

**CITY OF CHATTANOOGA PURCHASING DEPARTMENT**  
**101 EAST 11<sup>th</sup> STREET, CITY HALL, SUITE G-13**  
**CHATTANOOGA, TENNESSEE 37402**

Request for Proposal No.: **195144**

Ordering Dept.: Economic and Community Development/Public Art

Buyer: Deidre Keylon; e-mail: [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov) (NO E-MAILED PROPOSALS ACCEPTED)

Phone No.: 423-643-7231; Fax No.: 423-643-7244

\*\*\*\*\*  
Products or Services Being Purchased: **MLK Underpass Activation**

\*\*\*\*\*  
**SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN**  
**4:00 P.M. E.S.T. ON MARCH 19, 2020**

**ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN**  
**4:00 P.M. E.S.T. ON FEBRUARY 25, 2020**

\*\*\*\*\*  
The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:

[http://www.chattanooga.gov/images/City\\_of\\_Chattanooga\\_-\\_Standard\\_Terms\\_and\\_Conditions\\_Revision\\_7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revision_7.18.2018.pdf)

\*\*\*\*\*  
**NOTE: ALL PROPOSALS MUST BE SIGNED.**

**All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.**

\*\*\*\*\*  
PLEASE PROVIDE THE FOLLOWING:

Company Name: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Phone/Toll-Free No.: \_\_\_\_\_

Contact Person for RFP: \_\_\_\_\_

E-Mail Address for all RFP communications: \_\_\_\_\_

Name of authorized person: \_\_\_\_\_

Signature of authorized person: \_\_\_\_\_

Date signed: \_\_\_\_\_

**COMPLETED COVER PAGE MUST BE RETURNED WITH PROPOSAL**



RFP #195144

Issued by the City of Chattanooga

REQUEST FOR PROPOSED ARTISTIC QUALIFICATIONS

## CALL TO ARTISTS

Chattanooga, TN



*Photo: Mark Making*

### MLK Underpass Activation

**Deadline:** Thursday, March 19, 2020, by 4:00 p.m., EST

**Proposal Honorarium:** \$2,000

**Artwork Budget:** \$90,000

#### **OVERVIEW:**

Public Art Chattanooga (PAC) and the MLK Neighborhood Association seek artists' proposed **qualifications** for the commission, design and installation of an artwork that responds to the distinct character and history of the MLK neighborhood while transforming and enlivening the railroad underpass on E. Martin Luther King Blvd. Up to three teams may be selected as semi-finalists. Each semi-finalist will receive a \$2,000 stipend to develop a site specific proposal. Multi-disciplinary, artist led teams, including musicians, poets, architects, landscape architects, engineers, technologists, lighting and sound designers, are encouraged to collaborate and apply. The receipt deadline is Thursday, March 19, 2020, by 4:00 p.m., EST. This project is made possible with generous support from the Benwood Foundation, the Footprint Foundation, the Lyndhurst Foundation and the City of Chattanooga. For more information about Public Art Chattanooga visit: [www.publicartchattanooga.com](http://www.publicartchattanooga.com)

**PROJECT BACKGROUND:**

The MLK corridor reflects over 100 years of Chattanooga and African American history and commerce in Chattanooga, Tennessee. Since 1994, the community has been listed on the National Register as an area of great historical significance. Once known as the “Big 9”, E. Martin Luther King Boulevard (formerly Ninth Street) is the only remaining cohesive area historically associated with Chattanooga African Americans. The MLK historic district borders the city’s central business district and occupies five blocks between Houston and University streets, a portion of which lies within Chattanooga’s Innovation District. The Blvd. has recently experienced tremendous growth with the development of new businesses, housing, street scaping, trees, public spaces and public artworks.

