

Park City Municipal Corporation

REQUEST FOR PROPOSALS (non-bid)

Public Art

For Creekside Water Treatment Plant



The exterior yard in front of the new Creekside Water Treatment Plant is the perfect space to construct a work of art that will use up-cycled materials from water distribution, be interactive, educational, and visually appealing. The Creekside Water Treatment Plant is conveniently nestled between a public playground and public restroom, just strides away from the bike path and jump park and frequented by various members of our community. The installation will represent Park City Municipal Corporation and its Public Utilities Department dedication to moving towards a more sustainable distribution system.

Contact:

Meghan Newsome, Water Quality Intern
Public Utilities Department
Park City Municipal Corporation
1053 Iron Horse Dr.
Park City, UT, 84060
meghan.newsome@parkcity.org

NOTICE
REQUEST FOR PROPOSALS
Park City Municipal Corporation
Public Art for Creekside Water Treatment Plant

PROJECT NAME: Public Art for Creekside Water Treatment Plant

RFP AVAILABLE: 4:00 p.m. MST, *Wednesday, June 6, 2018.*

PROPOSALS DUE: 5:00 p.m. MST, *Friday, July 27, 2018.*

PROJECT LOCATION:

Creekside Water Treatment Plant
2392 Holiday Ranch Loop Road
Park City, UT 84060

Exhibit A: Photos of proposed project location.

Exhibit B: Photos of some materials being donated.

Exhibit C: Sample Park City Municipal Corporation Provider/Professional Services Agreement Commissioned Art

PROJECT DESCRIPTION:

Park City Municipal Corporation (“PCMC”) with the support and recommendation from its Public Art Advisory Board (PAAB) seeks proposals from an artist(s)/team that will create and build a structure that represents PCMC’s dedication to water conservation and sustainability in distribution. The installation will be securely displayed in front of the new Creekside Water Treatment Plant, as reflected on Exhibit “A” attached hereto and made a part hereof, which is frequented by a varied community. We expect eighty percent (80%) of the installation to be made with the up-cycled materials being donated by Public Utilities Department. Experience in creating a large scale installation for public space is desired but not required. Total project budget shall not exceed Thirteen Thousand Dollars (\$13,000.00).

PROJECT DEADLINES:

Pre-Submittal Meeting –12:00 p.m. MST, Monday, July 16, 2018. Meeting will be held at Park City Public Works Office. The meeting will allow applicants to look/hold/measure/examine the materials donated. This meeting is not mandatory.

Complete Submissions due by 5:00 p.m. MST, Friday, July 27, 2018.

Project Completion Required by 5:00 p.m. MST, Thursday, November 8, 2018.

Questions? All questions shall be submitted in writing to Meghan Newsome, Water Quality Intern, via email to: meghan.newsome@parkcity.org by 11:59 p.m. (midnight) MST on Wednesday, July 25, 2018. Responses will be returned and posted no later than 5:00p.m. MST, Thursday, July 26, 2018.

OWNER: Park City Municipal Corporation
PO Box 1480
Park City, UT 84060

CONTACT: Meghan Newsome
Water Quality Intern
Public Utilities, PCMC
meghan.newsome@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 Municipal Corporation (“PCMC”) seeks proposals from an artist(s)/teams that will create and build a structure that represents PCMC’s dedication to water conservation and sustainability in distribution. PCMC is looking for proposals that incorporate as much of the materials provided for the purpose of up-cycling; proposals that demonstrate the installation will withstand snow, ice, rain, and sunshine, and sturdy enough to remain standing if climbed on; proposals that will not only captivate onlookers, but entice interaction with apparent moving parts for children and adults alike. Total project maximum budget is Thirteen Thousand Dollars (\$13,000.00). The art installation will be an educational attraction worth visiting.

