

City of Homer
Request for Proposals
Incorporating Art on the Homer Spit Trail Project, Phase II
on the Homer Spit, Homer, Alaska

Proposals to incorporate art in the “gateway area” intersection of Freightdock Road and Homer Spit Road on the Homer Spit Trail Project, Phase II on the Homer Spit, will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until **Thursday, January 23, 2014 at 4:00 p.m.** The time of receipt will be determined by the City Clerk’s time stamp. Proposals received after the time fixed for the receipt of the bids shall not be considered. Requests for Proposal/Instructions for Proposers containing proposal format and evaluation criteria are available on the City’s website. **All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.** Plan holder registration forms, and Plans and Specifications are available on line at <http://www.cityofhomer-ak.gov/rfps>

This is a re-advertisement of the Request for Proposals and only one location is being offered. Artists are encouraged to submit one or more concepts or proposals for this location.

The intent of this proposal effort is to provide an opportunity for artists and other interested persons to present ideas on how and what art can be incorporated into the specified location on the Homer Spit Trail Project, Phase II. The proposals will be evaluated by an Art Selection Committee utilizing the City’s 1% for Art Funding designated for this project. All ideas and concepts will be considered.

For questions regarding proposal requirements please contact:

Renee Krause, CMC, Deputy City Clerk
City Clerk’s Office, City of Homer
491 E Pioneer Avenue
Homer, AK 99603
907-235-8121, ext.2224; rkrause@ci.homer.ak.us

For questions regarding the project or to arrange a project site visit contact:

Dan Nelsen, Project Manager
City of Homer
3575 Heath Street
Homer, AK 99603
907-235-3170; dnelsen@ci.homer.ak.us

The City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria based on the recommendations of the review committee.

Dated this 6th day of December, 2013

CITY OF HOMER

Walt Wrede, City Manager

Advertisement:

Homer Tribune 12/11/13

Homer News 12/19/13

Alaska State Council on the Arts via email

Homer Council on the Arts via email

Kenai Fine Arts Center via email

Fiscal Note: 151-792-5227

City of Homer
Request for Proposals
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on the Homer Spit, Homer, Alaska

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Proposers interested in visiting the Project Site are directed to contact the Project Manager to arrange a time convenient for all parties.

Dan Nelsen, Project Manager
City of Homer
3575 Heath Street
Homer, Alaska 99603
907-235-3170 or dnelsen@ci.homer.ak.us

The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals and to enter into an agreement with the respondent(s) that best meet the selection criteria as determined by the Art Selection Committee.

The following subjects are discussed in this Request for Proposal (RFP) to assist you in preparing your proposal.

- I. Introduction
- II. Scope of Services
- III. General Requirements
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process

I. INTRODUCTION

- a. The Challenge:** The City is currently in the process of constructing a network of trails along the Spit. Three trail corridors are being constructed: an extension of the Spit Trail, a trail in the vicinity of the Deep Water Dock, and a trail around Coal Point. This network of trails will provide increased recreational opportunities for visitors and residents; improved pedestrian and vehicle circulation for the Deep Water Dock and provide a safe pedestrian corridor to Coal Point and the End of the Road Park between Land’s End Resort and Alaska Marine Highway Terminal facility. The City has made the incorporation of art in municipal buildings and projects a priority and has dedicated a total of \$11,000, respectively, for the incorporation of art into this section of the project.
- b. Opportunity:** To create a public facility that will not only serve the essential functions required of visitors and residents to the City of Homer and the Homer Spit, but incorporates the uniqueness of Homer into the immediate surroundings. The City of Homer already demonstrates

appreciation of the arts, which has become a distinguishing characteristic of this community, by displaying a host of various works of art in a multitude of mediums within the city and its municipal facilities.

