

**CITY OF HOMER
REQUEST FOR PROPOSALS
INCORPORATING ART INTO THE NEW HOMER POLICE STATION**



Proposals to provide art or to incorporate art into the new Homer Police Station 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, April 4, 2019.** 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) at specific locations.

The proposals will be evaluated by the Art Selection Committee appointed 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 will be funded with the available dollars.

A non-mandatory Q & A for the Police Station Project will be held on **Monday, March 4, 2019 @ 2:00 p.m.** to discuss the potential locations for art and answer any questions interested proposers may have about the project and timelines. Proposers interested in attending are directed to meet in the **Upstairs Conference Room, City Hall 491 E Pioneer Avenue, Homer, Alaska.**

The time of receipt for submittals will be determined by the City Clerk's time stamp. Proposals 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: Pat McNary, Project Manager, 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 30th day of January, 2019

CITY OF HOMER


Katie Koester, City Manager

Advertisement:

Homer News
CodaWORX.com
Acct. No. 151-7010-5227

February 7 & 14, 2019
February 7-April 4, 2019

REQUEST FOR PROPOSAL
By the City of Homer, Alaska

INCORPORATING ART INTO THE NEW HOMER POLICE STATION

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 Homer Police Station. **Proposals will be received at the City Clerk's Office, City Hall until 4:30 p.m., Thursday, April 4, 2019.** 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 completing the design for a new 12,482 square foot Police Station facility located on a parcel of land situated within and bordered by Heath Street, Grubstake Avenue and Snowbird. The City has made incorporation of art in municipal buildings a priority and has dedicated \$50,322.00 for the incorporation of art into this project.

OPPORTUNITY: To create public buildings that will provide essential Public Safety services to the City of Homer. 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:

February 7 & 14, 2019	Homer News
February 17, 2019	Anchorage Daily News
	Online listing with www.codaworx.com

Non-Mandatory Pre-Proposal Q & A Meeting

Monday, March 4, 2019 @ 2:00 p.m. City Hall Conference Room - Upstairs

Deadline for Submittal of Proposals:
Thursday, April 4, 2019 @ 4:30 p.m.

Proposals Submitted to Selection Committee:
Friday, April 5, 2019 no later than 2:00 p.m. available for pickup by committee members

Proposals Reviews and Comments Returned to Staff:
Wednesday, April 10, 2019 no later than 12:00 p.m.

Selection Committee Meeting for Review and Selection:
Thursday, April 11, 2019 @ 3:30 p.m. in Council Chambers

Finalists Interviews if Required:
Week of April 15, 2019
Week of April 22, 2019

Recommendation to City Council:
No Later than May 7, 2019

Award by Council:
May 13, 2019

Project Installation and Building Open House:
Summer/Fall 2019/2020 - TBD

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.
Artists are further encouraged to consider the

Building Exterior Areas:

- North Elevation - Wall Area to the Left of the Main Entrance adjacent to window (can be viewed from the Public Parking Lot and Grubstake
- Areas in front of building for placement of flagpole, statuary, seating, etc.
- East Elevation– Wall Area upper right side adjacent to window location (can be viewed from Public traveling south on Snowbird
- West Elevation – Wall Area, right side (can be seen from public traveling along Heath Street
- Vehicle Covered Parking Shed – Approximately 8 feet tall x 60 feet long – backside can be viewed by the Public traveling along Heath Street

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

Building Interior Areas:

Entryway Public Reception/ Waiting Area – Interior Wall located next to the Elevator doors (Approximately 7 LF

Stairwell Windows - decorative glass treatment

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

The amount of the commission will be up to \$50,322.00, 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.

