

# Park City Municipal Corporation

## REQUEST FOR PROPOSALS (RFP) FOR Printing & Installation Services for Public Art for EmPOWERment Utility Box Project



Park City Municipal is looking for Service Providers to provide printing and installation services for Public Art for the EmPowerment Utility Box Project. In coordination with Rocky Mountain Power, Park City is looking for printing and installation services for such artwork. The EmPOWERment project goals include to beautify public utility infrastructure around Park City and promote sustainability goals, while maintaining engineering and safety standards set by Rocky Mountain Power.

**Contact:**

Jenny Diersen, Special Event & Economic Development Program Manager  
City Staff Liaison to the Park City Public Art Advisory Board (PAAB)

[jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org)

**NOTICE**  
**REQUEST FOR PROPOSALS**  
*Park City Municipal Corporation*

**PROJECT NAME:** Printing Services for Public Art for EmPOWERment Project  
**RFP AVAILABLE:** Monday, April 23, 2018  
**PROPOSALS DUE:** Friday, May 25, 2018 at 11:59 p.m. MST.

**PROJECT LOCATION:**

Various Locations throughout Park City – **Please see Attachment A**  
Park City Municipal Corporation  
445 Marsac Avenue  
PO Box 1480  
Park City, Utah 84060

Attachment A - Utility Box Locations and Measurements  
Attachment B - Printing Services Draft Provider Professional Services Agreement  
Attachment C - Park City Access Agreement

**PROJECT DESCRIPTION:**

Park City Public Art Advisory Board (PAAB) seeks proposals from Printing Services Companies to create printed wraps and install wraps on utility boxes. Experience in creating printed materials for utility structures or outdoor display is desired. Total project maximum is Twenty Thousand Dollars (\$20,000.00). The City has a separate budget for artist stipends.

**PROJECT DEADLINES:**

**Complete Submissions** due by Friday, May 25, 2018 at 11:59 p.m. MST.

**Project completion** required by Monday, August 13, 2018.

**Questions?** All questions shall be submitted in writing to Jenny Diersen, Special Event & Economic Development Program Manager, via email to: [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) by 11:59 p.m. on Wednesday, May 23. Responses will be returned and posted no later than Thursday, May 24, 2018 at 5:00 p.m. MST.

**OWNER:** Park City Municipal Corporation  
P.O. Box 1480  
Park City, UT 84060

**CONTACT:** Jenny Diersen, Special Event & Economic Development Program  
Manager  
Park City Municipal Corporation  
[jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org)

**Park City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.**

## **I. INTRODUCTION**

Park City seeks proposals from Printing Services Companies to create printed wraps and install wraps on utility boxes. Experience in creating printed materials for utility structures or outdoor display is desired. Total project maximum is Twenty Thousand Dollars (\$20,000.00). The City has a separate budget for artist stipends. The selected printer will produce and install ten (10) unique artwork wraps on the selected utility boxes throughout Park City.

## **II. Purpose of Project**

Park City Municipal is looking for Service Providers to provide printing services and installation for Public Art for the EmPOWERment Utility Box Project. In coordination with Rocky Mountain Power, the Park City Public Art Advisory Board is looking for printing and installation services for such artwork. The EmPOWERment project goals include to beautify public utility infrastructure around Park City and promote sustainability goals, while maintaining engineering and safety standards set by Rocky Mountain Power.

## **III. Project Scope**



### EmPOWERment Utility Box Public Art Project Information:

The Printing Services for Public Art for the EmPOWERment Utility Box Project Scope is attached as Exhibit "A" in Printing Services Draft Provider Professional Services Agreement (Attachment B).

The Service Provider that is selected to provide printing services shall work with City staff on all matters of the project including budgetary considerations, project timelines, accessibility, obtaining required City, Rocky Mountain Power, County, and State permits, as well as other items that pertain to the coordination of the project.

The selected Service Provider will manage the production, logistics, and installation of printed artwork for selected utility boxes in coordination with City staff.

