meet the criteria listed in Exhibit D. Firms that do not meet these criteria are automatically disqualified.

The ARTIST must agree to keep and maintain insurance for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation and employer's liability coverage with at least the minimum limits shown in Exhibit C. The Contractor shall furnish PCCD with certificates of insurance for each type of insurance described herein. The Owner reserves the right to negotiate different limits and coverage in the final contract.

4.03 Statement of Proposal Evaluation Criteria and Scoring (*100 Total Points*)

Submitting Artists' responses to this RFP will be evaluated and ranked by an RFP Evaluation Team comprised of PCCD Employees appointed to assess submitted proposals. Each submitter will be evaluated and short-listed based on their Proposal score (100 points maximum) as determined through the proposal review process and criteria noted in this section.

Centerpiece Art Mockup and Pricing - *35 Points*

Points for this criterion will be based on the ARTIST's presentation of art options for the NCLA. The art design must fit and accentuate existing finishes of the building with a clearly demonstrated plan concerning the design and color concept for the project. The mock-up will make evident the way in which the art will appear in the setting including complications/procedures of future care. Inspiration should be taken from the College of Alameda values described in Section 2.01. The ARTIST'S ability to also creatively provide artwork for the area will be important (a single two dimensional mural for the full wall is not required nor discouraged, approaches may vary while emphasizing the ambience of the environment to promote the well-being of students, community members and staff) The inability to provide and/or source art solutions that meet or exceed the needs of these spaces will result in point reduction.

Additionally, the ARTISTS will be evaluated on their competitive pricing for the design, project management, administration, and delivery services required to support the successful completion of this project.

Project Understanding and Approach - *20 Points*

This criterion will award points for the ARTIST'S understanding of the goals and objectives for the project and their proposed methodology for meeting those goals and objectives.

ARTIST'S must have provided a comprehensive narrative statement illustrating their clear and concise understanding of the requirements of the project, potential issues (and proposed solutions), a preliminary overall project schedule, and fees for design, delivery, installation and project management to complete the project.

The ARTIST should also have clearly addressed their approach to dealing with key tasks, activities and issues required to complete each project phase deliverables including layout design, proposed delivery and installation schedule, and project coordination issues.

Artist Experience and Qualifications - *30 Points*

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed ARTIST and Proposed Professionals. Evaluation criteria will focus on the proposal's clear identification of each proposed ARTIST team member, the expertise each will bring to the art delivery process, their track record with 'on-time and on-budget' projects, achieving acceptable levels of quality, and any current, pending or past project legal matters or litigation. The proposing party shall include a statement as to why they should be selected for the design and installation of this work of art.

Deliverable Quality, Project Schedule Controls - *5 Points*

Points for this criterion will be awarded based on the ARTIST'S proposed approach to project controls including milestone scheduling, submitted cost budgets, quality control and management of deliverables for the design, delivery and installation processes.

Proposal Quality and Responsiveness – *5 Points*

Points for this criterion will be awarded based on the extent to which the RFP instructions were followed and for accuracy, responsiveness, organization, clarity and completeness. Respondents are encouraged to prepare high quality documents that make it clear to the Evaluation Team what value their Firm/Team/Products have to offer PCCD.

Small Local Business Enterprise / Small Emerging Local Business Enterprise - 5 Points

The District is committed to ensure equal opportunity and equitable treatment in awarding and managing its public contracts and has established an annual overall program goal of twenty-five percent participation for small local businesses. To facilitate opportunities for small local business, the District will use a maximum 5% bidding preference for SLBE and SELBE firms. The preference is only used for computation purposes to determine the winning bidder, the contract is awarded at the actual bid amount. Please review the following guidelines to see if your firm qualifies for the preference.

The 5% bidding preference for an SLBE and SELBE firms are for construction, personal and professional services, goods and services, maintenance, repairs, and operations where responsibility and quality are equal. The preference will be 5% of the bid amount of the lowest responsive responsible bidder and may not exceed $50,000.00 for any bid.

