

**Request for Proposals
By the City of Homer, Alaska
For a Consultant/Contractor to
Create a Municipal Art Baseline Inventory**

FEB 13 2015



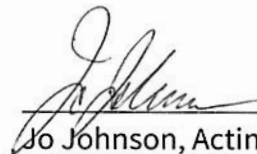
The City of Homer, Alaska is requesting proposals from qualified individuals or firms to create a complete catalogue of City of Homer owned art assets for long term planning and care of the collection. Proposals will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska until 4:00 P.M., Thursday, April 9, 2015. The time of receipt will be determined by the City Clerk's time stamp. **Proposers are required to be on the Plan Holder's List to have their proposals evaluated by the committee.**

The purpose of the Inventory is to create a complete and centralized catalogue of City of Homer owned art assets for long term planning and care of the collection. The firm/person hired for this project will canvas city properties for artworks, identify artworks, assess the condition of the artwork, photo document the artwork and complete a report with condition information, maintenance guidelines and any recommendations for specialized care and/or repairs, as well as other related services. The project is to be completed no later than August 31, 2015. The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the desired services. The City reserves the right to negotiate the scope of work with the selected firm/individual to meet project objectives and budgetary goals. In the event that a negotiation is unsuccessful, the City may enter into negotiations with next highest rated firm or individual. The City 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 City's needs.

Plan holder registration forms, and Plans and Specifications are available on line at <http://www.cityofhomer-ak.gov/rfps>. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. Sealed proposals shall be received at the Office of the City Clerk **no later than 4:00 pm, Thursday, April 9, 2015**. Please direct proposal submission questions to Renee Krause, Deputy City Clerk, at (907) 235-8121 ext 2224, rkrause@ci.homer.ak.us or mail to 491 E Pioneer Avenue, Homer, AK 99603.

Dated this 13th day of February, 2015.

CITY OF HOMER



Jo Johnson, Acting City Manager

Homer Tribune – February 18 & 25, 2015

Account Number – 156-0367-5227

Request for Proposals
By the City of Homer, Alaska
For a Consultant/Contractor to
Create a Municipal Art Baseline Inventory

The City of Homer, Alaska is requesting proposals from qualified firms or individuals for the project described herein.

The following subjects are discussed in this 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
- VI. Schedule

I. Introduction

The City of Homer is soliciting proposals from qualified consultants/contractors to provide professional services to perform an inventory. The purpose of the inventory is to create a comprehensive, centralized catalogue of all art assets owned by the City of Homer as a tool for long term planning and care of the city's art collection. The Public Arts Committee staff maintains information on city's art assets for the public.

The firm/person hired for this project will canvas city properties for artworks, identify artworks, assess the condition of the artwork, photo document the artwork and complete a report with condition information, maintenance guidelines and any recommendations for specialized care and/or repairs, as well as other related services. The project is to be completed no later than August 31, 2015.

The Inventory will consist of:

- (a) Canvassing and searching City properties and facilities to locate artwork;
- (b) The performance of condition assessments for located artwork;
- (c) Photographic documentation of located artwork;
- (d) Provenance research; and
- (e) Related services as applicable

Homer has a rich history of arts and culture. While the community is abundant in some aspects of programming and facilities, it has been over 7 years since a formal survey of the city owned artwork was conducted. Currently, the City faces tight budgets and decreased grant opportunities. The City anticipates approximately \$4,000 will be available for this project.

The consultant will work closely with City staff and the Public Arts Committee.

The City expects the inventory to be a catalogue of the collection obtained over the years

through donations, commissions and purchase. The goal is for the inventory to be completed no later than August 31, 2015 with presentation to Council of the completed inventory book no later than December 2015.

Project Overview and Methodology

The City recognizes the limited project budget. The City will provide a spreadsheet of art currently accounted for within the Municipal Collection. The City, through Staff and Public Arts Committee members, will participate in assisting the selected consultant/contractor locating and accessing the collection assets. The City is looking for a consultant/contractor who can create an innovative and inclusive inventory process that can be continued by staff and/or Public Arts Committee members in the future.

Project Limitations:

The City seeks to address the following through this project:

1. Identify existing artwork
 - a. Include locations and facilities
 - b. Note any barriers to access the art by the public
 - c. Include size or configuration in description
2. Identify Artist and date created
3. Identify medium used if known
4. The date acquired by the city.

II. Scope of Services

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to develop a physical inventory in accordance with the standards and criteria of the City of Homer.

Documents: The consultant/contractor shall provide a draft of the inventory document to the Public Arts Committee for comment and review. The consultant/contractor will then provide a revised final product electronically and in an organized binder for City Council adoption.