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

REQUEST FOR PROPOSALS
1% FOR ART FOR THE NEW HOMER POLICE STATION
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, April 4, 2019. 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 Pat McNary, Project Manager, Public Works Department, City of Homer, 907-235-3170 or pmcnary@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 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 of other work 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 Current resume of the artist
- A minimum of three photos of other work completed by the artist
- 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, April 5, 2019 for their review and scoring.
- All comments and scoring sheets are to be returned to staff no later than the following Wednesday, April 10, 2019, at 12:00 p.m.
- Meetings are scheduled for Thursday, April 11, 2019 at 3:30 p.m. in City Hall Cowles Council Chambers, reviewing proposals will be conducted in Executive Session.
- Target date for Council award no later than Monday, May 13, 2019 or Tuesday, May 28, 2019
- In the event that the Art Selection Committee determines that interviews will be needed to narrow the field of proposals received interviews will be scheduled during the weeks of April 15, 2019 and April 22, 2019 at times mutually convenient for proposers and committee members.

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. Concept of the Proposal
3. Proposer interest or willingness in collaboration or working within a team approach.
4. Proposers experience or interest in working in the public realm or outside a studio setting.
5. Ability of the Proposer to meet time deadlines and schedules.
6. Quality of previous work of the proposer.
7. 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.

8. 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?
9. Does the proposed work of art add to the local identity and profile in the context of the City of Homer?
10. Is it specifically designed for its site (location) and is commensurate in scale with its surroundings?
11. Is a suitable addition to the public space proposed?
12. Is it durable (where applicable) and reasonable to maintain in terms of time and expense? Does the proposed art require regular maintenance in order for it to last?
13. Does the artwork need lighting or other additional fixtures? Have they been included in the proposal?
14. Is it a permanent fixed asset to the property or can it be relocated to another facility or location if required in the future?
15. 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?
16. Does the proposed art fall within the applicable zoning codes as outlined in the Homer City Code?
18. Is the proposed artwork susceptible to vandalism?
19. Is the proposed artwork free of unsafe conditions or factors?
20. Does the proposed concept contribute to a sense of civic pride?
21. Does the proposed concept involve the local community? Such as addresses, **but is not limited to, aspects of the city's history and/or culture?**
22. 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 Art Selection Committee for installation.

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 of the proposer/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 picks their choices.

Once the Art 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.