II. PURPOSE OF PROJECT

PCMC is seeking an artist or artists’ team to build an installation with up-cycled material in front of the new Creekside Treatment Plant. This is a unique location for a water treatment plant because it will be frequented by many varied community members. The new building offers shade for the park’s visitors and is nestled between a public playground and public restrooms. It is also just a quick stride away from the Creekside Bike Path and Jump Park.

The idea was inspired by a growing mound of residential meters removed in the summer of 2017 for an upgrade, and were bound for the metal scrapper. The purpose of the project is to reuse the materials from the meter upgrade and other materials saved from distribution. These include wooden piping, yokes, wheels, and pieces of steel pipe as reflected on Exhibit “B” attached hereto and made a part hereof. If required to convey the artist’s vision, newer materials might be available depending on desired amount and type needed. The repurposing of these materials represents PCMC’s dedication to moving towards sustainability, with the added benefit of educating the public about our historic infrastructure in water distribution. Hiring a local artist to represent PCMC in a creative vivid image of conservation will add interest among the community. This project will be a valuable educational avenue for PCMC.

III. PROJECT SCOPE

- Art installation will be installed on the lawn in front of the north facing wall and shaded awning of the Creekside Water Treatment building. For max size dimensions please consult plans reflected on Exhibit “A”.
- Art installation will be reviewed and approved by the Park City Municipal Building Department.
- The installation will need to pass a third party building inspection for which the artist(s)/team is fiscally responsible.
- Art installation must be secured to the ground and withstand weather including wind, snow, ice, and rain, and bear weight. We want to discourage climbing on the installation either through design or by a sign that reads “do not climb”.
- Power may be available for this project.
- To be ADA compliant, the installation should not obstruct use of the sidewalk, and the majority if not all of its interactive parts must be accessible from the sidewalk.
- The integration of repurposed materials with new material required for a pleasing visual appeal, functionality, and security should be eighty percent (80%) repurposed to twenty percent (20%) new. (See Exhibit “B”)
- The installation construction can begin on September 3, 2018. The selected artist(s)/team will be required to coordinate schedules with the Project Manager.
- The artist(s)/team selected is responsible for the design and creation of the art including performance of the services specified, but not limited to storage of materials, artist labor, insurance, materials costs, lighting, transportation, lodging, delivery, overhead, anticipated fabrication and installation cost and permits as required by City departments. The artist(s) are responsible for maintenance of the work for one (1) year after final acceptance of the project. Permit fees and maintenance costs shall be included within the project budget.

- The artist(s)/team selected shall work with the Project Manager on all matters of the project including location, specific medium/materials, budgetary considerations, installation timelines and access to the space, as well as other items that pertain to the coordination of the project.

Artwork Location and Constraints:

The proposed location for the art installation is outlined in red and is labeled 12' x 10' in Exhibit "A". It is a central location in Creekside Park directly in front of treatment plant's shade awning, between the toddler's playground and the public restroom. This area is expected to see a lot of foot traffic, therefore the artist will need to secure the installation to the ground. This area also gets a lot of sun, so consider the heat of the metal work in your design. The lawn is one hundred twenty (120) square feet. One third (1/3) of the border is confined by a concrete bench, the other two thirds (2/3) is bordered by a sidewalk. The art installation cannot obstruct the sidewalk or compromise the integrity of the bench. There is no limit to the height of the installation; however, it must be approved by a licensed engineer; it must not facilitate access to the treatment plant's roof. If needed, the artist(s)/team may consult with the Project Manager.

The Art work should be consistent with the PAAB Mission, Vision, Goals & Strategies

Mission

Enrich and connect the Park City community through visual art in public spaces.

Vision

Inspire a complete community, celebrating Park City's vibrant history, culture and environment.