- Service Provider is required to abide by the Access Agreement (Attachment C)
- Required signage for utility boxes cannot be moved, removed, blocked, or covered.
- Ventilation may not be altered, covered, blocked, or removed.
- Service providers are responsible for digitizing selected artwork for printing. Artwork may be submitted as original 2D works or digitally at 300ppi or greater, and TIFF or EPS format.
- Service providers must be able to print in full color.
- During installation, the Service Provider may be required to obtain Special Use of Parking or other permits required for special parking permissions.
- At all times during installation, Service Provider must wear safety vest and protective clothing.
- Max size dimensions. Please consult drawing plans and photos. (Attachment A)
- The utility box is created out of sheet metal that has been powder coated.
- Printed materials and installation process may require additional permits to be approved by the Planning Department, Building Department, and Project Manager.
- Utility boxes must remain fully functional at all times during installation process and after project installation.
- The Service Provider is responsible for providing a warranty for the printing quality for two (2) years after final acceptance of the project. Service providers offering extended warranty beyond the two (2) year period may receive preference in the selection process.
- Upon installation, project will be reviewed and approved by the Building Department.
- The artwork installation should occur no later than Monday, August 13, 2018. The selected Service Provider will be required to coordinate schedules with the Project Manager and install the work during its regular business hours or as agreed to by both parties. Service Providers should include a timeline of installation for the project with their proposal.
- The Service Provider selected is responsible for the creation of printed materials, including performance of the services specified, but not limited to storage of materials, labor, insurance, materials costs, transportation, delivery, overhead, anticipated fabrication and installation cost, and permits as required by City departments.
- Service Providers using environmental sustainable practices and materials will be given preference.

## Background:

The Park City Public Art Board's goal for this project is to beautify public utility infrastructure around Park City, while maintaining engineering and safety standards set by Rocky Mountain Power. This project will engage the community aligning with City Council's critical priority of Energy. Artist will submit two dimensional artwork along the theme of EmPOWERment – with themes that focus on ideas of taking action to reduce our carbon footprints through renewable power sources, cleaner transportation, recycling and reuse, maintaining natural environment, water and energy conservation, as well as supporting local vendors (artist and businesses). Artists participating in this project will include submissions from local Summit county residents – including local (Summit County) youth and adults of all ages.

The selected Service Provider will provide printing services and installation of printed material on utility boxes as indicated in Attachment A for the EmPOWERment Utility Box Public Art Project.

## **IV. Funding**

The total maximum allocated for this project is Twenty Thousand Dollars (\$20,000.00). Funding for this project comes from additional Capital Improvement Project funding for Public Art. All submissions must include a proposed budget or fee schedule. The budgets or proposed fee schedule must include all costs, including performance of the services specified, but not limited to storage of materials, labor, insurance, materials costs, transportation, delivery, overhead, anticipated fabrication and installation cost, and permits as required by City departments. The selected Service Provider is responsible for maintenance for two (2) years upon final completion of the project.

## **V. Content of Proposal**

Proposals will be evaluated on the Selection Criteria as well as the Project Goals and Service Provider Requirements listed below.

### **Project Goals:**

Successful proposals will address the specific goals listed in this RFP.

- Ability to integrate with the scale, sign, and display requirements and physical space of the utility boxes.
- Functionality and maintenance of the proposed material should be outlined in the proposal. The Public Art Advisory Board reviews the maintenance and cleaning requirements in consideration of the final selection.
- Service Provider should print materials that are suitable for high foot traffic areas and all weather conditions. The printing services being requested will be viewed by both locals and visitors alike, and will need to withstand year-round weather conditions of Park City.

- The printing materials must be made of durable, permanent media that is safe and requires minimal maintenance.