**ABOUT ART IN NEIGHBORHOODS:**

Since 2006, Public Art Chattanooga has worked with community members to provide access to public art beyond downtown. Formally launched in 2015, the Art in Neighborhoods program empowers residents to drive the vision for public art projects in their neighborhood. Partnering with the City’s Neighborhood Services division, neighborhood associations and grass roots leaders, PAC works with community members to determine a location, project scope and artist who can fulfill their project goals. The completed projects are a great source of pride for the community, bringing residents together to celebrate the unique character, culture and/or history of their neighborhood. AIN is funded by the City of Chattanooga, the Benwood Foundation, the Lyndhurst Foundation and the Footprint Foundation.

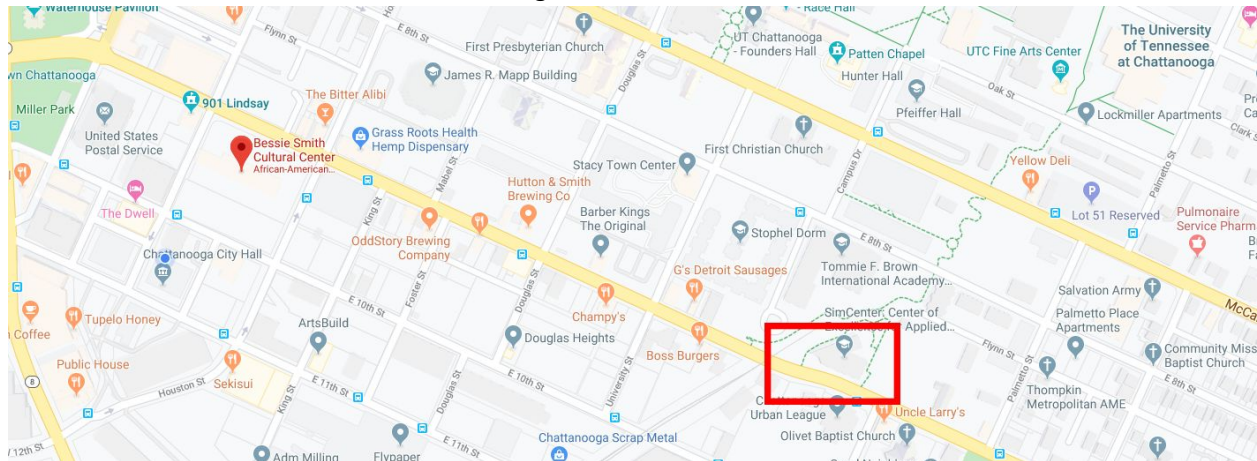
For more information on Public Art Chattanooga, the MLK Neighborhood and the City of Chattanooga, please visit:

<https://www.chattanoogaofun.com/blog/post/live-on-the-big-nine/>  
<http://www.bignine.org/>

**PROJECT SITE:**

The MLK Overpass is at the terminus of an active Norfolk Southern rail line however, it is no longer an active crossing for trains. The project site is located between the 600 - 800 block of MLK Blvd. directly adjacent to the University Greenway, which stretches for a mile from MLK Boulevard, through the UTC campus, and eventually connects to the Tennessee Riverwalk at Mabel Street. Surrounding long standing businesses and entities include the Chattanooga Urban League, Brown Academy, The University of TN Chattanooga, Uncle Larry’s Hot Fish, Olivet Baptist Church and G’s Detroit Sausages as well as a number of barber shops and hair salons.

## SITE MAP & IMAGES: E. Martin Luther King Blvd.



### ARTWORK VISION:

An elevated railroad crossing sits between the six and seven hundred block of E. Martin Luther King Boulevard. The road below the elevated railroad crossing remains dark and dangerous for pedestrians and cyclists. After gathering feedback from the community, the MLK Neighborhood Association proposed transforming the space along MLK Blvd. into a safe destination and vibrant gateway to the historic district and connection to Downtown Chattanooga.

