Fayette County

"Where Quality Is a Lifestyle"

Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, Georgia 30214
Phone: 770-305-5420
www.fayettecountyga.gov

October 6, 2014

Subject: Request for Qualification #Q920 Heritage Park Fountain Art

Gentlemen/Ladies:

Fayette County Public Art Committee (FCPAC) is seeking to commission a professional visual artist or artist team to create, develop and execute a design for the Heritage Park Fountain. You are invited to submit your qualifications in accordance with the specifications and information contained herein. All required information shall be included with your submittal.

All questions and inquiries concerning this request for qualification or the specifications shall be addressed in writing to Trina C. Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Suite 204 in Fayetteville, Georgia 30214 from 8:00AM to 5:00PM. The telephone number is (770) 305-5420, Fax: (770) 719-5515 and/or Email Address: tbarwicks@fayettecountyga.gov. Any deviations from this procedure for questions or information pertaining to this request for qualification may result in your submittal being rejected.

Be sure to include the **RFQ Number** and **Reference** along with your company's/firm name and address on the **sealed** envelope in which the submittal is returned.

QUALIFICATION MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, SUITE 204
FAYETTEVILLE, GEORGIA 30214
QUALIFICATION **#Q920**
REFERENCE: HERITAGE PARK FOUNTAIN ART

Qualifications will be received at the above address until 3:00pm, Wednesday, January 7, 2015 in the **Purchasing Department, Suite 204.** Qualifications will be opened at approximately 3:00pm, Wednesday, January 7, 2015 and the names of the companies that responded will be read. Qualifications must be signed to be considered. Late submittals will not be considered. Faxed/Emailed submittals will not be considered.

October 6, 2014

QUALIFICATION #Q920

If this request for qualification is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for qualification to continue to check the Fayette County web site for any addenda that might come out for this request for qualification and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for qualification to a company or individual, we will keep a record of who we mailed that request for qualification to and all addenda for that request for qualification will also be mailed to those companies or individuals.

Sincerely,

Ted L. Burgess
Director of Purchasing

TLB/tcb

Fayette County Public Arts Committee
RFQ #920: Heritage Park Fountain Art

Request for Qualifications

Issue Date: *October 6, 2014*
Submission Deadline: *January 7, 2015*
Request To: Professional Visual Artists
Address: 140 Stonewall Avenue, Suite 204, Fayetteville, GA 30214

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1. OVERVIEW OF THE REQUIREMENT

The Fayette County Public Art Committee (FCPAC) seeks to commission a professional visual artist or artist team (hereafter referred to as artist) to create, develop, and execute a design for the Heritage Park Fountain located at 140 Stonewall Avenue West, Fayetteville, GA 30214 which is adjacent to the highly-frequented Fayette County Government Center. It is desired that the artwork be visible to cars passing by on HWY 85 and contribute to the sustainability goals of the project.

The FCPAC requests qualifications from professional visual artists. A Qualifications Review Committee will evaluate the qualifications of those who respond to this Request for Qualifications (RFQ), and will select a group to be placed on a short list. The county will send those on the short list a Request for Proposals (RFP). Those who respond to the RFP will be paid an honorarium for their proposals. They will be asked to provide refined concepts, a maquette, and work plans. Installation is targeted for completion by Spring 2015.

PUBLIC ART AND THE FAYETTE COUNTY PUBLIC ART COMMITTEE BACKGROUND

Founded in 2014, the purpose of The Fayette County Public Art Committee is to find ways to use art to enhance the County's reputation, to contribute to the civic environment, and to enrich the lives of citizens and visitors through the involvement of professional artists to integrate public artwork throughout Fayette County. The Fayette County Public Art Committee aims to acquire, cultivate, and perform responsible stewardship of public art to enhance the dignity of the County through the commitment to artists and their disciplines as integral elements of economic vitality and development.

The Heritage Park Fountain public art project will strengthen community identity and pride for people who live and work in Fayette County.

PROPOSED SITE DESCRIPTION

The Fayette County Public Art Committee has chosen a popular open space called the Heritage Park Fountain as a public art site due to its high visibility, high use and public accessibility.

- Address: 140 Stonewall Avenue West, Fayetteville, GA 30214
- Site: located east of the Fayette County Government Center
- Piece: should easily integrate into natural environment without infringing on the integrity of the space, and aligns with the memorial to the United States soldiers.

