February 27, 2017
RFP 150119

PURCHASING DEPARTMENT
101 EAST 11th STREET, STE. G-13
CHATTANOOGA, TENNESSEE 37402
CITY HALL

Request for Proposals for the City of Chattanooga, TN

Proposals will be received at 101 East 11th Street, Ste. G-13, Chattanooga, TN, 37402,
Until 4:00 p.m., e.s.t. on April 20, 2017.

Requisition No.: RFP – 150119
Ordering Dept.: Public Art
Buyer: Deidre Keylon / dmkeylon@chattanooga.gov
Phone No.: 423- 643-7231; Fax No.: 423- 643-7244
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Request for Proposals: Eastdale Mural Project
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REQUEST FOR PROPOSALS MUST BE RECEIVED
NO LATER THAN
4:00 P.M., E.S.T. on April 20, 2017
****

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.
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The City of Chattanooga (COC) Terms and Conditions posted on the website are applicable:
http://www.chattanooga.gov/purchasing/standard-terms-and-conditions

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.

PLEASE PROVIDE US WITH THE FOLLOWING:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.:_____

Fax No.:_____

E-Mail Address: _____

Contact Person: _____

Signature: _____

REQUISITION# 150119

Issued by the City of Chattanooga

Eastdale Mural Project

CHATTANOOGA, TN

OPEN CALL TO ARTISTS
Deadline: April 20th, 2017
Proposal Honorarium: $1,000
Project Budget: $53,000

OVERVIEW:

Public Art Chattanooga is seeking qualifications from artists or artist teams for the commission and installation of two murals on the East and West entrances of the Wilcox Tunnel located in Chattanooga, Tennessee. Up to three finalists will be selected to develop proposals for this project. Each finalist will be paid a $1,000 stipend. The project budget for the selected commission is $53,000. The Wilcox Tunnel Murals will provide a transformative and dynamic visual anchor and entry into the Eastdale neighborhood and surrounding communities. This project is made possible with generous grants from the Benwood Foundation, the Footprint Foundation and the City of Chattanooga.

PROJECT DETAILS:

Through PAC's Art in the Neighborhoods program, the Eastdale neighborhood association was awarded funding to develop a meaningful public art project in their community. PAC has worked actively with the Eastdale neighborhood association, gathering community input and laying the groundwork for this public art project. PAC will commission an artist/artist team to design and install murals on both entrances to Wilcox Tunnel-- one of the oldest and busiest tunnels in the Chattanooga area.

Future artwork designs should address both the East and West entrances to the tunnel. See page 9 for tunnel entrance schematics. Since Wilcox tunnel is an essential connector between city districts, short-listed artists will need to address installation methods/techniques in detail and be willing to work with the City to provide a proposed installation schedule that limits the amount of time the tunnel will need to be closed. It is imperative that citizens and businesses are minimally impacted by closures of the tunnel. Successful applicants must also demonstrate the technical knowledge related to best practices for wall preparation techniques including experience with mural cloth and other applications that will reduce onsite paint time.

