

City of Homer
Request for Proposals
Incorporation of Art into the Newly Renovated and Expanded
City of Homer Fire Station a 1% for Art Project

Proposals to provide art or to incorporate art into the newly renovated Homer Fire will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until **4:30 P.M., Thursday, September 13, 2018.** 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/onto the building (interior and exterior), and/or the small park area at the southwestern corner of the property. The proposals will be evaluated by the Art Selection Committee utilizing the City's 1% for Art Funding designated for the project. All ideas and concepts will be considered. Expect that more than one art piece or idea will be funded with the available dollars.

A non-mandatory project site visit for the project will be held on **Thursday, August 23, 2018 at 10:00 a.m.** to physically view the location. Proposers interested in attending are directed to meet at the Fire Station located at Pioneer Avenue.

The time of receipt for submittals will be determined by the City Clerk's time stamp. Submittals received after the time fixed for the receipt of proposals shall not be considered. Respondents not on the plan holder's list shall be deemed unresponsive and shall not be considered. The City shall not accept faxed proposals. The Request for Proposals package and Plan Holder registration form is posted on the City website: <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the Office of the City Clerk upon payment of \$10 per set (\$15 for overnight delivery). All fees are non-refundable.

For proposal evaluation criteria questions contact: City Clerk's Office, City of Homer 491 E. Pioneer Avenue, Homer, Alaska 99603 at clerk@cityofhomer-ak.gov or 907-235-3130

Please direct all technical questions regarding this project to: Carey Meyer, Public Works Director, City of Homer 3575 Heath Street, Homer, AK 99603 at 907-235-3170

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 18th day of July, 2018

CITY OF HOMER


Katie Koester, City Manager

Advertisement:

Homer News	July 26, 2018 & August 2, 2018
Peninsula Clarion	August 5, 2018
Acct. No. 151-0951-5227	

REQUEST FOR PROPOSAL
By the City of Homer, Alaska

INCORPORATING ART INTO
THE NEWLY RENOVATED FIRE HALL FACILITY

The City of Homer, Alaska is requesting proposals from artists and other interested parties to provide art the newly renovated Fire Hall Facility or placement within the pocket park location on the southwest corner of the property. Proposals will be received **at the City Clerk's Office** until 4:30 p.m., Thursday, September 13, 2018. Proposals received after this date and time will not be accepted. 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

THE CHALLENGE: The City has made incorporation of art into municipal buildings a priority and has dedicated \$6,976.80 for the incorporation of art into the Homer Fire Hall building and/or pocket park on the southwesterly corner of the property.

OPPORTUNITY: To create public buildings that will provide essential services for visitors and will serve the functions and reflect the mission of our Fire Emergency Services. The City of Homer already demonstrates their 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.

ANTICIPATED PROJECT DATES: The following dates represent the project timeframe and are subject to change based on the overall project completion date, selected location(s) or additional factors that are or may be unknown at this time.

Advertisement Dates:

July 26 & August 2, 2018	Homer News
August 5, 2018	Peninsula Clarion

Site Visit

Thursday, August 23, 2018 @ 10:00 a.m.

Deadline for Submittal of Proposals:

Thursday, September 13, 2018 @ 4:30 p.m.

Proposals Submitted to Selection Committee:

Friday, September 14, 2018 no later than 3:00 p.m.

Proposals Reviews and Comments Returned to Staff:

Wednesday, September 19, 2018 no later than 1:00 p.m.

Selection Committee Meeting for Review and Selection:

Thursday, September 20, 2018 @ 3:30 p.m.

Finalists Interviews if Required:

Week of September 24, 2018

Recommendation to City Council:

No Later than October 2, 2018 @ 10:00 a.m.

Award by Council:

October 8, 2018 @ 6:00 p.m.

Project Installation and Building Open House:

Fall /Winter 2018 no later than May 2019

II. SCOPE OF SERVICES

The Selection Committee will consider, but is not limited to, one or more of the following sites for placement of works of art. Artists are encouraged to submit one or more concept or proposals for the projects. Artists may submit proposals for each project.