Community meetings/presentations: The consultant/contractor will be required to attend up to one (1) meeting of the Public Arts Committee. Special meetings will be scheduled as required for this project with a minimum two week notice for proper advertising if necessary. The consultant/contractor may attend via teleconference with the Public Arts Committee, at various stages of the inventory effort if required.

Project Schedule

The proposal should include a schedule of major milestones for the project. The City anticipates the schedule should include, but not be limited to, the following stages:

- Project Start
- Background Research
- Data Collection and Analysis

- Public Arts Committee Draft
- Revised Final
- City Council action

Products

All documents are to be produced in a digital, editable format. The consultant/contractor will submit the information electronically in addition to providing one (1) hard copy contained in a three ring binder. The consultant/contractor will agree to transfer ownership of all information and materials produced to the City.

Draft and Final Documents:

- Formatted for an 8 1/2” x 11” Document
- Microsoft “Word” 2010 or similar and pdf format
- Paper Documents organized and contained in three ring binder

III. General Requirements

The following information is presented as a general guideline for the preparation of the proposals. It is not intended to be an exhaustive list of project requirements.

- a) It is the responsibility of the firms/persons submitting proposals to determine the actual efforts required to complete the tasks and total project.
- b) The consultant/contractor selected will present a progress report to the Public Arts Committee at the **August 13, 2015** meeting. The selected firm or individual should expect substantial input from the City.
- c) All documents for this project shall be in a format and on media approved by the City.
- d) **Proposers are required to be on the Plan Holder's List to have their proposals evaluated by the Public Arts Committee.**

IV. Proposal Format and Content

Proposals which do not address the items listed in this section, may be considered incomplete and may be deemed non-responsive by the City. Direct any questions regarding this proposal to Renee Krause, Deputy City Clerk, City of Homer, (907) 235-8121 ext 2224 or rkrause@ci.homer.ak.us. 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 this solicitation or for any work done prior to the issuance of a notice to proceed.

PROPOSAL FORMAT

- A. Letter of Transmittal
- B. Narrative

1. Provide a brief description of the firm/person including experience, and the

experience of its key individuals. Include brief resumes of the key personnel who will work on this project. Discuss the experience of these person(s) and relate that experience to this project. Include what portion of this contract each person would be working upon.

2. Provide a list of relevant projects designed by or under the direction of the individual or firm submitting the proposal. Provide three client references.
 3. Include a Work Program that is designed to satisfy the requirements listed in the "Scope of Services." Describe your understanding of the project, the proposed work plan, and the schedule you intend to follow in order to complete the project in a timely manner.
- C. Fee Proposal and Rate Schedule
1. Submit a fee proposal to perform the Scope of Services described herein. All basic services of each task shall be completed for total compensation not to exceed the lump sum fees outlined in this document. No additional services provided will be compensated unless approved prior.
 2. Provide an exact statement of the services to be provided within the fees proposal and fee schedule to be used in billing for services, including out-of- scope services.
- D. Submit one (1) original and six (6) copies of the completed Proposal in a sealed, opaque envelope marked as follows:

**City of Homer
Consultant/Contractor to
Create a Municipal Art Baseline Inventory**

PROPOSAL DATED _____, 2015.

The Proposals shall be addressed to:

City of Homer, City Clerk Office
Attn. Renee Krause
491 East Pioneer Avenue
Homer, Alaska 99603

Proposals shall be received at the office of the City Clerk until 4:00 PM, April 9, 2015.

V. Evaluation Criteria and Selection Process

The City will select the consultant/contractor who best meets the needs of the City as evidenced by their qualifications, experience, project understanding and approach, and other factors as outlined in this RFP.

A selection committee consisting of the Public Arts Committee and up to two (2) city staff members will conduct the interviews with selected finalists if required. The Public Arts Committee and Staff will evaluate the proposals submitted and make a recommendation to the City Council through the City Manager.

The Public Arts Committee will employ the following criteria (with relative weights) in evaluating each proposal and making their recommendation:

1. Overall Approach and Project Understanding (35 %)
2. Qualifications and Team Experience (25 %)
3. Work Plan, Schedule, Public Approach and Strategy (25 %)
4. Project Cost (15%)

VI. Schedule

Proposals due:	4:00 PM	April 9, 2015
Selection of Proposal:	No Later than	April 23, 2015
Award contract:		April 27, 2015
Notice to proceed:		By May 1, 2015
Draft of Product:		August 13, 2015
Completion of contract:		August 31, 2015