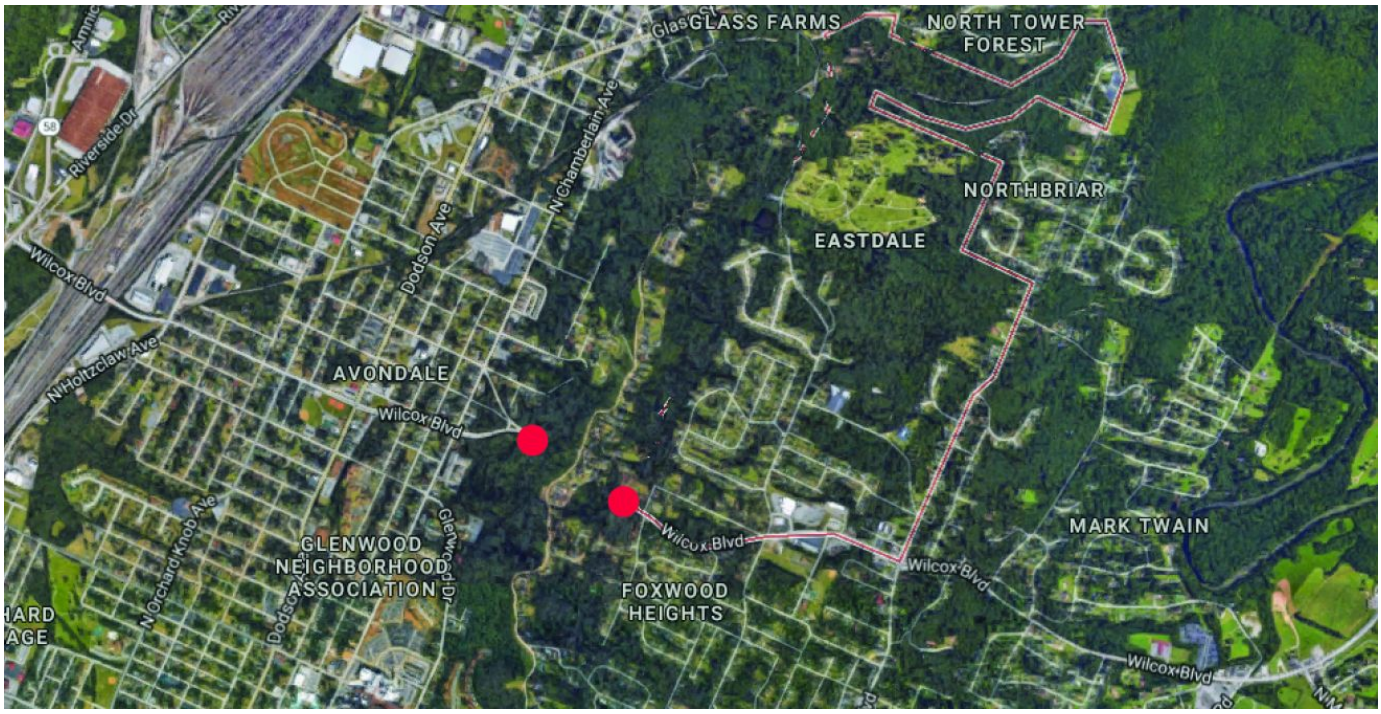
(FUTURE) **ARTWORK VISION:**
The neighborhood would like to see a mural that celebrates their community. The mural should also attract and draw residents and patrons to the area creating a vibrant entryway into the neighborhood's commercial corridor.

(FUTURE) **ARTWORK GOALS:**

- Serve as a strong visual anchor.

- Speak to rebirth, revitalization, and renewal.
- Artwork should celebrate the community and spirit of the neighborhood.
- Add life and color to the neighborhood.
- Fit well within the context of the site (in terms of scale and design or theme).
- Be durable to outdoor weather conditions, graffiti resistant, and should not cause any damage to the structure or surface on which it is installed.
- Add to the diversity of the City of Chattanooga's growing public art collection.

SITE: Wilcox Tunnel



PROJECT BACKGROUND

ABOUT EASTDALE & WILCOX TUNNEL:

Eastdale is located just east of Missionary Ridge in the Brainerd area. Its central location provides residents with convenient access to Chattanooga's major commercial centers. Many of the issues facing Eastdale and its neighboring communities are similar to those encountered by other neighborhoods in Chattanooga's

older suburbs. Commercial development has steadily decreased over the course of the last decade, but community members hope to see businesses return and improvements made to increase pedestrian access from neighborhoods to commercial centers, schools, and recreational centers.

In September of 2013, the City of Chattanooga asked the community what would make the biggest impact for the people who live nearby and travel through the tunnel on a regular basis. Residents in Foxwood Heights, Avondale, Wheeler, and Eastdale provided feedback on the lighting, cleanliness, safety, and water leakage. That collected feedback was used to prioritize the tunnel's improvements. The substantial renovations to the tunnel include safety improvements, major lighting upgrades and a new inner tunnel liner to halt water seepage into the tunnel. The City of Chattanooga Department of Transportation plans to coincide additional beautification efforts with the installation of the Eastdale Mural Project--adding plantings at the entrances on either side of the tunnel in Fall 2017.

ABOUT ART IN THE NEIGHBORHOODS:

Art in the Neighborhoods (AIN) is a pilot program within the City of Chattanooga's department of Economic and Community Development (ECD). Because public art is a proven a tool for positive economic and community impact, the purpose of AIN is to help neighborhoods generate unique public art projects in their community that have the ability to beautify and enliven streets, parks and community centers; enhance and improve public spaces; and create neighborhood identity and community pride. AIN is co-produced by ECD's Neighborhood University and Public Art Chattanooga (PAC), managed by PAC, and funded by the City of Chattanooga, the Benwood Foundation and the Footprint Foundation.

To learn more about Public Art Chattanooga, please visit: www.publicartchattanooga.com
To learn more about the City of Chattanooga, please visit: www.chattanooga.gov

PROJECT TIMELINE:

February 27, 2017	Announcement of RFP
April 20, 2017	Deadline for receipt of application materials (no exceptions)
May 1 - 5, 2017	Review of qualifications and selection of up to 3 semi-finalists
July 7, 2017	Final Proposals Due
September 2017	Installation

SELECTION PROCESS & CRITERIA:

An ad hoc selection panel including representatives from the Eastdale Neighborhood Association, the Public Art Committee, neighborhood residents and business owners will review all submissions for the project and will select three finalists to develop site specific proposals.