Building Exterior Areas:

Entryways – such as doors

Exterior Walls

Central Green/Open Space located in front of building

Sidewalk

(See attached Site Plan showing the potential art placement areas described above)

Building Interior Areas:

Entryways/Foyer/Public Reception/ Waiting Area

Floors/Walls

Stairway Risers/Railings

(Pictures are included of areas where art could be incorporated or displayed)

The amount of the commission will be up to \$6976.80 in one or more individual awards which 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

The following information is presented as a guideline for the preparation of the proposals:

a. 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.

b. Interested firms/artists shall submit one (1) 8 ½” x 11” original and six (6) copies of completed proposals in an opaque envelope marked as follows:

FIRE HALL RENOVATION PROJECT
1% FOR ART REQUEST FOR PROPOSALS
HOMER, ALASKA

c. The proposals shall be addressed to:

City of Homer
Attn. City Clerk's Office
491 E. Pioneer Avenue
Homer, Alaska 99603

d. Proposal envelopes must have the following information in the top upper left hand corner

Proposer Name
Company Name (if applicable)
Mailing Address

Proposals shall be received at the office of the City Clerk until 4:30 p.m., Thursday, September 13, 2018. Proposals received after this date or time will not be accepted.

e. Direct questions regarding this proposal to City Clerk's Office, City of Homer, 907-235-3130 or clerk@ci.homer.ak.us

f. Direct questions regarding the building or site to Carey Meyer, Public Works Director, Public Works Department, City of Homer, 907-235-3170 or cmeyer@ci.homer.ak.us

IV. PROPOSAL FORMAT AND CONTENT

1. Letter of Transmittal (2 Pages Maximum) – The transmittal letter shall identify the project or idea for which the proposal has been prepared; briefly state your understanding of the services to be provided; make a positive commitment to provide the services specified; and give the name, title, address and phone number of the contact person(s) proposing to provide art or artistic involvement.

2. Proposal Narrative (6 pages maximum) – The proposal narrative shall provide the following information:

A. 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 similar to submission
- A self-addressed stamped envelope for the return of these documents if required.

B. If you are proposing to provide new art for the project – at a minimum the following should be addressed:

- 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 of other work completed by the artist
- A self-addressed stamped envelope should be provided for return of above materials if needed.

The thumbnail sketches should be designed to encourage more ideas and concepts without consuming a lot of the proposers time. Color is preferred.

No submissions in binders or notebooks please.

V. EVALUATION CRITERIA AND SELECTION PROCESS

A. EVALUATION:

Submitted proposals will be reviewed by the Art Selection Committee established for this project.

- The Art Selection Committee will be able to pick up copies of the proposals received and the Scoring Sheets no later than 3:00 p.m. Friday, September 14, 2018 for their review and scoring.

- All comments and scoring sheets will be returned to staff no later than the following Wednesday, September 19, 2018, at 1:00 p.m.
- A meeting is scheduled for Thursday, September 20, 2018 at 3:30 p.m. in City Hall Cowles Council Chambers. Reviewing proposals will be conducted in Executive Session.
- Target date for Council award is no later than Monday, October 8, 2018

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 reviewed using any or all of the following, but is not limited to the following:

1. Proposal Requirements - All requirements outlined in the Request for Proposal 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 or willingness in collaboration or working within a team approach.
5. Proposers 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 interacts 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 involve the local community? Such as addresses, but is not **limited to, aspects of the city's history**, the Fire Protection Mission and/or culture?
23. Is the proposed work of art recognizing the overall broad intent and objectives of the City of Homer Public Art Policy?

B. SELECTION:

The proposals chosen will be based on the overall top choices of the Art Selection Committee after scoring. If there is no apparent first, second and/or third choices the top proposers will be invited to attend a presentation/interview.

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.

If Needed:

A Finalist Evaluation will be conducted wherein the top proposers will be invited to make a presentation interview which may include questions on some or all of the following:

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

The Finalist Evaluation may contain some or all of the questions/topics outlined in the evaluation process.

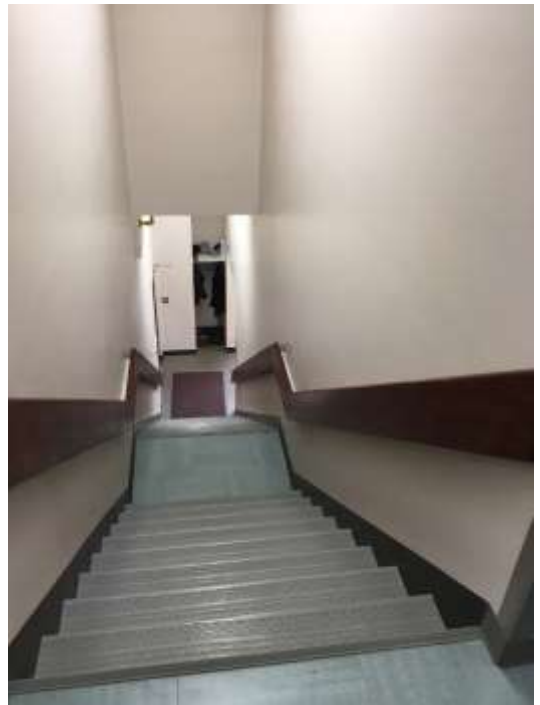
Staff will contact the Finalists and schedule appointments no later than 10 working days after the Art Selection Committee makes their choices.