- c. **Anticipated Project Dates:** The following dates represent the project timeframe and are subject to change based on the overall project completion date, selected location or additional factors that are or may be unknown at this time.
- Advertisement Dates: **Week of December 9, 2013**
 - Site Visit *Not Mandatory* **Week of December 16, 2013**
 - Deadline for Submittal of Proposals: **At the request of the proposer**
 - Proposals Ready for Selection Committee: **Thursday, January 23 2014 at 4:00 p.m.**
 - Proposals Reviewed and First Selection Committee Meeting: **Wednesday, January 29, 2014**
 - Selection Committee Meeting for Review and Selection: **Tuesday, February 4, 2014 at 1:00 p.m.**
 - Finalists Interviews/Additional Selection Committee Meeting if Required: **Tuesday, February 11, 2014 at 1:00 p.m.**
 - Recommendation to City Council: **Tuesday, February 18, 2014 at 1:00 p.m.**
 - Award by Council: **No later than Tuesday, March 4, 2014 at 11:00 a.m.**
 - Project Installation **No later than Monday, March 10, 2014**
 - **June 2014**

II. **SCOPE OF SERVICES**

This location it is being considered a Gateway or Overlook Area for the entire Harbor, artists are encouraged to submit one or more concepts or proposals that incorporate this photographic opportunity offered by the location. The Trail should be in the final stages of construction if not completed at the time of placement of the selected proposal.

The project construction costs have a specific portion designated for the 1% for Arts. The budgeted amounts follows:

- Spit Trail Extension from Fishing Hole to
End of the Road Park \$1,100,000 **\$11,000**

Proposed art amounts must cover all costs of design, engineering (if needed), fabrication, installation, special lighting and an identifying plaque. State laws related to public construction, including insurance, bonding and payment of prevailing wages rates may apply.

III. **GENERAL REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this section may be considered incomplete and may be deemed non-responsive by the Art Selection Committee.

- a. Interested firms/artists shall submit **SEVEN (7) ORIGINAL COLOR**, completed proposals in an envelope marked as follows: **INCORPORATING ART ON THE HOMER SPIT TRAIL PROJECT, PHASE II ON THE HOMER SPIT, HOMER, ALASKA**

- b. Proposal(s) or artworks submitted **MUST NOT BE LARGER THAN LEGAL SIZE, 8 ½" X 14"**
- c. The proposals must be addressed to:
City Clerk's Office
City of Homer
491 E. Pioneer Avenue
Homer, Alaska 99603
- d. Proposals shall be received at the office of the City Clerk until **Thursday, January 23, 2014 at 4:00 p.m.** Proposals received after this date or time will not be accepted.
- e. Proposal requirement questions shall be directed to: Renee Krause, CMC, Deputy City Clerk I, City Clerk's Office, City of Homer, 907-235-8121, ext.2224 or rkrause@ci.homer.ak.us.
- f. Project/construction questions shall be directed to: Dan Nelsen, Project Manager, City of Homer, 3575 Heath Street, 907-235-3170 dnelsen@ci.homer.ak.us.

IV. PROPOSAL FORMAT AND CONTENT

- a. Letter of Transmittal (Attachment B) – The transmittal (cover) letter identifies the project for which the proposal has been prepared; the proposers understanding of the services to be provided; make a positive commitment to provide the services specified; and give the name, title, address, email address and phone number of the contact person(s) proposing to provide art or artistic involvement and the number of copies provided. A sample transmittal form is provided.
- b. Proposal Narrative (6 pages maximum) – The proposal narrative shall provide the following information:
- i. If you have existing art that you are proposing to be incorporated into the project – At a minimum, you should address the following:
 - Photos of the art work, brief description of the dimensions, colors, approximate budget and the location for the installation of the piece.
 - A current resume of the artist.
 - A minimum of three photos of other works completed by the artist.
 - A self-addressed stamped envelope for the return of these documents if required.
 - ii. If you are an artist proposing to provide new art for the project – at a minimum you should address the following:
 - A brief description of the proposed art work or thumbnail sketch (copy, collage, handwritten notes are all acceptable) describing the location, dimensions, materials, colors and approximate budget.
 - A current resume of the artist.
 - A minimum of three photos or slides of other works completed by the artist.
 - A self-addressed stamped envelope should be provided for return of above materials if needed.
 - iii. If you have an idea for incorporating art into the project – at a minimum you should address the following:
 - A brief description of the proposed artwork or thumbnail sketch (copy, collage, handwritten notes are all acceptable) describing the location, dimensions, materials, colors and approximate budget.