### ARTWORK / DESIGN GOALS:

The selected artist/team should consider the following goals in their design of the public artwork and space:

- Visually enhance and enliven the space through color, light, sound and/or other creative elements;
- amplify and preserve the distinct character and culture of the neighborhood;
- consider the entire space including the pedestrian experience at the sidewalk level;
- serve as a connection and/or gateway between the MLK Neighborhood and Downtown;
- consider existing traffic conditions and safety implications of artwork in overall design;
- consider opportunities to engage the community in the project;
- note: existing temporary artwork (applied vinyl words) is not required to be included in future design

## **ARTWORK / DESIGN GOALS: (continued)**

### **MINIMUM REQUIREMENTS:**

- Fit well within the context of the site (in terms of scale and design or theme);
- consideration of all audiences (pedestrians, cyclists, UTC students, passing motorists, MLK Blvd. residents and businesses, etc.);
- design should not interfere with structural integrity of the overpass;
- materials and finishes for artwork shall be of the highest quality and should be designed and fabricated for durability as well as for relatively low maintenance; and
- public safety should be considered for both daytime and evening use

### **ARTWORK / DESIGN PARAMETERS:**

The artwork must not obstruct pedestrian right of ways and must generally meet the safety standards of Chattanooga Department of Transportation, Norfolk Southern Railroad and the City of Chattanooga. As this is an intensively used public space, artwork elements must be constructed of materials that are highly resistant to theft and vandalism as well as appropriate for Chattanooga's four season climate. The artwork should be designed for permanent installation.

### **ARTWORK BUDGET: \$90,000**

The artwork budget includes all applicable project expenses including but not limited to: artist's fee, travel and lodging, costs related to design, materials, site prep, artwork foundation, artist led workshops or events, equipment for installation, site security, insurance, permits, production staff or assistants, site repair and other relevant costs related to the creation and installation of the artwork.

## **DELIVERABLES**

1. Budget and Production Schedule
2. Collaborate with PAC staff and partners to engage the community as needed throughout the process.
3. Consult with Conservationist
4. Final artwork design and technical details.
5. Documentation of 50% Fabrication.
6. Two in person site visits: one for artwork installation and one community event and/or dedication ceremony.
7. Artwork installation including site prep and repair.
8. Documentation of installation, final acceptance and final inspection.
9. Artwork Maintenance Manual



**ARTIST ELIGIBILITY:**

This is a national competition open to professional artists and teams; all members of the team must be over 18 years old, practicing professionals. The artist member shall be the lead designer. Multi-disciplinary teams are encouraged to apply. Other trades, such as multimedia, musicians, poets, architects, landscape architects, engineers, technologists, lighting and sound designers are encouraged to collaborate as well. Teams will be required to coordinate and collaborate with a local artist/cultural consultant (funded separately by PAC) to support community engagement efforts and inform the design process.

**CONTRACT TERM:**

Artists applying for this call to artists will be evaluated by an artwork selection panel. One artist/artist team will be selected for the project and approved by the Chattanooga Public Art Commission to provide services for the term of the contract which shall terminate thirty (30) days after the City's written acceptance of the installed Artwork. The contract may be extended for up to five (5) years.

For the term of the contract, Artist must obtain and maintain at their own expense for the duration of the Contract a Certificate of Insurance with insurance coverage levels as set forth in the City Standard Terms which can be found at the following link:

[http://www.chattanooga.gov/images/City\\_of\\_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

Artists and teams responding to this call may outsource a portion of their scope to sub-contractors as approved in writing by PAC if needed to provide the required services for the project.

**COMPLIANCE:**

Artist will work with Public Art Chattanooga and partner departments to develop a schedule for key deliverables, production, and installation. The proposed artwork must be reviewed and approved by the artwork selection panel and the Public Art Commission at the conceptual and final design stages. The final artwork must be inspected and accepted upon completion by the Director of Public Art and City facilities manager.

## **SUBMISSION REQUIREMENTS:**

Application packages must be submitted electronically, by mail, or hand delivered.

If the submittal is in hard copy format, it must include **two copies** of all printed materials, and all copies must be complete and identical to the original, including copies of signatures, etc.