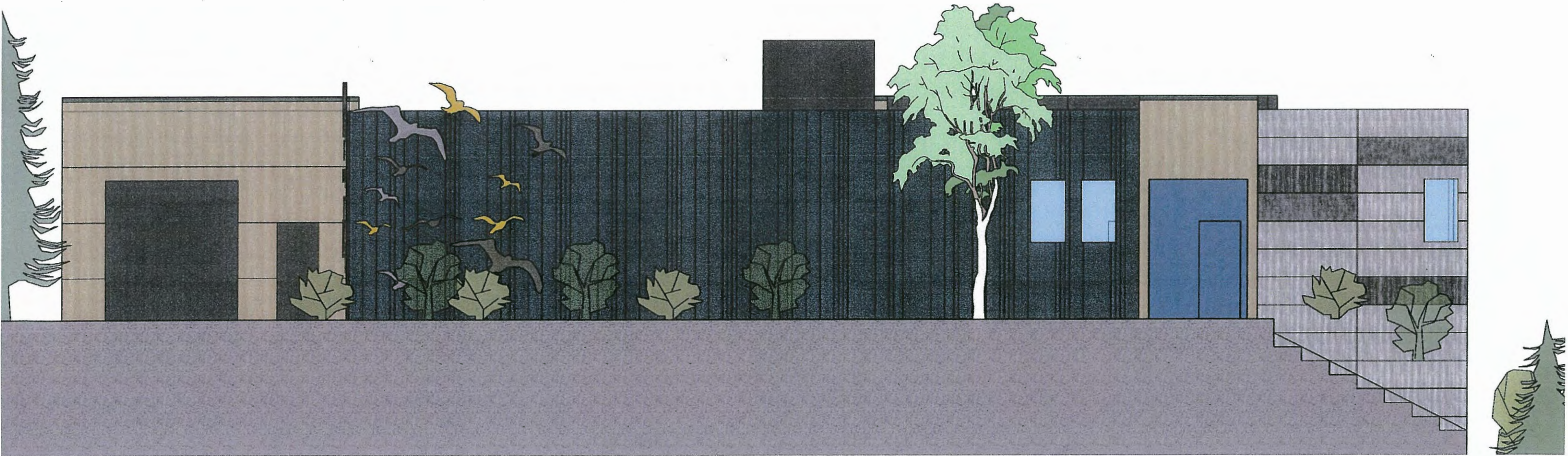


CONCEPT - BLVE



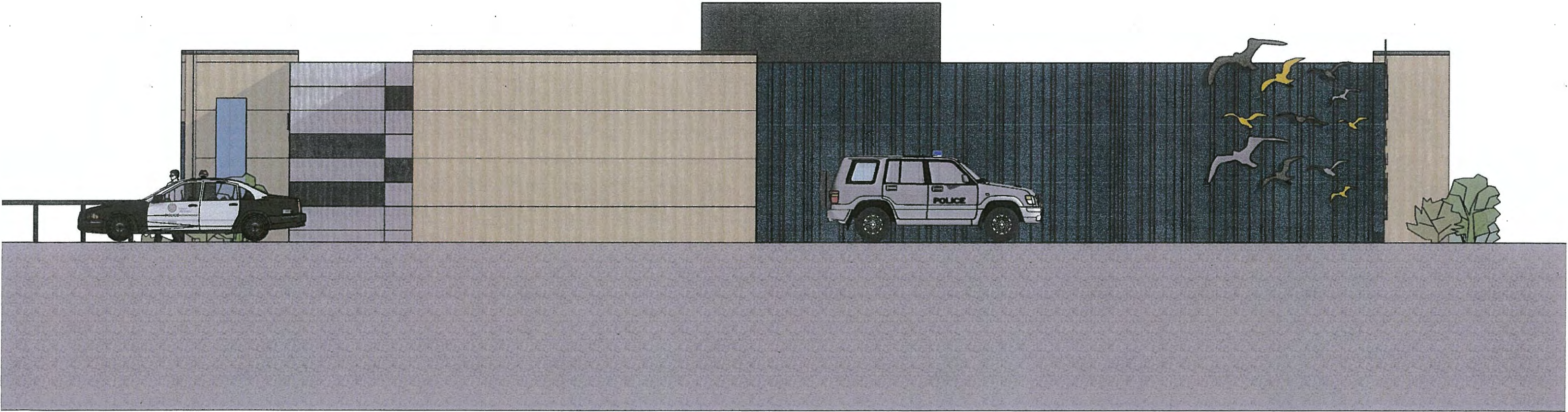
NORTH - BLUE

The birds are indicators of where art could be located on the building and viewable by the public