- A self-address stamped envelope should be provided if return of the materials is needed.

If more than one concept/drawing/sculpture is being proposed, please submit each proposal in a separate envelope per the general requirements laid out in this request. The thumbnail sketches should be designed to encourage more ideas and concepts without consuming a lot of the proposer's time. Color is preferred. **No submissions in binders, poster boards, or notebooks please.**

V. EVALUATION CRITERIA:

Submitted proposals will be reviewed and evaluated by the Art Selection Committee. The Art Selection Committee will be able to pick up copies of the proposals received and the Evaluation Form on **Wednesday, January 29, 2014,** for review and evaluation. All comments and evaluation forms are to be returned to staff no later than the following **Tuesday, February 4, 2014, after the meeting.** The initial meeting of the Selection Committee is scheduled on **that date with additional meetings scheduled for Tuesday, February 11, 2014 at 1:00 p.m. and Thursday, February 18, 2014, 1:00 p.m. if required** for a target date of Council award no later than **Monday, March 10, 2014.**

All reviews and evaluations conducted during these meetings will be done under Executive Session per Alaska Statutes §44.62.310(C)(2&3), Subjects that Tend to Prejudice the Reputation and Character of any Person, Provided the Person may request a public discussion and matters, which by law, municipal charter, or ordinances are required to be confidential. (Review and Evaluation of Submitted Proposals).

The Art Selection Committee will make their recommendations to the City Council for approval. The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to the request for proposal.

The proposals will be evaluated using any or all of the following criteria, but review is not limited to these criteria:

1. Proposal Requirements - All requirements outlined in the Request for Proposals have been followed and/or are included in the proposal package.
2. Any other information required by the Request for Proposals document.
3. Concept of the proposal.
4. Proposer interest in collaboration or willingness to work within a team approach.
5. Proposer's experience or interest in working in the public realm or outside a studio setting.
6. Ability of the proposer to meet time deadlines and schedules.
7. Quality of previous work of the proposer.
8. Is the proposed artwork designed and constructed by persons experienced in the production of such artwork and recognized by critics and peers as one who produces works of art?
9. Does the proposed work of art aesthetically enhance the public space or built environment to which it relates or otherwise interact with its surrounding environment?
10. Does the proposed work of art add to the local identity and profile in the context of the City of Homer?
11. Is it specifically designed for its site (location) and is commensurate in scale with its surroundings?
12. Is a suitable addition to the public space proposed?
13. Is it durable (where applicable) and reasonable to maintain in terms of time and expense?
14. Does the artwork need lighting or other additional fixtures? Have they been included in the proposal?
15. Is it a permanent fixed asset to the property or can it be relocated to another facility or location if required in the future?

16. Is the proposed art suitable by way of form and quality for public viewing and accessibility, taking into consideration the possibility of an unsecured public space?
17. Does the proposed art require regular maintenance in order for it to last?
18. Does the proposed art fall within the applicable zoning codes as outlined in the Homer City Code?
19. Is the proposed artwork susceptible to vandalism?
20. Is the proposed artwork free of unsafe conditions or factors?
21. Does the proposed artwork contribute to a sense of civic pride?
22. Does the proposed artwork reflect aspects of the local community such as the city's history and/ or culture?
23. Is the proposed work of art in keeping with the overall broad intent and objectives of the City of Homer Public Art Policy?

VI. SELECTION PROCESS:

The proposals chosen will be based on the overall top choices of the Art Selection Committee after evaluation. If there is no apparent first, second and/or third choices, the top proposers will be invited to attend a Finalist Evaluation presentation/interview, which may include questions on some or all of the following:

- a. Artistic excellence – review of sample of the proposed work of art or previous works presented by the Finalists
- b. Ability to relate the proposed artwork to the site
- c. Experience with projects in similar scope and/or type
- d. Knowledge of fabrication and installation of media proposed
- e. Ability to be detail oriented – efficient understanding of schedules and budgets
- f. Flexibility/Open to ideas
- g. The proposed budget is realistic for the proposed work of art
- h. Presentation of the proposed concept/artwork

Depending on the cost of the proposed art work submitted, all top proposers may be selected for recommendation to City Council by the Arts Selection Committee for installation.