**Artist(s)/Team Requirements:**

- The Service Provider will demonstrate organizational skills and be responsible for production of printed materials, logistics, and installation. Experience producing and installing permanent printed materials on publically displayed materials desired.
- The installation of the project will take place in October with final project completion by Friday, Monday, August 13, 2018. It is the responsibility of the Service Provider to coordinate and manage production of materials, logistics, and installation for project. The City has a separate budget for artist stipends, which is not included in the Service Provider scope. The Service Provider will coordinate all aspects of the scope of the project with the Project Manager.
- The Service Provider must act professionally. They are responsible for answering emails and phone calls in a timely manner. The Service Provider will use their own personal cell phone, computer, and email for tasks as outlined in the scope.
- The Service Provider will coordinate directly with the Project Manager for the project. The selected Service Provider should be prepared to demonstrate a willingness to work collaboratively with a large team comprised of both City staff and community partners. This should include the ability to establish and maintain effective working relationships with employees, other divisions, and the public with effective communications (both orally and written).
- The ability to work independently and handle multiple tasks simultaneously, as well as the ability to organize projects and meet deadlines, and coordinate between various individuals is required.
- If utilizing third parties for completing the project, list what portion of the project will be completed by third parties and the name, if known, of the third parties.

The following listed criteria are used as guidelines during the review of proposals. The list is not in order of priority; some criteria will receive more weight than others.

**Selection Criteria:**

- Clarity of proposal and thoroughness of response (completeness of package).
- Adherence to the maximum budget of Twenty Thousand Dollars (\$20,000.00).
- Experience needed to undertake the coordination and execution of the project within the aggressive timeline. This includes the ability to work with a team of individuals including various City staff and community-related public relation opportunities that may arise during the project.
- Professional References – Applicants should list and provide contact information for at least three (3) references to contact for similar work performed.
- Functionality and durability of the proposed services – the art is intended for permanent display.
- Additional sustainable or “green” practices and qualities of your business or product.

The finalist(s) will be evaluated in part for their flexibility and creativity in incorporating the site, their potential ability to work with the project stakeholders, and their capacity to evolve a significant and well integrated solution. Any changes to the nature of or regarding the extent of requested changes to the Standard Contract should be asked prior to submitting a proposal and shall count against the proposer.

**Price may not be the sole deciding factor.**

Park City Municipal Corporation reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA §63G-2-309, as amended. The award of contract is subject to approval by City Council.

Park City Municipal Corporation reserves the right to cancel or modify the terms of this RFP and/or the project at any time for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

**VI. Selection Process**

The Selection Committee includes the following representatives:

**Committee Members:** Public Art Advisory Board members and representatives from Rocky Mountain Power.

- **Ex-officio Members and Staff:** Nonvoting members of the Committee include the Executive Director of the Park City Summit County Art Council, City Council Liaison, City Staff Liaison to the Public Art Advisory Board, and City staff from various departments such as Engineering, Building, Planning, and Sustainability may also be included.

Finalists may be invited to interview with members of the Public Art Advisory Board and Selection Committee. The Park City Public Art Advisory Board will recommend one final Service Provider. Proposals will be evaluated on the factors listed in Section V, Content and Goals of Proposal. The Public Art Advisory Board's recommendations and award of contracts pursuant to this RFP are conditioned upon and subject to approval by the City Council.

**Timeline**

The schedule is contingent upon the City’s project schedule and may be changed at any time.

The selection process will proceed on the following schedule:

- A. A pre-submission meeting will be held at 3:30 p.m. MST on Monday, May 14, 2018. Service Providers who are interested in attending or participating, must RSVP to [Jenny](#)

[Diersen](#), no later than Friday, May 11, 2018 at 4:00 p.m. MST. The pre-submission meeting is optional and not mandatory. The pre-submission meeting is subject to change based on the coordination of the Project Manager, and City staff that need to be present.

B. One Proposal will be received by Park City by Friday, May 25, 2018 at 11:59 p.m. MST, at the Special Events Office, Attention: Jenny Diersen, Special Event & Economic Development Program Manager, located at 445 Marsac Avenue, Park City, Utah 84060. An electronic copy **must also** be submitted to [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) as a single PDF by Friday, May 25, 2018 at 11:59 p.m. MST. Electronic submission cannot exceed eight (8) megabytes to the email address. If files are larger than the maximum size allowed, they may be submitted through a private Dropbox™ account directly to [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) and cannot be submitted to any other parties. It is the sole responsibility of the applicant to ensure the success of the electronic submission is completed prior to the deadline as stated above. Proposals lacking required information will not be considered.