A Non-SLBE/SELBE Prime Contractor who utilizes 25% of total bid amount, with SLBE or SELBE subcontractors (who meet the District's Definition of an SLBE and SELBE), can also receive a maximum of 4% bidding preference, not to exceed $50,000.00 for any bid. (See Details on Section Eight, Exhibit D)

4.04 Clarifying Proposal During Evaluation

During the evaluation process, PCCD has the right to require any clarification it needs in order to understand the ARTIST'S view and approach to the project and scope of the work. Any clarifications to the Proposal made before executing the contract will become part of the contract with the selected ARTIST.

4.05 Interviews of Short-listed ARTIST

Prior to ranking the short-listed ARTIST for final selection, PCCD may elect to interview the highest scoring Firms/Artist. The purpose of this interview will be to meet the proposed project team (if applicable), become familiar with key personnel, understand the project strategy proposed by the submitter and to understand the ARTISTs project approach and ability to meet stated objectives for the project. Short-listed ARTISTs should be prepared to discuss with specificity their capacity to conduct this work in compliance with the project timeframe, budget and good-faith obligations. PCCD will notify each short-listed ARTISTs to schedule individual times for the interviews and/or in-person visits.

4.06 Artist Final Selection

After making final ARTIST selection and taking into consideration quality, performance and the time specified in the Proposals for performance of the contract, PCCD will begin contract negotiations with the selected responsible and responsive ARTIST. If successful, the ARTIST and PCCD will enter into a professional services contract for the work.

All respondents are considered fully--informed as to intentions of PCCD regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed written Proposal to include scope of work, staffing plans, action plan, project schedule and fee proposal for project management, design, delivery, installation, and storage services to PCCD during negotiations.

PCCD may withdraw this RFP, reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous to PCCD.

End of Section Four

SECTION FIVE – PROPOSAL SUBMITTAL REQUIREMENTS AND FORMAT

5.01 Submittal: Department Contact, Deadline for Receipt of Proposal, Format

Submitters must submit their written Proposal via Vendor Registry to the PCCD Buyer by the submission deadline noted in this RFP. The submittal Email subject line should read as follows: *RFP Submittal for ART Delivery Services for COA NCLA_Firm Name.* All primary Firm/Artist contacts should be noted on the proposal. The body of the submitted proposal should include the RFP title and provide all primary Firm/Team contact names, their role and their contact information.

Submitters shall follow in their responses the content and requirements outlined in Section Six of this RFP. Responses should be concise, clear and relevant. Submitter's cost incurred in responding to this RFP is the submitter's alone and the Owner does not accept liability for any such costs.

In order for PCCD to evaluate Proposals fairly and completely, Firm/Artist should concisely follow the Vendor Registry delivery method below and provide all of the information requested:

1. Provide a safe and protected digital file sharing link or method so all supporting RFP documents can be downloaded.
2. The RFP Proposal Submittal should be one PDF file that contains all contents of the RFP.
3. Contents that can also be provided in .dwg or CAD format, such as drawings and floorplans, should be submitted as part of the RFP package but as separate documents.

5.02 Statement of Proposal Provisions

The Owner intends to limit the cost that submitters incur to respond to this solicitation, therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, submitters should highlight their responsiveness to the evaluation criteria. If multiple firms/artists are proposed as one team, each component firm/artist should describe its/their own relevant qualifications within the same Submittal.

Proposals must confirm that the Firm/Artist will comply with all the provisions in this RFP, and if applicable, provide notice that the Firm/Artist qualifies as a certified business. **Proposals must be signed by a company officer empowered to bind the company/artist.** A Firm/Artist's failure to include these items in their Proposals may cause their Proposal to be determined to be non-responsive and the Proposal may be rejected.

5.03 Minimum Number of Responses

It is the sincere intention of the Owner to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, PCCD should determine that none of the ARTISTs submitting are advantageous to PCCD, **it reserves the right to accept or reject any or all Proposals with or without cause.** Issuance of this Request for Proposal does not commit PCCD to award a contract, to pay any costs incurred in preparation of a proposal or to procure or contract for related services or supplies.