Staff will contact the finalists after the meeting date when the Art Selection Committee makes their recommended selections and schedule presentation/interviews no later than **Tuesday, February 18, 2014 at 1:00 p.m.**, if required. Once the Arts Selection Committee has determined the final choice(s) for recommendation, the proposer(s) will be notified by the City Clerk's Office.

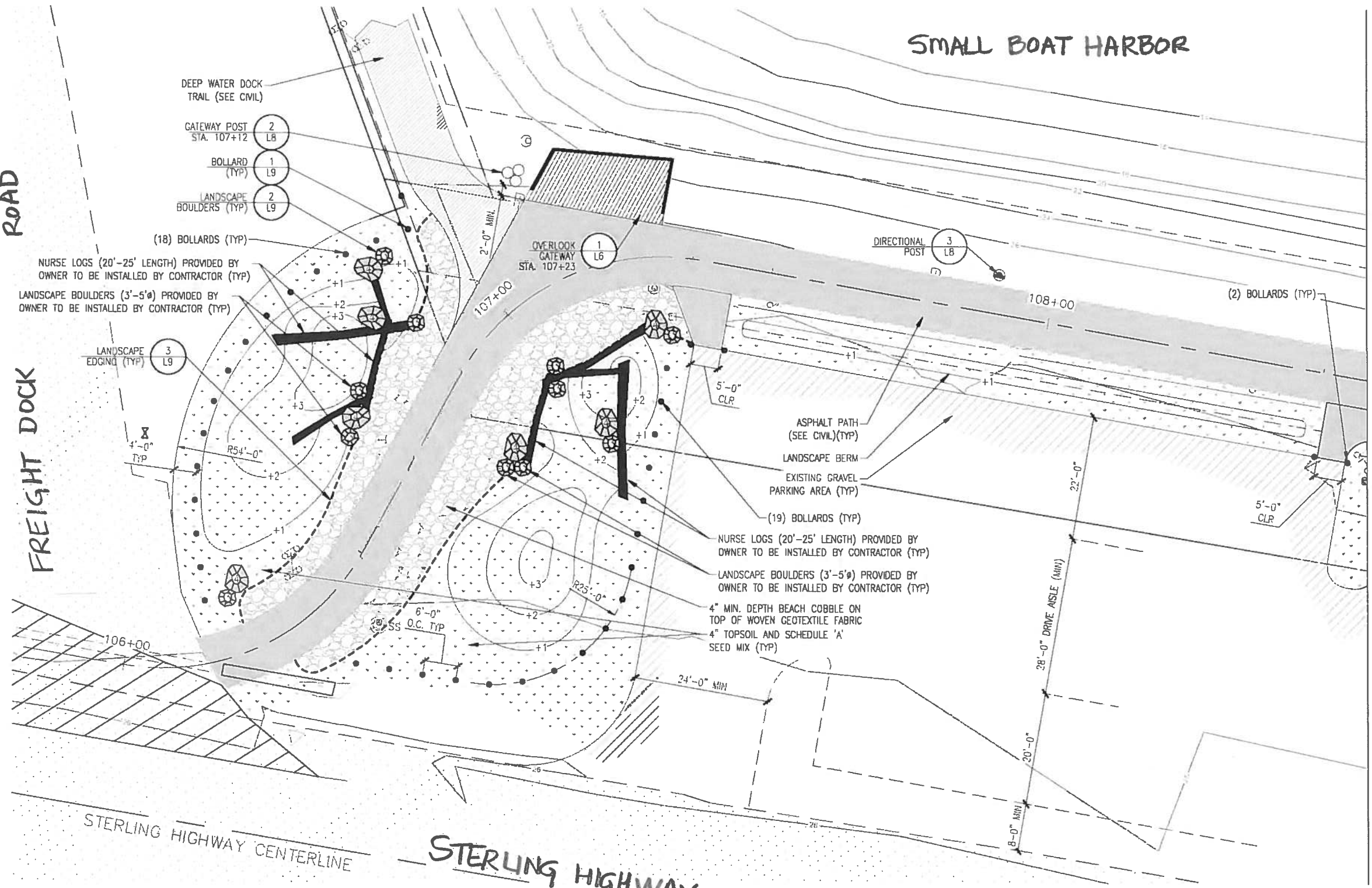
All information regarding the award of the project is to be confidential until awarded by City Council.