2. Request for Qualifications

2.1 Enquiries

All inquiries related to this Request for Qualifications (RFQ) are to be addressed to Trina C. Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Suite 204, Fayetteville, Georgia 30214. Her telephone number is (770) 305-5420, her fax number is (770) 719-5515, and her email address is tbarwicks@fayettecountyga.gov.

2.2 Closing Date

A complete hard copy and of each response must be received before 3:00PM EST, on January 7, 2015 at the address on the front cover of this RFQ. Responses must not be sent by facsimile. Please follow the instructions in Section #6 of this document, *General Terms and Conditions*, for submitting your response.

2.3 Qualifications Review Committee

A Qualifications Review Committee (composed of FCPAC, selected staff, and other appointed members) will review Request for Qualifications (RFQ) submissions to select a small group of artists for further consideration of the Heritage Park Fountain site.

2.4 Review and Selection

The Qualifications Review Committee will review and evaluate all responses received by the established time and date, using the evaluation criteria stated in this RFQ. A group of top-scoring artists may be requested to give an in-person or virtual presentation to the Evaluation Committee. The process will result in a short list of finalists.

An RFP will be sent to the artists on the short list. The RFP will invite finalists to develop proposals, to include refined concepts, a maquette, and work plans.

2.5 Signed Responses

Your response to the RFQ must be signed by the Artist. Responses may be submitted by U.S. mail or in person. Since all responses will be opened publicly at the established time and date, and be kept sealed until then, electronic submissions cannot be accepted.

2.6 Acceptance of Responses

The purpose of this RFQ is to obtain a list of qualified artists who express an interest in the project described herein. The RFQ is not a binding agreement to purchase goods or services. Responses will be evaluated in light of the evaluation criteria stated in this document and, if chosen for the short list, will be contacted and provided the RFP.

3. Services

Upon completion of the RFQ and RFP processes, the county intends to award a contract to the selected artist. It is anticipated that the contract will stipulate that the artist will be perform the following services:

- Develop the concept proposal, and present to the county and the FCPAC.
- Create and install the artwork as agreed upon and included in the contract.
- Provide all materials, labor, services and anything else needed to complete the project.
- Meet with the county and FCPAC as needed to discuss aspects of the project, either in person, via phone, or virtual meetings.

It should be noted that the list of services could be modified, based on negotiations with the chosen artist, the artwork selected, available funding, or other considerations. For planning purposes, the total anticipated budget is $30,000 for the project.

4. Evaluation Criteria

Evaluation of the artist is important under the FCPAC Guidelines and will be considered in the final selection process. The Qualifications Review Committee will review RFQ submissions to select finalists for the Heritage Park Fountain site. The following criteria will be important in the evaluation process:

1. **Understanding and Approach**: Artist's expression of interest and understanding of the project. Artist's approach to the project, as articulated in the letter of interest.

2. **Technical Feasibility**: Previous experience in design, production, and installation of public art. Ability of the artist to carry out the concepts described in the proposed artwork including permanence and public safety. Demonstrated artistic merit, artistic quality, and place-making experience. Demonstrated experience in successfully completing works of similar scope and ability to allocate resources, plan procurement, and maintain a budget that is cost effective (within or under budget cost) in order to meet project objectives.

3. **Cooperation**: Experiences in collaborative public art processes. Ability of the artist to work closely and cooperatively with the FCPAC and the community, as demonstrated through references, presentations to the Committee, and other sources as appropriate.

4. **Presentation**: Ability of the artist to clearly describe concepts.

5. **Timeliness**: The ability of the artist to deliver the artwork according to the agreed schedule.

As a result of the RFQ and RFP processes, the county and the FCPAC will choose potential art designs and make recommendations to the Board of Commissioners. The artist awarded the project will contract with Fayette County. The commissioned art piece(s) are projected to be completed and installed by Spring 2015.

ELIGIBILITY

The Request for Qualifications is open to all professional artists residing and working in the U.S. All interested artists are encouraged to apply.