End of Section Five

SECTION SIX – PROPOSAL CONTENT AND REQUIREMENTS

6.01 Required Items for Proposal Submission

Submitters must include the following mandatory items below in the same order as part of their Proposal:

Cover Letter – *1 page*

Proposals must include a Cover Letter with the complete name and address of the prime Firm/Team and the name, mailing address, and telephone number of the person PCCD should contact regarding the Proposal. If there are multiple firms/artists proposed as one team, each firm/artist must describe itself accordingly in the RFP submittal. **Indicate on the first page of the submittal which firm/artist is the lead ARTIST, any Firm/Team qualifying as a SLBE/SELBE entity and the individual whose signature grants authority to bind Submitter to the provisions of the RFP.**

Table of Contents – *1 page*

Proposal must include corresponding tabs/dividers in the body of the submittal to identify each section.

A. Executive Summary – *1 page*

Provide a brief narrative statement of the ARTISTs' understanding of the scope of work, key challenges and the submitter's overall vision and approach for the successful development of a high-quality project consistent with the minimum criteria requirements outlines in this RFP.

B. Project Background and Understanding – *1 page*

Include a brief description of the Firm/Artist's knowledge of the project background and context.

C. Project Approach and Action Plan – *2 to 3 pages*

Provide a detailed statement of the ARTIST's proposed Approach and Action Plan to successfully complete the work. ARTIST's plan of action should include both functional and personnel organization which indicates the ARTIST's specific approach to accomplishing the project scope. Describe the challenges anticipated for performing the requested services that may impact the scope, schedule or budget and the proposed solutions to address these concerns. Describe all methods for protecting floors, walls, elevator, stairwells and all fixtures during installation. Include references where proposed solutions were successfully utilized in the past.

D. Firm/Team Qualifications and Experience – *4 to 6 pages*

Section shall include a brief description and history for each Firm/Artist on the proposed team including number of years the Firm/Artist has been in business and its growth history, experience in projects with PCCD and any past or current experience with the proposed ARTIST. Indicate:

1. Company name.
2. Mailing address & zip code.
3. E-mail address and name of primary contact at each company.
4. Main telephone number and direct telephone number for contacts.
5. Number of years in business for each company/artist.

6. Form of company Ownership including state of residency or incorporation. Include description of the submitter/s company structure: i.e. sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture or other structure.
7. Briefly describe projects that your company/artist(s) has completed in the past five years that also required art delivery services and were valued at or above $20,000. Also briefly describe the largest project your company/artist has completed within the past five years and indicate the delivery method used on that largest project. These projects may also be described in further detail in related experience section. (See following section below for additional information.)
8. List any active or pending litigation with Owners, subcontractors and other art delivery-related entities and explain. List and briefly describe any and all legal actions for the past three years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance, or a defendant in a criminal action. Failure to fully comply with this item will be grounds for elimination from the RFP process.
9. Has the Firm/Artist ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm/artist? If so, explain.

E. <u>Related Art Delivery Project Experience</u> – *2 pages*

Provide 1 to 2-page descriptions for three (3) reference projects for which the Firm/Artist has provided professional art delivery services of a nature, quality, size, and scope specifically similar to those required in this RFP. Include:

1. Name of the organization to which services were provided.
2. Project location.
3. Start and completion dates during which services were performed.
4. Brief description of the project.
5. Primary team members that worked on the projects including their title and role on that project, including major subcontractor references (company name, contact name, email address and telephone number).
6. Identification of a current contact reference including organizational title, address, telephone numbers and e-mail address for each project.
   Obsolete contact information may be grounds for elimination from the RFP process.

F. <u>Proposed Team and Personnel</u> – *2 to 5 pages*

1. Provide an explanation of how the project team was selected, list all licensed contractors, licensed subcontractors and licensed design professionals whom the ARTIST proposes to use for the project's design and delivery. Provide general information about personnel capability and a list of qualified and available staff and resources including classifications, numbers of employees, respondent's ability to provide sufficient qualified personnel to this project upon award, the locations and staffing of relevant offices and an organizational chart of staff including the percentage of time they will be assigned to the project. Describe specific roles and responsibilities identifying experience and ability for key personnel and the intended interface between the art delivery team and any other potential consultants involved in this project. (Note: any proposed subcontractor personnel must also include: Company name, Mailing address and zip code, E-mail address and name of primary contact at each company, and a main telephone number and direct telephone number for each contact).