Goals & Strategies

1. Maintain & Preserve the Public Art Collection.
 - a. Perform an annual collection review.
 - b. Maintain a current inventory of the collection.
 - c. Respond in a timely manner to damage or maintenance needs.
2. Acquire Public Art that Aligns with the Mission of the PAAB.
 - a. Adhere to the selection process criteria and standards.
 - b. Select artist whose work aligns with projects vision and goals.
 - c. Align projects with City's values and priorities.
 - d. Advocate for private and public collaborations.
 - e. Be responsible stewards of public art funds.
 - f. Establish collaborations with City Departments.
 - g. Maintain a current Project Planning document.
3. Select Public Art that Reflects a Sense of Place
 - a. Create a cohesive and relevant collection that tells the story of our community and place.
 - b. Connect to Park City's history and landscape.
 - c. Reflect Park City's diverse culture and unite our neighborhoods.
4. Engage the Community through Public Art
 - a. Increase public involvement through educational opportunities, outreach and awareness.
 - b. Respond to the community's concerns and suggestions.
 - c. Promote the current Public Art Collection.

IV. FUNDING

The total maximum allocated for this project is Thirteen Thousand Dollars (\$13,000.00). Nearly half of the funding is coming from PCMC's Public Utilities building budget and the amount was generously matched by the Park City Public Advisory Board. Partial funding for this project comes from the Utah Art and Museum Grant FY18. All submissions must include a proposed budget or fee schedule. The budgets or proposed fee schedule must include all costs including, but not limited to performance of the services specified, storage of materials, artist labor, insurance, materials costs,

lighting, transportation, lodging, delivery, overhead, anticipated fabrication and installation cost and permits as required by City departments.

V. CONTENT OF PROPOSAL

Proposals will be evaluated on the Selection Criteria as well as the Project Goals and Artist(s) requirements listed below.

Project Goals:

Successful proposals will address the specific goals listed below.

- The integration of repurposed materials with new material required for a pleasing visual appeal, functionality, and security should be eighty percent (80%) repurposed to twenty percent (20%) new.
- The functionality of creating a piece that is interactive for visitors.
- Functionality and maintenance of the proposed piece should be outlined in the proposal. The selection committee will evaluate the maintenance and cleaning requirements in consideration of the final selection.
- The space represents the Park City Public Utilities Water Department by displaying its historical infrastructure for distributing water. It should be visually pleasing and evoke curiosity to understanding the system. It must be interesting and educational.
- Art installation should appeal to a diverse range of viewership (children, teens, adults, locals, and visitors). The work should convey a sense of trust in PCMC that shows we are committed to public health and safety by providing clean drinking water.
- The artist(s)/team should submit designs that are suitable for high traffic areas and all weather conditions.
- The art installation should be properly scaled to its surroundings.

Artist(s)/Team Requirements:

- The artist(s)/team needs to have a Park City business license.
- The artist(s)/team will demonstrate organizational skills and be responsible for the production of printed materials, logistics, and installation.
- Experience in creating large-scale installations for public space is desired but not required. The artist will be required to submit technical drawings that show the artwork and installation in detail. This will need to be approved by a Utah State Licensed engineer. The artist may hire contract labor (architects and others) needed to assist with preparation of construction drawings etc.
- If artist(s)/team utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties and then name, if known, of the third party.
- Any closure of space must be approved of by the Project Manager. The artist will communicate directly with the Project Manager, who will coordinate with staff in other City departments, the Building, Planning, and Engineering Departments, and Director of Public Utilities.

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

Selection Criteria:

- Clarity and thoroughness of proposal (completeness of package).
- Creativity and uniqueness as addressed in the proposal.
- Alignment with PAAB Mission, Vision, Goals & Strategies.
- Functionality and durability of the proposed services – the art is intended for permanent display.
- Contribution to community vitality. Additional sustainable “green” practices and qualities of your business or product.

- Adherence to the maximum budget of Thirteen Thousand Dollars (\$13,000.00).
- Experience needed to undertake the coordination and execution of the project within the defined 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.
- Wise use of resources – including appropriateness of materials, style, scale, and concepts in relation to the site.
- Professional References – Applicants should list and provide contact information for at least three (3) references to contact for similar work performed.