SOUTH - BLUE

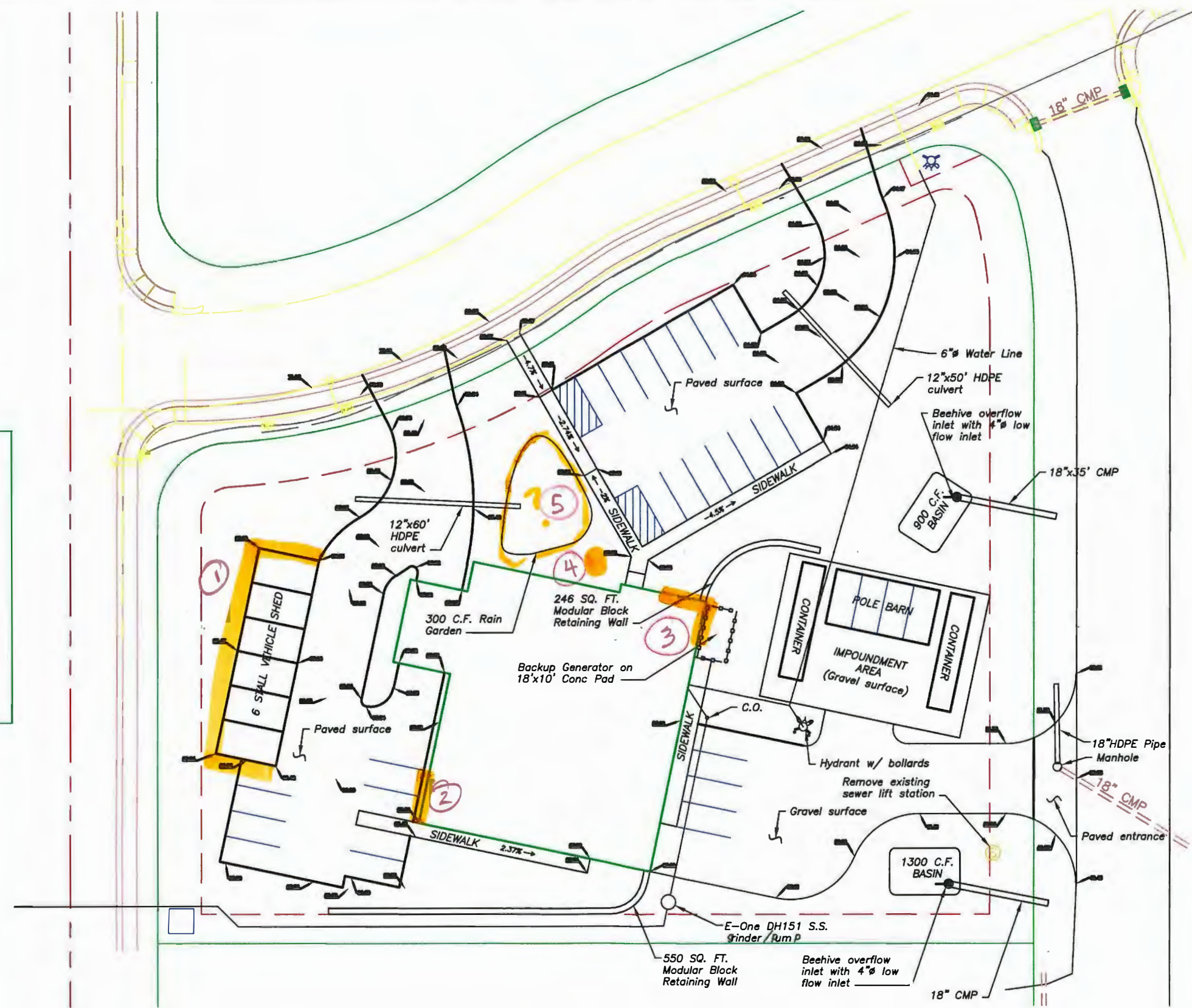
The Birds indicate where art could be located on the building and viewable by the Public



WEST- BLUE



-  INSULATED METAL PANEL, BASIS OF DESIGN XX
-  FIBER CEMENT PANEL, BASIS OF NICHIIHA RIBBED PANEL, GUNSMOKE EPS2311G
-  FIBER CEMENT PANEL, BASIS OF NICHIIHA VINTAGE WOOD, CEDAR EPG762F



- NOTES:
- 30-foot curb cut at both north entrances.
 - Water main and sanitary sewer requires 7 foot minimum cover.

PLAN
1"=40'

CITY OF HOMER
POLICE STATION
35% SITE PLAN PROGRESS PRINT
(CITY REVIEWED AND UPDATED 11-13-2018)

BISHOP ENGINEERING, LLC
PO BOX 2501 HOMER, ALASKA 99603
(907) 299-7609

DATE: 11/13/2018
CHK'D: JSB
SCALE: AS NOTED
PROJ. NO.: 2018130

SHEET NO.:
C-1

"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.

<div>Proposal Evaluation Form 1% for the Arts Project</div> <div>Criteria for the Selection of Artwork</div>							
Name of Reviewer:							
Date Review Submitted:							
Evaluation Scale							
None. Not addressed or response of no value		5					
Fair. Limited applicability		10					
Good. Some 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:							
To be answered by Clerk's Office							
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							
Each Committee member is to review the submitted proposal and answer the following questions using the Evaluation scale above rate the proposals received. If the question does not apply then put NA	COMMITTEE MEMBERS						
	DESIGN TEAM MEMBER	COMMISSION	COMMISSION	DEPT HEAD OR REP	FACILITY PERSONNEL REP	PARKS MAINT	ARTIST REP
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							
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.							
Does the proposed art require regular maintenance in order for it to last adding to an additional long term cost to the overall city budget?							
Does the proposed art fall with the applicable Chapter of the Homer City Code							
Is the proposed artwork susceptible to vandalism?							
Is free of unsafe conditions or factors.							