SMALL BOAT HARBOR

ROAD

FREIGHT DOCK

MATCHLINE



DEEP WATER DOCK TRAIL (SEE CIVIL)

GATEWAY POST STA. 107+12
2 LB

BOLLARD (TYP)
1 L9

LANDSCAPE BOULDERS (TYP)
2 L9

(18) BOLLARDS (TYP)

NURSE LOGS (20'-25' LENGTH) PROVIDED BY OWNER TO BE INSTALLED BY CONTRACTOR (TYP)

LANDSCAPE BOULDERS (3'-5'φ) PROVIDED BY OWNER TO BE INSTALLED BY CONTRACTOR (TYP)

LANDSCAPE EDGING (TYP)
3 L9

OVERLOOK GATEWAY STA. 107+23
1 L6

DIRECTIONAL POST
3 LB

(2) BOLLARDS (TYP)

ASPHALT PATH (SEE CIVIL) (TYP)

LANDSCAPE BERM

EXISTING GRAVEL PARKING AREA (TYP)

(19) BOLLARDS (TYP)

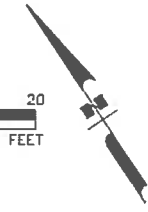
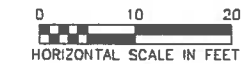
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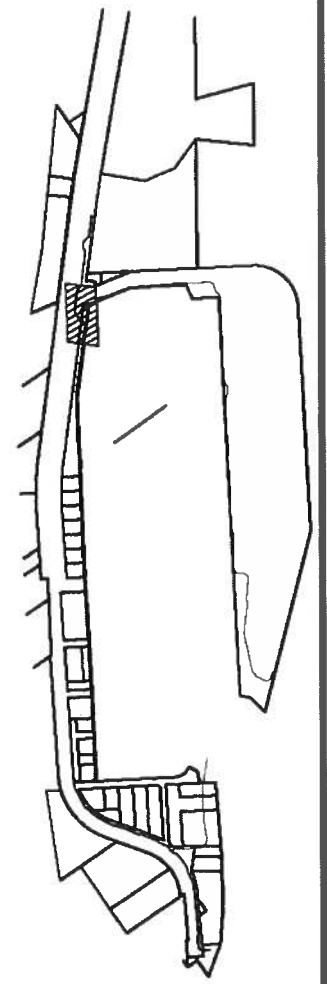
4" MIN. DEPTH BEACH COBBLE ON TOP OF WOVEN GEOTEXTILE FABRIC
4" TOPSOIL AND SCHEDULE 'A' SEED MIX (TYP)

STERLING HIGHWAY CENTERLINE

STERLING HIGHWAY



SHEET NO.	TOTAL SHEETS	
L1	L9	
ADDENDUM NO.		
ATTACHMENT NO.		
REVISIONS		
NO.	DATE	DESCRIPTION



CITY OF HOMER
HOMER SPIT TRAILS PROJECT
PLAN
LANDSCAPE GATEWAY OVERLOOK

DESIGNED BY: XREFS
CHECKED BY: XREFS
DRAFTED BY: XREFS
SCALE: LAYOUT L1_100%
DATE: 5/21/2013 3:27 PM
DRAWING LOCATION: P:\12-120 Homer Spit Trails\2-CAD\Drawings\BN_HST_Plans.dwg

Attachment B

PROPOSAL TRANSMITTAL LETTER

Name/Business _____
Contact Name _____
Address _____
City State Zip _____
Contact Phone _____
Email Address _____