2. Provide a list of licensed design professionals and, if already selected, the licensed contractors and licensed subcontractors whom the ARTIST proposes to use for the project's design, delivery and installation including a detailed list of key personnel as noted below.
3. The key personnel, at a minimum, are the proposed ARTIST's project manager, estimator, delivery and installation manager, and the executive in charge. Submit a brief professional biography for each individual with relevant information such as title, education, previous work experience, applicable training and certifications, previous projects with the Firm/Artist and length of service with the Firm/Artist. At this stage, firms/artists may list more than one person qualified and available for the proposed project.

G. Warranty – *1 to 2 pages*

1. Describe, in detail, the warranty your firm will be providing for both product and labor.
2. Describe how the process PCCD will undergo to replace or repair art under warranty.
3. Describe the process of replacement or repair for the art once the warranty has expired.

H. Pricing – *1 to 4 pages*

1. Describe and provide the pricing and pricing structure of your proposal. Explain how this contract is a benefit to PCCD.
2. Incentives can be added to the value of the proposal and will be used as part of the evaluation. State any incentives you wish to add to your proposal. For example: Rebates in forms of scholarships.
3. Pricing should be inclusive of all costs associated with the centerpiece work of art, fixtures, equipment, materials, on campus demonstration services, test-fit services, site visits, project meetings, project management services, delivery, installation, and punch list activities. Any alternate pricing should clearly be defined.

I. Visual Product Demonstration – *2 to 8 pages*

1. Provide visual mockup demos of the centerpiece work of art, and other building art fixtures and equipment being proposed. Clearly define what pieces are for what areas. i.e. classroom, café, computer lab, etc.
2. Provide a baseline art design for all room/area types.

J. Layout and Shop Drawings – *3 to 6 pages*

1. ARTISTs shall submit overall layouts for the centerpiece area and if submitting for the optional building art curation, each of the identified 10 areas.

K. Project Controls, Deliverables - Quality and Schedule – *2 to 3 pages*

Provide information on managing the quality of proposed deliverables including a proposed milestone schedule that illustrates total project time (in weeks) from award of contract through project completion (including post installation punch list activities and possible repairs). Information should include a general quality assurance plan that identifies how quality control will be implemented throughout the design, delivery and post-delivery process. Highlight how your ARTIST plans to manage schedule, process delays and approach to schedule recovery in instances where the schedule is impacted.

L. Conclusion and Statement of Why the Proposing Firm Should Be Selected – *1 page*

This section provides each Firm/Artist the opportunity to provide specific information that differentiates them from others in the RFP process.

End of Section Six

SECTION SEVEN – QUESTIONS AND CLARIFICATIONS

7.01 Questions

Questions must be submitted by June 14, 2021 at 3:00 P.M. in writing via Vendor Registry at the following link:
https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=4d041f6c-7568-4c8a-8878-c82684292a3c

All follow-up questions that have been submitted in writing before the deadline will be compiled and answered in writing via email. The deadline for submission of questions relating to the RFP is the time and date shown in the Anticipated Schedule in this RFP. Answers will be distributed simultaneously via Vendor Registry to the original contact person from the ARTIST. Questions will not be answered nor distributed to parties that are not employed by the bidding ARTIST.

7.02 Submittals and Clarifications

It is the responsibility of each submitter to examine the entire RFP, seek clarifications in writing, and review their submittal for accuracy before submitting their proposals. Once submission deadlines have passed, all submissions will be final. The Owner will not request clarification from any individual submitter relative to their submission but reserves the right to ask for additional information from all parties that have submitted proposals.

It is the sincere intention of PCCD to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, PCCD should determine that none of the ARTISTs submitting are advantageous to PCCD, it **shall have the absolute right to reject any and all submittals**.