Materials should be single-sided and must include the following:

1. Completed and signed **cover page** (included on page 1), completed and signed **application form** (included at the end of this document on page 10), **AND** completed and signed any and all **addenda pages** (addenda pages are additional instructions that can be added to a solicitation until 48 hours before the due date). They are posted with the solicitation at: <http://www.chattanooga.gov/purchasing/bidssolicitations>. Check the website at 48 hours before the due date/time to see if any addenda were uploaded. A signed cover sheet must be turned in for each addendum, as evidence that you received the information.
2. Current Résumé for each team member (two-page limit).
3. Proposal Narrative or Letter of Interest addressing your approach to the project and scope of services. This document should be no longer than two pages (single-spaced, 1-inch margins, 12 pt. font).
4. List of professional references (at least three): Please include name, address, phone number, and email address for each individual. If submitting as a team, please include at least one reference for each team member.
5. Relevant past work samples: Teams may submit **a maximum of ten** images:  
JPEG file at 100 DPI (minimum 800 x 600; maximum 1600 x 1200) for review by the selection panel.
6. Files must be PC Compatible and loaded on a USB flash drive. All flash drives must be labeled with the applicant's name. DO NOT SEND A DISC. The Buyer does not have a disc reader.
7. Every image file must be titled first with the artist's name followed by the number of the image in the order to be viewed [for example: Smith\_01; Smith\_02]. The numbers must correspond to the annotated image list.
8. Annotated Image List: Please include the artist/team name as a heading, and a brief description of each image, including title, original medium and project budget.
9. Exceptions Statement (optional): any and all exceptions to the RFP and/or City of Chattanooga Standard Terms & Conditions; **MUST** be submitted with response to be considered. See details on page 13.

10. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials.
11. Please write “**RFP# 195144**” on the outside lower left-hand corner of the envelope before mailing application materials.
12. Please write your name on the outside of the envelope.

### **ELECTRONIC SUBMISSION REQUIREMENTS:**

If you plan to submit your submission electronically, you **must** follow these instructions:

1. Email Deidre Keylon at [rfp@chattanooga.gov](mailto:rfp@chattanooga.gov) stating that you would like to submit your submission electronically. Include your return email address. **DO NOT INCLUDE ANY PART OF YOUR PROPOSAL IN ANY E-MAIL OR YOUR PROPOSAL WILL BE DISQUALIFIED.**
2. You will receive a responding email from Deidre Keylon (via Google Drive). This email will contain a link to a unique folder in the City of Chattanooga Google Drive.
3. Click on the Folder Link in the email to be taken to the Drive (you may be required to open a Google account to use the folder. A Google account is free of charge. If you are not willing to open a Google account, you must mail or hand deliver your application).
4. When prompted, “drop” your file into your Google folder.
5. Your Google folder will remain available to you but, for purposes of the RFP, sealed and secure until the stated due date/time. After the deadline, it will be opened by the City of Chattanooga staff, and your access will be removed. Until the deadline, you can add, remove, edit, and check contents.
6. If you have any questions about submitting electronically, please call 423- 643-7231 or email [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov).

## **QUALIFICATIONS & PROPOSAL REVIEW PROCESS**

### **INITIAL SCREENING**

The initial screening of submitted qualifications and proposals will occur as soon as practical following the opening. The initial screening process will involve evaluating all proposals for completeness, clarity, and conformity to all RFP requirements.

**Proposals not meeting minimum requirements may not receive further consideration.** The City, at its sole judgment will determine if a proposal is viable.

For a list of required submission materials, **see the CHECKLIST OF REQUIRED SUBMISSION MATERIALS.** Proposals missing required submission materials generally do not receive further consideration.



## EVALUATION PROCESS

Viable proposals will be evaluated by an artist selection panel and the Public Art Commission. Final concept, final design must be approved and accepted by the artist selection panel and the Public Art Commission. The final artwork must be inspected and accepted upon completion by the Director of Public Art and City facilities manager.

## ARTWORK SELECTION PANEL

An artwork selection panel consisting of five to nine members and one member of the Public Art Commission will receive and evaluate all viable Proposals. At least one panel member will be a visual artist. Other members may include project architect or lead design professionals, arts professionals, the department having oversight responsibility, and at least one representative from the community in which the proposed project will be located. In addition to the panelists, public art division staff members will serve as non-voting panel facilitators. Each Proposal will be reviewed based on public art evaluation criteria.