Date _____

Renee Krause, CMC, Deputy City Clerk
City of Homer
491 E Pioneer Avenue
Homer, AK 99603

Re: City of Homer
Request for Proposals
Incorporating Art on the Homer Spit Trail Project, Phase II
on the Homer Spit, Homer, Alaska

Dear Ms. Krause:

_____ (Proposer Name/Business)
has submitted a Proposal for the above referenced project. The contact person for this
project will be _____

The Proposal was prepared in accordance with instructions outlined in the Request for
Proposals:

- It is understood that the City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria based on the recommendations of the Art Selection committee.
- It is understood that this information is to be kept confidential until the project has been awarded by the City Council.
- It is understood that no work on the contract/project can commence without a written Notice to Proceed (NTP) letter from City of Homer and that I/We will not be reimbursed for any work undertaken before a written NTP is issued.
- It is additionally understood that this project will commence and be completed no later than the Summer of 2014.

Seven (7) copies of the proposal and information outlined in the Request for Proposals are included. A self-addressed, stamped envelope for return of the proposed artwork has been included. It is understood that one original copy will be kept for the City of Homer files even if not selected for the project.

Respectfully Submitted,

Art Design Contract

This agreement is made this ___ day of _____, 20___, by and between the **City of Homer** (City) and _____ (Artist) to provide the design (Work) as identified in Articles 2 and 6 of this Contract.

PROJECT: _____

OWNER: **City of Homer**

ARTIST: _____

ARTICLE 1

CONTRACT PAYMENT: The **City of Homer** agrees to pay **Artist** for satisfactory design in accordance to the attached schedule of values (Attachment B), \$_____ an hour and not to exceed \$_____. Final payment shall be made to Artist for a payable activity no later than thirty (30) calendar days after Artist's Design Work is completed. Artist agrees to joint checks being issued to suppliers, vendors and lower tier Subcontractors, if requested by City.

ARTICLE 2

SCOPE OF WORK: This contract is for providing a detailed design for the _____ and is neither an employment contract nor a subcontract for services. A second contract may be negotiated (after design) to complete installation of the _____. The design for the _____ shall include dimensions, elevations, functionality and recommended materials. The _____ shall be designed to fit within an estimated budget of \$_____. The Artist is expected to coordinate with the architect and the architect's plans. The Artist and City of Homer agree that this is for design only with guidance from the City including the _____. All final decisions regarding design parameters shall be at the direction of the designated City Representative, _____.

ARTICLE 3

ASSIGNMENTS: This contract is personal in nature. It is agreed and understood that the personal qualifications and abilities of _____ (**Artist**) are the essence of this contract. Any assignment by the Artist of his interest in any part of this contract or any delegation of duties under this contract is prohibited and shall void this contract.

ARTICLE 4

OWNERSHIP: The City shall own the design work created by the Artist pursuant to this contract. Copyright to the design, shall be owned by the Artist subject to the following restrictions:

- A. The Artist shall transfer all drawings and models of the artwork created by him pursuant to this contract to the City.
- B. The Artist shall be entitled to retain and utilize copies of the drawings and models, including photographs of the Work, for his own exhibitions. The Artist is further entitled to reproduce such drawings, models, and photographs for use in his portfolio and in books and publications about his work and to exercise all other reproduction rights provided under the United States copyright laws, except as otherwise restricted by this agreement.

SCHEDULE OF WORK: Time is of the essence. Artist shall provide the City with any requested scheduling information of Artist's Work. **The Artist's Work shall be completed no later than**_____.

ARTICLE 5

CHANGES: The City, without nullifying this Agreement, may direct Artist in writing to make changes to Artist's Design. Adjustment, if any, in the contract price or contract time resulting from such changes shall be set forth in a Contract Change Order pursuant to the Contract Documents.

ARTICLE 6

SPECIAL PROVISIONS: Attachment A, Schedule of Values is made binding parts of this contract.

In witness whereof, the parties have executed this Agreement, the day and year first written above.

Artist / Title

Date

Federal Tax ID Number

City of Homer / City Manager

Date

SAMPLE