5. Submission Requirements

To be considered for this project, you must submit the following package of information:

- **Cover page**: Give the Artist's name and address, and identify this RFQ by number and name (i.e. Request for Qualifications Number 920, Heritage Park Fountain Art).
- **Artist Statement**: Include an artist statement describing the scope of the artist's practice.
- **Resume**: Show previous experience working with project teams, architects, engineers, and managers and show experience with the manufacture and installation of similar art designs.
- **Professional References**: Provide three professional references from previous work of a similar nature to the project described herein. For each reference listed, include a brief description of the work, a contact person, mailing address, and telephone number.
- **Letter of interest**: Include a one to two page narrative outlining your qualifications and interest in this project, a description of the expected design approach and type of materials that might be used in the Artist's anticipated production with the fountain which includes a water feature (e.g. sculpture, plumbing, electrical, or lighting) and knowledge of the physical setting and previous relevant experience.
- **Images**: Supply up to 6 digital images of completed past work. Include an inventory sheet with description of past work images including title, medium, cost, dimensions, location and date produced.

No project proposal is desired at this time, but will be addressed in the RFP.

ART WORK

Artists are strongly encouraged to review the FCPAC Guidelines prior to submitting their RFQs. Under these guidelines, a chosen artwork must reflect:

1. Quality: Artistic excellence of the artwork as well as a broad range of appeal to the general public.

2. Timelessness: Artwork will be viewed as a long-term acquisition that should have aesthetic relevance to the community in future years and reflect enduring artistic quality.

3. Site Compatibility and Appropriateness: Artwork must be appropriate in scale, material, form and content for both the immediate and general, social and physical environment in which the artwork will be placed. The artwork should have connection to the Heritage Park Fountain site.

4. Elements of Design: The FCPAC takes into account that public artwork may have consideration beyond the aesthetic; it may serve to establish focal points, define spaces, or establish a cultural identity. The artwork will be viewed from all angles; artists should consider the entire surface of the piece when planning the design.

5. Sustainability: Artwork must take into consideration maintenance, safety and longevity. The longevity or lifespan of the work and its maintenance to sustain excellent condition will be discussed at the outset of negotiations to produce a Maintenance Plan. Artists (or artist teams) will take this into account including warrantee when developing and executing the required work.

   The art piece will be installed outside and exposed to the elements, including harsh sun, high winds, wide fluctuations in temperature and moisture. Materials must require little or no maintenance and must be able to withstand the test of time. Painted artwork should use pigment designed to withstand the elements.

6. Permanence and Safety: Consideration will be given to structural and surface integrity, permanence, and protection against theft, vandalism, weathering, and excessive maintenance and repair costs. The artwork should be durable and safe for interaction with the public, especially children.

7. Diversity: The FCPAC strives for diversity in style, scale, media and artists.

   The piece cannot: 1) interfere with the movement, safety and security of pedestrians; 2) hinder or require significant additional grounds maintenance; 3) adversely impact wildlife; 4) adversely impact views in any significant way.

In addition, since this call is for artwork that will be installed in open space, the following guidelines have been suggested by the FCPAC.

Artwork:

Is incorporated into the site so that it blends well;
Is made of natural materials and uses neutral or natural colors;
Relates to the site and people on a human scale;
Could have an environmental purpose;
Could provide environmental education.

Securing adequate funding is the cornerstone of any public art project. To support the Heritage Park Fountain project financially, FCPAC will be seeking donations from public-private individuals and corporations, and crowd funding. FCPAC will secure dollars through a Matching Challenge Fund, which supports the community's arts projects. You give a dollar – we give a dollar. Just like that, the impact of your contribution is immediately doubled. Secured financial backing through sponsorships and partnerships will be the major deciding factor for the success and implementation of this project.

6. General Terms and Conditions

1. **Definitions:**
   a. The terms "responder," "offeror," or "artist" shall mean the artist who submits the response to this RFQ.
   b. The term "contractor" shall mean the successful artist who enters into a contract with the county to create and provide the work of art.
   c. The term "county" or the term "owner" shall mean Fayette County, Georgia.

2. **Preparation of Offers:** It shall be the responsibility of the responder to examine specifications, scope of work, schedule and all instructions that are part of this RFQ. Failure to observe instructions or conditions in this RFQ could result in rejection of the response.