An artist may be selected based solely on the evaluation of a viable written Proposal and past work samples. The City reserves the right to determine whether or not an artist can be selected based solely on the proposal submitted.

## SELECTION OF SEMI-FINALISTS for Concept Design Competition and Formal Presentations

In the event that a Recommended Awardee cannot be selected solely on the proposals submitted, the Chattanooga Public Art Commission may invite any number of qualified artists to advance to a concept design competition to include site visits and formal presentations. Selection of Artists for Semi-Finalist formal presentations (if any) and for contract negotiations will be determined based on evaluation of the criteria listed. Concept Designs and formal presentations provide an opportunity for site specific proposals and clarification of artist qualifications and an opportunity to ensure that a thorough, mutual understanding exists. Artist semi-finalists will receive a stipend for their concept design. A concept design phase may not be required, and therefore, **complete information must be submitted with the artist's initial proposal.**

The Artist Selection panel will revise semi-finalists initial scores based upon the concept design phase. If an artist is invited to participate, the offered dates may not be flexible.

After review of the proposals and concept design presentations (if any), the Evaluation Team will make a recommendation. The City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City may select the highest ranked Offeror(s) as finalist(s) if it is in the best interest of the City. The City may negotiate an agreement.

The City reserves the right to invite any number of Artist semi-finalists if the quality of the Proposal(s) so merit(s) or other circumstances justify doing so.

Artist semi-finalists will receive a fixed stipend for their concept design, travel and presentation.

## ARTIST SELECTION

After review of the Proposals by the Artwork Selection Panel and after Concept Designs and

Formal Presentations, if any occur, the City may, at its sole option, elect to reject all proposals or elect not to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) or the proposal(s) that is(are) in the best interest of the City to negotiate an agreement.

## **ARTIST EVALUATION CRITERIA & SCORING**

In preparing proposals Artists or Artist teams should demonstrate how they propose to meet the specifications as detailed in this solicitation document.

### **ARTIST EVALUATION CRITERIA**

1. Demonstrates artistic excellence, innovation and originality as represented in past work and supporting materials.
2. Demonstrates capacity for working in media and with concepts that are appropriate to the project goals and site.
3. Artist's proven ability to collaborate with design professionals (for design team opportunities)
4. Demonstrates interest and capability in creating public artwork in collaboration with the City, Public Art Chattanooga, the design team (if applicable) and other project partners.
5. Demonstrates experience in successfully completing works of similar scope, scale, budget and complexity, or ability to articulate how he or she would be able to bring the necessary artistic and technical skills to this project.
6. Demonstrates interest in and understanding of the project.
7. Is available to perform the scope of the work in a timely and professional manner.
8. Builds the diversity of the City's public art collection.
9. If applicable, demonstrates a cohesive team.

### **SCORING**

The minimum categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified artist(s) for the contract, are as follows:

1. Applicants will be awarded up to **35%** of the total weighted score for Competency for the Scope of Work (Past Work Samples & References).
2. Applicants will be awarded up to **25%** of the total weighted score for Approach to the Scope of Work (Proposal Narrative).
3. Applicants will be awarded up to **25%** of the total weighted score for Experience (Resume).
4. Applicants will be awarded up to **10%** of the total weighted score for Art Diversity (the Artwork adds to the Diversity of the Collection).

5. Applicants will be awarded up to **5%** of the total weighted score for Price Proposal which should align with the stated budget (budget breakdown).

Selection of Proposals for any reason will be determined based on an objective evaluation of the criteria listed above combined with the Artwork Selection Panels' subjective evaluation of the artist's past work samples.