C. A selection committee comprised of City staff, as described in Section V, will review all submitted RFPs. The selection committee will meet on the week of May 28 or June 4, 2018.

D. The selection committee may find it necessary to conduct interviews. All interviews for selection process will be conducted no later than Thursday, June 7, 2018.

E. Award of the contract is subject to approval by City Council. It is anticipated that City Council will vote on the contract award Thursday, June 21, 2018. It is also anticipated that the City Council will vote on the approval of the artwork for the project at the June 21 City Council meeting.

F. The Service Provider that is awarded the contract will be required to work within an aggressive timeline. The artist will complete the entirety of the project no later than Monday, August 13, 2018

## **VII. Submission of Proposals**

All Service Providers responding to the RFP must submit complete responses to the information requested in this section and must note any exceptions to any information contained in the RFP. Applicants shall present information in a clear and concise manner following the format listed below. Proposals lacking required information will not be considered.

### **A. Proposal**

**1. Cover Page:** List the Service Provider's name and company if applicable, project name, contact information, including but not limited to: Email, phone number, and mailing address. Additional Information may also include web address, social media links, or other contact information.

**2. Proposal:** Describe your proposal for the project. Explain the proposed budget, schedule, process, and method. Explain how your background relates to the scope of the project as outlined in this proposal. The proposal should include a project scope for to be

included as Attachment A in the Service Provider Agreement (Attachment B) if awarded the project. **The description must state the length of time the proposal is valid.**

**3. Illustrations/photos:** Submit no more than five (5) images in correct proportion from previous projects showing the ability to complete the task. Designs should display media and colors, as well as completed project dimensions.

**4. Budget:** Project costs will be considered during selection. The maximum amount allocated is Twenty Thousand Dollars (\$20,000.00). Include a proposed fee schedule for the project. Budget refers to all costs anticipated to be incurred by the Service Provider for the design and creation of printing services, logistics and installation including performance of the services specified, but not limited to labor, insurance, storage, materials costs, transportation, delivery, overhead, Park City business license, anticipated fabrication, installation cost, and permits as required by City departments. The Service Provider(s) are responsible for warranty of the quality of the print and installation for two (2) years upon final acceptance of the project.

## **B. Statement of Qualifications**

**1. Bio.** Information and brief resume(s) on the Service Provider.

**2. References.** Three (3) professional references (particularly if you have completed any similar projects). Please provide names and contact information for references.

Interested individuals and/or firms must submit their Proposal and Statement of Qualifications by Friday, May 25, 2018 at 11:59 p.m. MST.

Please submit one (1) set of the Proposal and Statement of Qualifications. Provide your projected budget as an Attachment to your Proposal and Statement of Qualifications. To be considered, one (1) proposal must be received at the Park City Special Events Office, Attention: Jenny Diersen, Special Event & Economic Development Program Manager, 445 Marsac Avenue, 3<sup>rd</sup> Floor, P.O. Box 1480, Park City, UT 84060 by Friday, May 25, 2018 at 11:59 p.m. MST.

## **AND**

One (1) electronic copy must be submitted. In this instance, all electronic proposals should be saved as a single PDF and may not include any additional Attachments. Electronic submission cannot exceed eight (8) megabytes to the email address. If files are larger than the maximum size allowed, they may be submitted through a private Dropbox™ account directly to [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) and cannot be submitted to any other parties. It is the sole responsibility of the applicant to ensure the success of the electronic submission is completed prior to the deadline as stated above. Electronic proposals with additional support documents or materials will not be accepted. The electronic submissions must be received at [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) by Friday, May 25, 2018 at 11:59 p.m. MST.

Limit the response to fifteen (15) pages of written material including any visual material such as sketches, photographs, etc. Please be concise. The page count does not include index, dividers, or separation sheets that contain no information, or short-form resumes of team individuals. Please do not place proposals in binders or binding products - you may staple or paperclip. Submit all proposals in one envelope or package.