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. The name(s) will not be available until the Thursday prior to the Council meeting when the recommendation will be approved.







"Special Considerations for Art in Public Places"

Exhibit B

Criteria for Public Artwork by either purchase or commission shall include but not limited to the following:

1. Adherence to the Mission and Goals of the Public Arts Committee.
2. **Inherent Artistic Quality**. This will be independent of all other considerations.
3. **Context of Artwork within the Municipal Art Collection**. Proposed artwork will be evaluated within the framework of the larger collection and whether it strengthens the collection if the artwork is proposed as a gift or donation to the city.
4. **Context of Artwork with Site**. Works of art must be compatible in scale, material, form and content with their surroundings. Consideration should be given to the architectural, historical, geographical and social/cultural location of the site. Proposed Artwork should be placed to be visible by most people.
5. **Media**. All forms of visual art may be considered. Works of art may either be portable or permanently attached. Choose materials and coatings based on their ability to survive local conditions that include chemical pollutants, airborne chlorides from the sea or de-icing salts; soot from automobiles or local industry, sunlight exposure and abrasive windblown dust. Be aware of how materials weather in an outdoor environment and their mutual compatibility.
6. **Permanence**. Due consideration should be given to the structural and surface soundness and to inherent resistance to theft, vandalism and weathering. Use of durable materials that provide adequate support should be considered. Choose fasteners, cladding, and other attachment devices for strength, durability and material compatibility to avoid galvanic corrosion. Use attachment mechanisms that permit removal or disassembly for maintenance activities.
7. **Ability to Maintain**. Significant consideration should be given to the cost and amount of ongoing maintenance and/or repair anticipated, and to the city's ability to provide adequate maintenance. Artwork should be composed of structurally resilient and abrasion resistant materials. Because water accelerates the deterioration of most materials choose materials that are stable in moist environments. Artwork should not be placed in a given site if the landscaping and maintenance requirements of that site cannot be met.
8. **Public Safety and Accessibility**. Each work of art shall be evaluated to ensure that it does not present a hazard to public safety and complies with all applicable building codes and accessibility requirements. Public Safety is a primary concern. Artwork should not block windows or entranceway, not obstruct normal pedestrian circulation in and out of a building unless such alteration is specifically a part of the experience or design of the artwork.
9. **Diversity**. The Public Arts Committee is committed to acquiring art works that reflect diversity in style, scale, media, and artistic sources as well as diverse cultural communities and perspectives. The Public Arts Committee also encourages exploratory types of artwork as well as established art forms.
10. **Feasibility**. Proposed objects shall be evaluated relative to their feasibility and convincing evidence of the artist's ability to successfully complete work as proposed.
11. **Duplication**. To assure that the artwork will not be duplicated, the artist will be asked to warrant that the work is unique and an edition of one unless stated to the contrary in the contract.



Proposal Evaluation Form 1% for the Arts Project

Criteria for the Selection of Artwork

Name of Reviewer: _____

Date Review Submitted: _____

Evaluation Scale

None. Not addressed or response of no value	5
Fair. Limited applicability	10
Good. Somme applicability	15
Very Good. Substantial Applicability	20
Excellent. Total applicability	50

Criteria for the Evaluation of Submitted Proposals may include, but will not be limited to:

	proposer name	proposer name	proposer name	proposer name
Was the required Number of Copies Submitted?				
Was the Proposal received on the day and time as specified?				
Was a Letter of Transmittal Included?				
Did the Proposal contain a Narrative with a maximum limit of 6 pages				
Concept of the Proposal				
Proposer interest or willingness in collaboration or working within a team approach.				
Proposers experience or interest in working in the public realm?				
Ability of the Proposer to meet time deadlines and schedules				
Quality of previous work of the proposer.				
Is designed and constructed by persons experienced in the production of such artwork and recognized by critics and by his or her peers as one who produces works of art.				
Aesthetically enhances the public space or built environment to which it relates or otherwise interacts with its surrounding environment				
Adds to the local identity and profile in the context of the City of Homer				
Is specifically designed for its site and is commensurate in scale with its surroundings?				
Is a suitable addition to the public space proposed				
Is durable (where applicable) and reasonable to maintain in terms of time and expense?				
Does the artwork need lighting? Or other additional fixtures? Have they been included in the proposal?				
Is a permanent fixed asset to the property				

Art Design Contract

Exhibit D

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