#### **TENTATIVE TIMELINE FOR ARTIST SELECTION**

The following represents a tentative outline of the process currently anticipated by the City:

- |   |  |
|---|--|
| • Request for Proposals distributed             | February 14, 2020                      |
| • <b>Written Questions Submission Deadline</b>  | <b>February 25, 2020, 4:00 pm, est</b> |
| • <b>Sealed Proposals Due</b>                   | <b>March 19, 2020, 4:00 pm, est</b>    |
| • Evaluation and Semi-finalist Selection Period | March/April, 2020                      |
| • Concept Design / Presentation Phase           | April - June, 2020 (if needed)         |
| • Award Contract                                | July 2020 or later                     |

#### **CALL TO ARTISTS TERMS**

- The City of Chattanooga and the Public Art Commission accept no responsibility for the loss or damage of artist submission materials.
- The City of Chattanooga and the Public Art Commission accept no responsibility for costs incurred by the artist in responding to this Call to Artists.
- Selected artists/teams will be required to meet contract terms and scopes.
- It is further understood that all budgets include travel costs. **No additional and/or contingency funds will be available.**
- Respondents to this Call to Artists agree to abide by the terms and conditions of this Call and of the City of Chattanooga.
- Eventual design proposals and their copyrights will belong to the artists. The City of Chattanooga reserves the right to use images of the designs and information from the written proposals for review and project promotional purposes.
- No submitted materials will be returned.
- The City of Chattanooga (COC) Terms and Conditions posted on the website (see cover page) apply

## **GENERAL INSTRUCTIONS TO PROPOSERS**

Sealed Proposals must be submitted in the format specified in this document for time-stamping to the Purchasing Division, City of Chattanooga, by **no later than 4:00 p.m., e.s.t., on March 19, 2020**, to the attention of:

City of Chattanooga/Purchasing  
101 East 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7231

**Late or misdirected proposals shall be rejected and offered for return at the expense of the Offeror. Postmarks are not accepted. E-mailed proposals are not accepted. Incomplete proposals are not accepted.**

### **REQUESTS FOR INFORMATION/QUESTIONS**

All questions, and requests for information or clarification must be submitted in writing as specified here, and will be accepted **until 4:00 pm, est, on February 25, 2020**, and shall be sent to:

Preferred method: email to [rfp@chattanooga.gov](mailto:rfp@chattanooga.gov) with Subject line reading: **QUESTION: RFP No. 195144 MLK Underpass Activation Artwork**

Alternative method: mail or fax with clear marking on outside of package or cover sheet  
**QUESTION: RFP No. 195144 MLK Underpass Activation Artwork**

City of Chattanooga Purchasing Division  
101 East 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7231  
Fax: (423) 643-7244

**Questions will be answered by Addendum to be posted to <http://www.chattanooga.gov/purchasing/bidssolicitations> as soon as possible after the deadline for questions.**

### **Communication During The Entire RFP Process Until a Contract Is Issued**

Any communication concerning this RFP must be conducted exclusively with the Purchasing Division Buyer named until the evaluation and award process has been completed. Failure to honor this request will be negatively viewed in the selection process and can result in elimination of the proposal.

### **Implied Requirements**

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

### **Proposer-Supplied Materials**

Any material submitted by a Proposer shall become the property of the City unless otherwise

requested at the time of submission. **Any Proposer submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

#### Incurring Costs

The City shall not be liable for any cost incurred by the Proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

#### Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

#### Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

#### Proposal Expiration

A Proposal shall be valid for four (4) months from the RFP due date. A proposal that is accepted by award will be incorporated into the contract.

#### General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

#### General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions posted at:

[http://www.chattanooga.gov/images/City\\_of\\_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

#### **Exceptions to City of Chattanooga Standard Terms and Conditions**

Label a separate response section detailing any exceptions to the (a) RFP and/or to the (b) City of Chattanooga Standard Terms and Conditions as posted at:

[http://www.chattanooga.gov/images/City\\_of\\_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

The City of Chattanooga Standard Terms and Conditions will apply to any agreement resulting from this solicitation. Only exceptions that are specified within a solicitation response submission packet will be considered for potential negotiation by the City. Negotiation is not



guaranteed.

Format Required: Please isolate and reference the specific Section of the City of Chattanooga Standard Terms and Conditions to which an exception is taken, and provide alternative language for that specific section. Please do not simply provide a full replacement Terms and Conditions document.