<div>Proposal Evaluation Form 1% for the Arts Project</div> <div>Criteria for the Selection of Artwork</div>							
Name of Reviewer:							
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Evaluation Scale							
None. Not addressed or response of no value		5					
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To be answered by Clerk's Office							
Was the required Number of Copies Submitted?							
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	DESIGN TEAM MEMBER	COMMISSION	COMMISSION	DEPT HEAD OR REP	FACILITY PERSONNEL REP	PARKS MAINT	ARTIST REP
Contributes to a sense of civic pride							
Involves the local community							
Addresses, but is not limited to, aspects of the city's history and/or culture							
Recognizes the broad intent and objectives of the City of Homer Public Art Policy							

CONTRACT

This contract made by and between the City of Homer, Alaska, a Municipal Corporation hereinafter called the "City" and _____ of _____ hereinafter called the "Artist";

WITNESSETH:

The Artist in consideration of the sum to be paid them by the City and of the covenants and agreements herein contained, hereby agrees at their own cost and expense to do all the work and furnish all materials, tools, labor and including all appliances, machinery and appurtenances for the City to the extent of the Proposal made by the Artist dated _____ (date) all in full compliance with the Contract documents referred to herein as:

1% for Art Project for the New Homer Police Station

A) Request for Proposal (RFP)

B) Signed Copy of Proposal

Are hereby referred to and referenced, made part of the Contract as fully and completely as if the same were fully set forth herein.

In consideration of the performance of the work as set forth in these Contract Documents, the City agrees to pay the Artist the amount specified in the Proposal and make such payments **upon the Artist's invoicing as approved by the City Engineer.**

The Artist agrees to complete the project, in all respects no later than _____

CONTRACT AMOUNT:

The City of Homer agrees to pay Artist for satisfactory design in accordance to the attached Proposal identified as Attachment B, in the amount of _____/100 \$XXXXX. The Artist may submit monthly pay requests based on percent completion. Monthly and final payment shall be made to Artist for a payable activity no later than thirty (30) calendar **days after Artist's Work** is completed. Artist agrees to joint checks being issued to suppliers, vendors and lower tier Subcontractors, if requested by City.

SCOPE OF WORK:

This contract is for providing a detailed design for the design, engineering (if needed), fabrication, installation, special lighting and identifying plaque and is neither an employment contract nor a subcontract for services. The design for the **"Name of Artwork"**

shall include dimensions, elevations, functionality and recommended materials. The “Name of Artwork” shall be designed to fit within the budget of \$XXXXX. The Artist is expected to coordinate with the City on aspects of the design of the proposed work of art. All final decisions regarding design parameters shall be at the direction of the designated City Representative.

Specific requirements such as contacting/coordinating installation with Chief, Project Manager, etc.

All contractual communication (including submittal of pay requests) shall be made through Carey Meyer, City Engineer, (907-399-7232).

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.

LIQUIDATED DAMAGES:

Liquidated damages in the amount of \$50.00 **per day will apply to the Artist's unexcused** delay in Completion of the Artwork.

The liquidated damage amount specified herein shall only apply to damages and expenses the City may incur as a result of a delay in placing the facility into use and operation exclusive of third party damages or claims.

The liquidated damage amount shall not cover any damages or expenses the City may incur as **a result of the Artist's unexcused delay in completing any portion of the** entire proposal, which delay results in whole or in part in delay, disruption, hindrance, interference, damages or expenses to any third party.

The Artist shall remain liable for the full amount of any such delay damages or expenses suffered by any third party without limitation by any liquidated damage provision set forth in the Contract.

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.

CHANGES:

The City, through the City Engineer 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.

IN WITNESS WHEREOF, We the parties hereto, each herewith subscribe the same on the date shown below.

CITY OF HOMER

Company Name or Artist Name

Katie Koester, City Manager

Artist Name, Position (if Company)

Date

Date