End of Section Seven

SECTION EIGHT – EXHIBITS

8.01 Exhibit A – College of Alameda New Center for Liberal Arts Architect Drawings
8.02 Exhibit B – Centerpiece Art Location Images
8.03 Exhibit C – Peralta Community College Contractor Insurance Requirements
8.04 Exhibit D – SLBE/SELBE Certification Form
8.05 Exhibit E – District Contract Agreement

Exhibit A

College of Alameda New Center for Liberal Arts Design Drawings

1. A2.21 Layout Plan, 1st Floor
2. A2.22 Layout Plan, 2nd Floor
3. A2.23 Layout Plan, 3rd Floor
4. A2.31 Floor Plan, 1st Floor
5. A2.32 Floor Plan, 2nd Floor
6. A2.33 Floor Plan, 3rd Floor
7. A7.11 Interior Elevations, 1st Floor

Exhibit B

College of Alameda New Center for Liberal Arts, Centerpiece Art Location Images

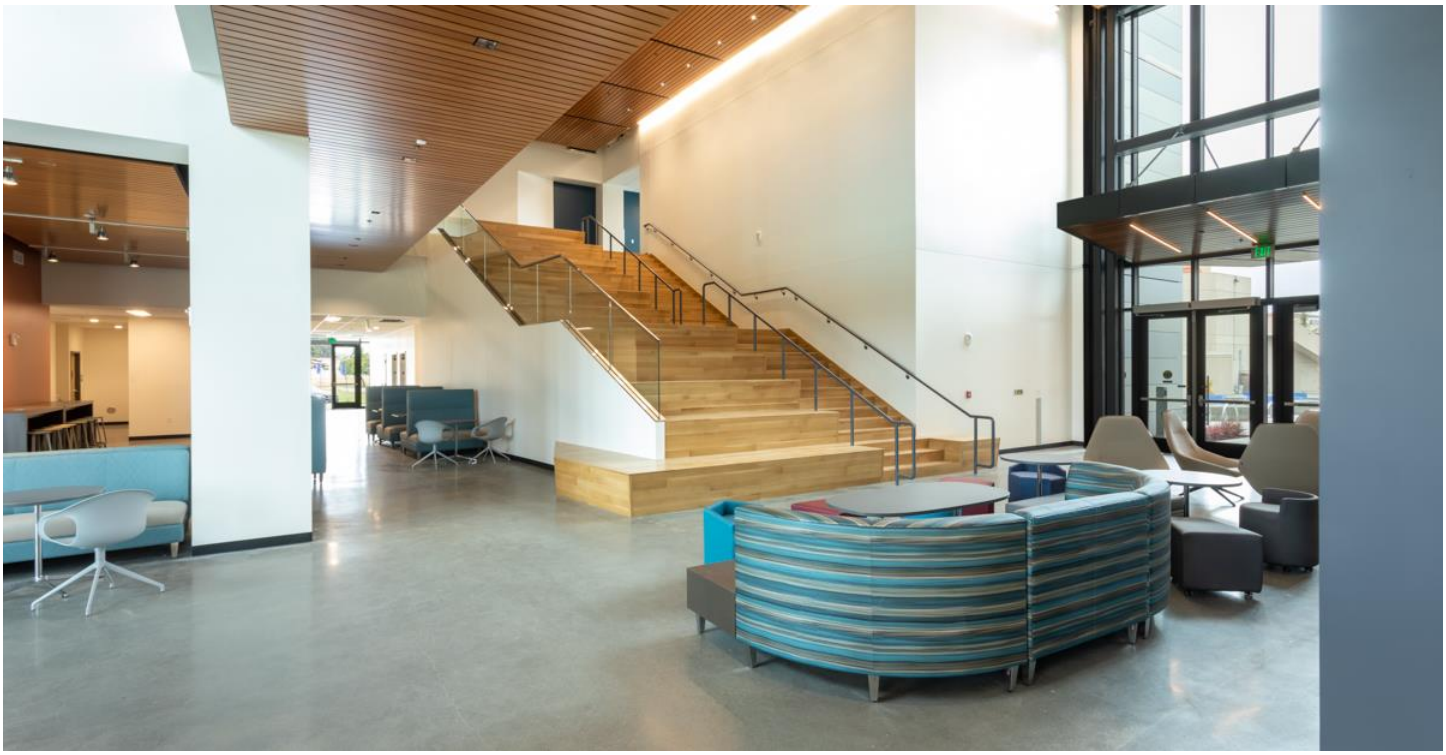

Exhibit C

Peralta Community College District Contractor Insurance Requirements

Exhibit D

SBLE / SELBE Certification Form

Exhibit E

District Contract Agreement

End of Section Eight