The finalist 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.

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 reject any and all proposals for any reason. Park City Municipal Corporation further 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.

The selected artist(s) will be required to enter into the City’s standard Provider/Professional Services Agreement – Commissioned Art Contract in a form to be approved by the City Attorney’s Office. Artist(s) are advised to thoroughly read the attached standard Provider/Professional Service Agreement attached hereto and made a part hereof as Exhibit “C”, as the selected artist(s) will be required to comply with its requirements. The selected artist(s) is required to have or be able to obtain a Park City business license and a federal Tax ID number.

The nature and extent of requested changes to our standard agreement counts against the submitter. Any contract changes must be requested and approved by the City Attorney’s Office no later than the proposal submittal deadline.

ANY INQUIRIES RELATED TO INDEMNIFICATION OR INSURANCE PROVISIONS CONTAINED IN PARK CITY MUNICIPAL CORPORATION’S STANDARD AGREEMENT MUST BE SUBMITTED TO PARK CITY MUNICIPAL CORPORATION NO LATER THAN THE PROPOSAL/SUBMITTAL DEADLINE. PARK CITY MAY, IN ITS SOLE DISCRETION, CONSIDER SUCH INQUIRIES. ANY CHANGES TO PARK’S CITY’S STANDARD INSURANCE AND INDEMNIFICATION PROVISIONS SHALL BE APPROVED IN PARK CITY’S SOLE DISCRETION.

Price may not be the sole deciding factor.

VI. SELECTION PROCESS

The Selection Committee includes the following representatives:

Committee Members: Public Art Advisory Board members, Public Utilities representatives and Project Manager.
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 Board, and Youth Liaisons. City Staff from various departments may also be included.

Finalists may be invited to interview with members of the Public Art Advisory Board. The Board will recommend one final artist/artist team. 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 Public Works Office, 1053 Iron Horse Dr., Park City, UT 84060, on Monday, July 16, 2018 at 12:00 p.m. MST. The meeting will allow applicants to look/hold/measure/examine the materials donated. This meeting is not mandatory.
- B. Proposals must be received by Park City Public Utilities Department by **5:00 p.m. MST Friday, July 27, 2018**, at Public Works Office, Attention: Meghan Newsome, Water Quality Intern, located at 1053 Iron Horse Dr., Park City, UT 84060. An electronic copy **must also** be submitted to Meghan Newsome via email to: meghan.newsome@parkcity.org as a single PDF by **5:00 p.m. MST Friday, July 27, 2018**. Electronic submission cannot exceed eight (8) megabytes. If files are larger than the maximum size allowed, they may be submitted through a private Dropbox™ account directly to meghan.newsome@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. The Selection Committee comprised of City Staff, as described in Section V, will review all submitted RFPs. The selection committee will meet on Tuesday August 13, 2018.
- D. Award of the contract is subject to approval by City Council. It is anticipated that City Council will vote on the contract award during their *August* meeting.
- E. The artist(s)/team 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 *Thursday, November 8, 2018*.

VII. SUBMISSION OF PROPOSALS

All artist(s)/teams 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. Proposals are good for one (1) year from submission date.

A. Proposal

- 1. **Cover Page:** List the Artist(s)/ Team name(s), project name, and 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 and concept for the project. Explain the proposed budget, schedule, process, and method. Explain how your concept relates to the possible themes outlined in this proposal. The proposal should include a “Scope of Services” to be included as Exhibit “A” in the artist’s Agreement if awarded the project, to include a proposed timeline for the project completion by November 8, 2018.
3. **Illustrations/photos:** Submit no more than ten (10) images in correct proportion. 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 Thirteen Thousand Dollars (\$13,000.00). Include a proposed fee schedule for the project. Budget refers to all costs anticipated to be incurred by the artist for the design and creation of printing services, logistics, and installation including, but not limited to, performance of the services specified, labor, insurance, storage, lighting and materials costs, transportation, delivery, overhead, Park City business license, anticipated fabrication, installation cost, and permits as required by City departments. Permit fees and maintenance costs shall be included within the project budget.