Failure to include any desired exceptions within a solicitation response submission packet may result in disqualification of a solicitation response.

Failure to include any desired exceptions in the format required may result in disqualification of a solicitation response.

Solicitation preparation costs are not compensable.

**Contract Administration Activity**

The Proposer may be expected to provide periodic reporting and/or attend Contract Administration meetings, as described in this document or as otherwise required by the City Purchasing Division.

## **CHECKLIST OF REQUIRED SUBMISSION MATERIALS:**

Upon opening, proposals will be examined for the presence of these required materials and ***are likely to be rejected*** if ***all*** items, completed ***as asked***, are not included:

1. **Sealed Envelope or Box** - exterior surface MUST be labelled with “**RFP 195144 MLK Underpass Activation**” and artist name, address, and phone #  
**OR Google Drive Folder** - titled with artist’s full name.
2. **Proposal Narrative or Letter of Interest** - must address approach to project and scope of services provided for artwork creation within the stated budget.
3. **Current Resume for all team members**
4. **Images of Past Work**
5. **Annotated Image List**
6. **List of Professional References or Experience Reference Form**
7. **Preliminary Artwork Budget or Budget Summary Form**
8. **Exceptions Statement (optional)** any and all exceptions to the RFP and/or City of Chattanooga Standard Terms & Conditions; MUST be submitted with response to be considered
9. **Completed, dated, and signed forms that **MUST** be present with submittal:**
  - a. Completed and signed RFP cover page providing contact for RFP
  - b. Completed and signed Application From (Public Art)
  - c. Proposer Qualification Data Form
  - d. W-9
  - e. Supplier Information Form
  - f. Experience Reference Form(s) or List of Professional References
  - g. Iran Divestment Act Form
  - h. Affirmative Action Plan Form
  - i. No Contact/No Advocacy Affidavit
  - j. Any and all signed **Addenda cover pages** from Addenda documents posted to [www.chattanooga.gov](http://www.chattanooga.gov), then Purchasing Department, then OPEN BIDS, related to this solicitation item. These postings may occur up to 48 hours before the RFP due date/time. For addenda posted in the last ninety-six (96) hours before the due date/time, properly identified, signed addenda cover pages to accompany proposals that have already been shipped will be accepted by e-mail to [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov).

OMISSION OR INCOMPLETE SUBMISSION OF ANY REQUIRED FORMS ARE HIGHLY LIKELY TO RESULT IN THE DETERMINATION THAT THE PROPOSAL IS UNRESPONSIVE AND IN SUBSEQUENT REJECTION OF THE PROPOSAL.



## PAYMENT OF SERVICES

1. The City will make payment according to the City's policies and procedures, after contract execution.
2. Invoices
  - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11th Street, Suite 101  
Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)

With a copy to [kkirnie@chattanooga.gov](mailto:kkirnie@chattanooga.gov); and [kwright@chattanooga.gov](mailto:kwright@chattanooga.gov)

- b. Artist's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Artist's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede the submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Contractor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the Purchase Order number.
- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Artist invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

## Artwork Budget Summary Form

The summary below is the all-inclusive artwork budget. Details must be shown here or attached describing a preliminary breakdown of all predicted line item expenses, along with any other details, that will lead to a clear understanding of what will be included in the future artwork budget.

Item	Cost
Artist Fee	
Travel / Lodging	
Workshop / Presentations	
Materials	
Fabrication	
Installation	
Permits / Fees	
Site Prep / Foundation	
Equipment Rental	
Finish Work / Clear Coat / Site Repair	
Staff / Assistants / Interns	
Contingency	
<b>Total</b>	<b>90,000</b>

## **APPLICATION FORM | MLK UNDERPASS ACTIVATION**

Please complete this form and include it with all of the required submission materials.

Applicant's Name: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile (optional): \_\_\_\_\_

Email address: \_\_\_\_\_

Website (optional): \_\_\_\_\_

Submitted Materials Status (if applicable):

\_\_\_\_\_ I would like for my submission to be retained for future commission opportunities.