3. **Submission of Offers:** Responders must submit their proposal, along with any amendments issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:

   a. The Responder's name
   b. The Request for Qualifications number: **RFQ #920**
   c. The reference designation: **Heritage Park Fountain Art**

   Mail or deliver one (1) original response, signed in ink, to:

   Fayette County Government
   Purchasing Department
   140 Stonewall Avenue West, Suite 204
   Fayetteville, GA 30214

   Attention: Contracts Administrator

4. **Timely Receipt**: Responses not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the county.

5. **Corrections or Withdrawals:** The responder may correct a mistake, or withdraw a response before the opening date by sending written notification to the Director of Purchasing. The county reserves the right to waive any defect or irregularity in any response received.

6. **Site Conditions**: Responders are urged to visit the site to familiarize themselves with site conditions. Upon submission of an response, it is understood that the responder is acknowledging his acceptance of all site conditions.

7. **Costs of Responses**: Fayette County and the FCPAC will not assume any responsibility or liability for costs incurred by artists in responding to this RFQ or in responding for any further requests for interview, additional data, etc., prior to the agreement to create a final art design.

8. **Evaluation of Offers:** The evaluation of responses shall be the responsibility of the county and the FCPAC. Accordingly, to insure that sufficient information is available, the responder may be asked to submit additional information prior to selection of the short list of Artists. The owner reserves the right to obtain clarification or additional information from any Artist. Fayette County and the FCPAC reserve the right to reject any or all applications, to re-release the RFQ, or to award the project in whole or in part, if it is in the best interest of the project.

9. **Conflict of Interest**: Artscape defines a conflict of interest as:

   "A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position with Artscape. Conflicts of interest may be real, potential or perceived."

   The respondent should disclose conflicts of interest, in writing, to the review committee who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

10. **Duplication of Art**: Except as provided herein, the Artist retains all reproduction rights under the Copyright Act of 1976, 17 U.S.C., sections 101, ET. seq. If applicable, it is the intention of the parties that the Artwork shall be unique. The Artist hereby agrees not to make an exact duplicate or a duplicate that is substantially similar to the Artwork or permit others to do so without the written permission of Fayette County and the FCPAC Panel, which may be granted or withheld in Fayette County or FCPAC Panel's sole and absolute discretion for any reason or no reason at all. The Artist hereby grants permission to Fayette County and the FCPAC Panel to make photographs or other two dimensional reproductions of the Artwork for non-commercial purposes, including but not limited to reproductions to be used in promotional materials, catalogues or media publicity, provided these rights are exercised in a tasteful and professional manner. All reproductions featuring the Artwork as the focus of such reproduction (but excluding any such reproductions in which the Artwork appears in the background or as ancillary item) shall contain a credit to the Artist.

11. **Unavailability of Funds**: The contract resulting from this RFQ / RFP process will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.

12. **Patent Indemnity:** The successful Artist guarantees to save the county, its agents, officers, or employees harmless from liability of any kind for use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract to be awarded, for which the Artist is not the patentee, assignee or licensee.

13. **Non-Assignment**: Assignment of any contract resulting from this RFQ / RFP process will not be authorized.

14. **Insurance**: The Contractor shall purchase and maintain such insurance as will protect it from claims set forth below which may arise out of, or result from, the Contractor's execution of the Work, whether such execution be by the Contractor, any subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

    (a) Claims under workmen's compensation, disability benefit and other similar employee benefit acts;
    (b) Claims for damages because of bodily injury, occupational sickness or disease, or death of employees;
    (c) Claims for damages because of bodily injury, sickness or disease, or death of any person other than employees;
    (d) Claims for damages insured by usual personal injury liability coverage which are sustained (1) by an person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person; and
    (e) Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

15. **Indemnity and Hold Harmless**: The Contractor will indemnify and hold harmless the Owner and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the Work, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the Contractor, and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. In any and all claims against the Owner, or any of its agents or employees, by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Workmen's Compensation acts, disability benefit acts or other employee benefits acts.

COMPANY/FIRM/INDIVIDUAL INFORMATION

Company_____

Physical Address of Business _____

_____

Mailing Address (**If Different**)_____

_____

Authorized Representative_____
(Print or Type)

Authorized Representative_____
(Signature)

Title_____

Email Address:_____

Telephone Number: _____ Fax Number: _____

Cellular Number: _____

RESPONDENTS'S QUALIFICATION SHEET – QUALIFICATION #Q920

Please list three (3) references of current or very recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferred.

REFERENCE ONE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE TWO

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE THREE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____