

**Request for Proposals  
Incorporation of Art into the New Harbormaster Office Complex  
On the Homer Spit, City of Homer, Alaska**

Proposals to provide art or to incorporate art into the new Harbormaster Office 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, June 12, 2014.**

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. All firms submitting proposals must be listed on the "Plan Holder's List" maintained by the City Clerk. 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>. Respondents not on the plan holder's list shall be deemed unresponsive and shall not be considered. The City shall not accept faxed proposals. A pre-proposal meeting will be held on **Thursday, May 22, 2014 at 2:00 p.m. at City Hall Conference Room Upstairs** to review building plans, answer any questions, and visit the building site if necessary.

For proposal specifications and evaluation criteria please visit the city website <http://www.cityofhomer-ak.gov/rfps> or contact:

**City Clerk's Office  
Renee Krause, CMC, Deputy City Clerk  
491 E. Pioneer Avenue  
Homer, Alaska 99603  
907-235-8121 ext 2224**

Please direct all questions regarding this project to:

**Dan Nelsen, Project Manager  
3575 Heath Street  
Homer, Alaska 99603  
907-235-3170 ext 3240**

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 building (interior and exterior), and the surrounding site. The proposals will be evaluated by the Art Selection Committee established for the project utilizing the City's 1% for Art Funding designated for this project. All ideas and concepts will be considered. Expect that more than one art piece or idea could be funded with the available dollars.

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.

**CITY OF HOMER**

\_\_\_\_\_  
Walt Wrede, City Manager

Advertisement:

Homer News  
Homer Tribune  
Alaska State Council on the Arts  
Clarion  
Anchorage Daily News

Fiscal Note: 415-0935-5227



**REQUEST FOR PROPOSAL**  
**By the City of Homer, Alaska**

**INCORPORATING ART INTO THE NEW HARBORMASTER OFFICE**  
**COMPLEX ON THE HOMER SPIT**

The City of Homer, Alaska is requesting proposals from artists and other interested parties to provide art, artist services or ideas for incorporating art into the new Harbormaster's Office Complex on the Homer Spit. Proposals will be received at the City Clerk's Office, City Hall until **4:30 p.m., Thursday, June 12, 2014.** 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 is currently in the process of building a new **4775** square foot addition that will house **the Administration offices, Conference Rooms, and the Public Areas along with storage and garage facilities.** There will be meeting and conference rooms along with restroom facilities that can be accessed independently from the general offices of City personnel; there will be new waiting area. The City has made incorporation of art in municipal buildings a priority and has dedicated **\$19,500.00** for the incorporation of art into this project.

**OPPORTUNITY:** To create a public building that will serve the essential functions of City of Homer Port & Harbor 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 or additional factors that are or may be unknown at this time.

Advertisement Dates:

Week of **May 1, 2014**

Week of **May 8, 2014**

**May 11, 2014** (Clarion or Anchorage papers)

Deadline for Submittal of Proposals:

**June 12, 2014**

Proposals Submitted to Selection Committee:

**June 13, 2014**

Proposals Reviews and Comments Returned to Staff:

**June 18, 2014 (or sooner)**

Selection Committee Meeting for Review and Selection:

**June 19, 2014 @ 1:00 p.m.**

**June 26, 2014 @ 1:00 p.m.**

Finalists Interviews if Required:

**Week of July 11, 2014**

Recommendation to City Council:

**No Later than July 15, 2014**

Award by Council:

**July 21, 2014 or August 11, 2014**

Project Installation and Building Open House:

**By May 15, 2015**

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 project.

Building Exterior Areas:

Entryways

Exterior Walls

Central Green Space located in front of building

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

Building Interior Areas:

Entryways

Public Reception and Waiting Area

Conference Rooms

**(See attached Floor Plan showing the potential art placement areas described above and front and back exterior building elevations)**

The amount of the commission will be up to **\$19,500.00** 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 seven 8 ½” x 11” original, completed proposals in an envelope marked as follows:

HARBORMASTER OFFICE COMPLEX ART  
REQUEST FOR PROPOSALS  
HOMER, ALASKA

c. The proposals shall be addressed to:  
City Clerk’s Office, Renee Krause, City of Homer 491 E. Pioneer Avenue, Homer, Alaska 99603.

Proposals shall be received at the office of the City Clerk until **4:30 p.m., Thursday, June 12, 2014** Proposals received after this date or time will not be accepted.

d. Direct questions regarding this proposal to Renee Krause, CMC, Deputy City Clerk, City Clerk’s Office, City of Homer, 907-235-8121, ext.2224 or [rkrause@ci.homer.ak.us](mailto:rkrause@ci.homer.ak.us)

e. Direct questions regarding the building or site to Dan Nelsen, Project Manager, Public Works Department, City of Homer, 907-235-3170, ext 3240 or [dnelsen@ci.homer.ak.us](mailto:dnelsen@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
- A self-addressed stamped envelope for the return of these documents if required.

B. 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.

C. 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 if the 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 but not required.

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 **Friday, June 13, 2014** for their review and scoring. All comments and scoring sheets are to be returned to staff no later than the following **Wednesday, June 18, 2014, at 12:00 p.m.** Meetings are tentatively scheduled for **June** for a target date of Council award no later than **Monday, July 21, 2014.**

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 contribute to a sense of civic pride?
22. Does the proposed involve the local community? Such as addresses, but is not limited to, aspects of the city's history 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.

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

- Artistic excellence – review of 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 or schedules and budgets
- Flexibility/Open to ideas
- The proposed budget is realistic for the proposed work of art
- Presentation of the proposed concept/artwork

And may also 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.