Proposals must be mailed or hand-delivered AND submitted electronically to  
Park City Municipal Corporation  
Attn: Jenny Diersen, Special Event & Economic Development Program Manager  
Request for Proposal Printing Services for Park City Public Art for EmPOWERment Utility Box  
Project  
445 Marsac Avenue, Special Events Office- 3<sup>rd</sup> Floor, Park City, UT 84060  
P.O. Box 1480, Park City, UT 84060

**AND**

via [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org).

The envelope/package must indicate the Service Provider(s) making the submittal and be addressed as stated above. When submitting electronically, please include the project name as stated for this RFP in the subject line.

Faxed proposals will not be accepted.

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the Service Provider. The City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Requests for Additional Information

Any questions concerning the submittal or the project shall be sent in written form via email inquiry to the attention of Jenny Diersen, at Park City Municipal Corporation, at [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) by 11:59 p.m. on Wednesday, May 23. Responses will be returned and posted no later than Thursday, May 24, 2018 at 5:00 p.m. MST.

**VII. Preparation of Proposals**

A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the offerors own risk.

B. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offerors. The City assumes no liability for any costs incurred by offerors throughout the entire selection process.

**VIII. Proposal Information**

A. Equal Opportunity. The City will make every effort to ensure that all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

B. Proposal Ownership. All proposals, including Attachment s, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the offerors.

C. Rejection of Proposals. The City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

D. No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.

E. Park City Municipal Corporation's policy is, subject to Federal, State, and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.

## **IX. Insurance Requirements**

The Service Provider will bear the entire risk of loss or damage to the work during design, fabrication, packing, shipping, and installation. Once the work is completely installed and formally accepted by Park City Municipal Corporation, and after the two (2) year warranty period, Park City Municipal Corporation assumes the risk of loss.

The Service Provider will also agree to warranty the material of the service for a period of no less than two (2) years after the date of acceptance by Park City.

The Service Provider will provide and maintain and will require all subcontractors to provide and maintain, insurance to cover claims for damages for personal injury, bodily injury (including wrongful death), and property damage. The coverage will provide protection for all operations by the Service Provider or any subcontractor or by anyone directly or indirectly employed by either of them. A minimum insurance naming the City and Rocky Mountain Power as additionally insured will be required in the amount of One Million Dollars (\$1,000,000.00) per occurrence/Three Million Dollars (\$3,000,000.00) aggregate, as well as, proof of worker's compensation coverage. Auto liability insurance in the amount of one million dollars (\$1,000,000.00) owned and non-owned auto per accident shall also be required. All insurance shall be reviewed and approved by the Park City Attorney's Office.

## **X. Professional Service Provider Agreement**

The selected Service Provider will be required to enter into the City's standard Professional Service Provider Contract in a form to be approved by the City Attorney's Office. Service Providers are advised to thoroughly read the attached sample agreement attached hereto as Attachment "B", as the selected Service Provider will be required to comply with its requirements. The selected

Service Provider is required to have or be able to obtain a Park City business license and Tax ID number.

If the Service Provider takes exception to any term or condition set forth in this proposal and/or the sample Professional Service Provider Agreement and any of its exhibits and Attachment s, said exceptions must be clearly identified in the response to this RFP. Exceptions or deviations to any of the terms and conditions must be submitted in a separate document accompanying proposal identified as "Exceptions." Such exceptions shall be considered in the evaluation and the award processes. The City shall be the sole determiner of the acceptability of any exception.

Park City Municipal Corporation reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to Utah Code Section 63G-2-308, as amended. Award of contract is subject to approval by City Council.

It is Park City policy, subject to federal, State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.

Subject to Paragraph 9 of the Provider/Professional Services Agreement, Park City Municipal Corporation retains all rights to the work product and the right to use images of the work. (Refer to attached sample agreement.)

The nature and extent of requested changes to our standard contract (i.e. unwillingness to comply with our insurance/indemnity provision) counts against the bidder. Any contract changes must be requested and approved by the City Attorney's Office before awarding the contract.