B. Statement of Qualifications

1. **Bio:** Information and brief resume(s) on the artist and members of team.
2. **References:** Three (3) professional references (particularly if you have completed any projects with any other public art programs). Please provide names and contact information.

Please submit one (1) set of Statement of Qualifications. Provide your project budget as an exhibit to your Proposal and Statement of Qualifications. To be considered, one (1) physical copy and one (1) electronic copy (see below) of the Proposal must be received at the Park City Public Utilities Department, Attention: Meghan Newsome, Water Quality Intern, if via hand delivery to Public Works Office 1053 Iron Horse Dr., Park City, UT 84060, or, if via U.S. Mail, to P.O. Box 1480, Park City, UT 84060, by 5:00 p.m. MST, Friday July 27, 2018.

AND

One (1) electronic copy must be submitted via email to: meghan.newsome@parkcity.org. All electronic proposals should be saved as a single PDF and may not include any additional exhibits. 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 meghan.newsome@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 by 5:00 p.m. MST Friday, July 27, 2018.**

Limit the response to a maximum of 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.

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

Faxed proposals will not be accepted.

Any questions concerning the submittal or the project shall be sent in written form via email inquiry to the attention of Meghan Newsome, at Park City Municipal Corporation, at meghan.newsome@parkcity.org by 11:59 p.m.

(midnight) MST on Wednesday, July 25, 2018. Responses will be returned and posted on the web no later than 5:00p.m. MST, Thursday, July 26, 2018.

VIII. PREPARATION FOR PROPOSALS

- A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the artist's 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 artist's. The City assumes no liability for any costs incurred by artists throughout the entire selection process.

IX. PROPOSAL INFORMATION

- A. Equal Opportunity. The City will make every effort to ensure that all artists 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 attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the artists.
- 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. Artists 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.

X. INSURANCE REQUIRMENTS

The artist(s)/teams will agree to warranty the material and workmanship of the commissioned work for a period of one (1) year after the date of acceptance by Park City.

The selected artist(s)/teams 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 one (1) year warranty period Park City Municipal Corporation assumes the risk of loss.

The selected artist(s)/teams will provide and maintain and will require all subcontractors to provide and maintain, general liability 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 artist(s)/team or any subcontractor or by anyone directly or indirectly employed by either of them. A minimum insurance naming the City as additionally insured will be required in the amount of no less than Two Million Dollars (\$2,000,000) per occurrence/Four Million Dollars (\$4,000,000) aggregate for personal injury, bodily injury and property damage, as well as, proof of workers compensation coverage. A minimum Automobile Liability Insurance with limits no less than Two Million Dollars (\$2,000,000) combined single limit per accident for bodily injury and property damage. All insurance shall be reviewed and approved by the Park City Attorney's Office.

XI. PROVIDER/PROFESSIONAL SERVICE AGREEMENT – COMMISSIONED ART

The selected artist(s) will be required to enter into the City's standard Provider/Professional Services Agreement – Commissioned Art Contract in a form to be approved by the City Attorney's Office. Artist(s) are advised to thoroughly read the standard Provider/Professional Service Agreement – Commissioned Art attached hereto as Exhibit "C" and made a part hereof, as the selected artist(s) will be required to comply with its requirements. The selected artist(s) is required to have or be able to obtain a Park City business license and a federal Tax ID number.

If the artist(s) takes exception to any term or condition set forth in this proposal and/or the sample Provider/Professional Services Agreement - Commissioned Art and any of its exhibits, 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 Municipal Corporation's 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 artist(s).

Subject to Paragraph 9 of the Provider/Professional Services Agreement - Commissioned Art attached hereto as Exhibit "C", Park City Municipal Corporation retains all rights to the work product and the right to use images of the work.