**Please do not submit original artwork. Submission materials will not be returned.**

I understand and agree to all of the terms of this RFP / Call to Artists.

**Signature and Date:** \_\_\_\_\_



## PROPOSER QUALIFICATION DATA

All questions must be answered clearly and comprehensively to the extent possible. If questions are not applicable to an artist, enter N/A. If necessary, separate sheets may be attached.

1. Company Name of proposer (Please list official name, and any and all "doing business as" names, if any, associated with the company):

---

---

2. Proposer's federal tax identification number: \_\_\_\_\_ (*Attach Form W-9*)

3. The proposer is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

---

4. The date the proposer was organized in its current form:

---

5. If a corporation or limited liability company, the state where it is formed:

---

6. Is your company registered with the Tennessee Secretary of State?

a. ☐ YES

b. ☐ NO - Please explain

---

---

7. How many years have you been engaged in the business described in this solicitation, under your present firm or trade name:

---

8. Describe any pending plans to reorganize or merge your organization.

---

---

---

9. Have you or any officers and/or directors of your company ever been debarred or suspended by a government from consideration for the award of contracts?

a. ☐ YES - Please list the contract party, and explain

---

---

---

b. ☐ NO

10. Have you or any officers and/or directors of your company ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. ☐ YES - Please list the contract party, and explain

---

---

---

b. ☐ NO

11. Have you or any officers and/or directors of your company ever been charged with liquidated damages on a contract?

a. ☐ YES - Please list the contract party, and explain

---

---

---

b. ☐ NO



## City of Chattanooga Supplier Information Form

Business Name: \_\_\_\_\_

PO Address: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

If your business Tax Filing Status is Individual/Sole Proprietor or a Partnership and you provide a service to the City of Chattanooga, you will be issued a 1099 Form for the preceding Tax year. Please indicate which address you wish your document sent to if applicable:

1099 Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Primary Fax Number: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Are you Providing: (Check All That Apply)

Service	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Goods	<input type="checkbox"/>		
Both	<input type="checkbox"/>		

Vendor Type (Must be Marked-Check All That Apply)

MBE-Minority Business Enterprise	<input type="checkbox"/>
WBE-Woman Business Enterprise	<input type="checkbox"/>
SDVBE-Service Disabled Vet Business Enterprise	<input type="checkbox"/>
LGBTE-LGBT Business Enterprise	<input type="checkbox"/>
None of the Above	<input type="checkbox"/>

Preferred Payment Method

Check	<input type="checkbox"/>
ACH	<input type="checkbox"/>

ACH-Please provide remittance notice email and complete Separate City ACH Authorization Form:

\_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Experience Reference Form

**Artist:** \_\_\_\_\_

*(Attach as many copies of this form as may be needed or provide a separate document with references listed)*

### Reference

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Service Date Range:

\_\_\_\_\_

Firm Name for Contact Person: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone Number for Contact Person: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

### Reference

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Service Date Range:

\_\_\_\_\_

Firm Name for Contact Person: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone Number for Contact Person: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

**Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.**

**Vendor Disclosure and Acknowledgement**

**By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.**

**(SIGNED)** \_\_\_\_\_

**(PRINTED NAME)** \_\_\_\_\_

**(BUSINESS NAME)** \_\_\_\_\_

**(DATE)** \_\_\_\_\_

For more information, please contact the State of Tennessee Central Procurement Office,

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

## **Affirmative Action Plan**

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
  - b. Seek and maintain contracts with minority groups and human relations organizations as available.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities



- d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
- 5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
- 6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

---

(Signature of Contractor)

---

(Title and Name of Company)

---

(Date)

**No Contact/No Advocacy Statement**  
City of Chattanooga, Purchasing Division

State of \_\_\_\_\_  
County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of \_\_\_\_\_  
\_\_\_\_\_ (business name), the Submitter of the attached sealed solicitation response to Solicitation # \_\_\_\_\_;

(2) \_\_\_\_\_ (agent name) swears or affirms that the Submitter has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_