Panelists will use the following criteria in the selection process:

- Artistic Excellence;
- Originality: creativity and uniqueness demonstrated in previous projects;
- Quality and craftsmanship exhibited by past work;
- Appropriateness of artwork media and scale relative to site;
- Maintainability: structural and surface soundness, durability and resistance to vandalism, weathering, excessive maintenance, repair costs;
- Appropriateness for placement in an urban setting;
- Public safety;
- Feasibility: artist's proven track record/ability to complete the work on time and within the budget;
- Submittal of all required application materials as outlined in this RFQ.

ELIGIBILITY:
This RFQ is open to all professional artists and artist teams over the age of 18, who currently reside in the United States. Local artists are strongly encouraged to apply.

APPLICATION DEADLINE:
Applications must be received (electronically, hand delivered, or mailed) **no later than April 20th 2017, 4:00 pm EST**. No exceptions. Refer to page 6 for application procedures. The application can be found on page 8 of this document or downloaded at: http://www.chattanooga.gov/public-art/about/calls-to-artists.

SUBMISSION REQUIREMENTS:

Proposals must be submitted electronically, by mail, or hand delivered and must include two copies of all printed materials. 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 RFP on page 8), **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).

2. Current Résumé (two-page limit).

3. Letter of Interest briefly addressing how you would approach the project. This document should be no longer than one page (single-spaced, 1-inch margins, 12 pt. font). Please be sure to include a description and specifications for the type of paints, anti-graffiti coatings and any other materials you may plan to use should you be selected for this commission.

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 one resume for each team member.

5. Files must be PC Compatible.

6. If you are submitting electronically, you must either use the shared Google folder (instructions included below) or send a flash drive. We do not have readers for any other type of electronic storage, including CD discs. To use the shared Google folder, you may be asked to set up a Google account. To submit electronically using a Google folder, a Google account is required (which is free of charge). If you are not willing to set up a Google account, you must submit your proposal by other means.

7. All flash drives must be labeled with the applicant's name.

8. Every image file must be titled first with the number of the image in the order to be viewed (use "0" in front of single-digit numbers), followed by the artist's last name [for example: 01_Smith; 02_Smith]. The numbers must correspond to the annotated image list.

9. Annotated Image List: Please include the artist's name as a heading, and a brief description of each image, including title and original medium.

10. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials.

11. Please write "**REQUISITION# 150119**" on the outside lower left-hand corner of the envelope before mailing application materials.

ELECTRONIC SUBMISSION REQUIREMENTS:

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

1. Email Deidre Keylon at dmkeylon@chattanooga.gov stating that you would like to submit your response electronically. Include your return email address.

2. You will receive an 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.

4. When prompted, "drop" your file into your unique folder.

5. This folder will remain sealed and secure until the stated deadline, after which time it will be opened.

6. If you have any questions, please call 423- 643-7231 or email dmkeylon@chattanooga.gov.

TERMS:

- The City of Chattanooga and the Public Art Committee accept no responsibility for the loss or damage of artist submission materials.
- The City of Chattanooga and the Public Art Committee 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.
- Design proposals and their copyright will belong to 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, and the final bus shelter wraps and exhibition of the designs in the City's permanent art collection.
- No submitted materials will be returned.

CHECKLIST OF REQUIRED SUBMISSION MATERIALS **(details above):**

1. Completed and signed RFP **cover page**
2. Completed and signed **application form**
3. Completed and signed **addenda pages**
4. Current **Résumé**
5. **Letter of Interest**
6. List of professional **references**
7. **Images**
8. Annotated **Image List**
9. **Iran Divestment Act** Form

SEND APPLICATION MATERIALS AND DIRECT QUESTIONS TO:

Purchasing Department
City of Chattanooga
ATTN: Deidre Keylon
101 East 11th Street
Suite G13
Chattanooga, TN 37402
dmkeylon@chattanooga.gov **(NO SUBMISSIONS ACCEPTED VIA EMAIL)**
(423) 643-7231 phone
(423) 643-7244 fax

Applications must be received electronically, by mail or hand-delivered by April 20th, 2017, 4:00 pm EST. No exceptions.

APPLICATION FORM | EASTDALE MURAL PROJECT

Please complete this form and include it with all of the required application 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 RFQ / Call to Artists.

Signature and Date:

_____

Application materials may be submitted electronically, by mail, or hand delivered by April 20th, 2017, 4:00 p.m. EST.

FOR ADDITIONAL INFORMATION, CONTACT:

Deidre Keylon
Buyer | City of Chattanooga
Purchasing Division
101 East 11th Street, Suite G13
Chattanooga, TN 37402
(423) 643-7231 phone
(423) 643-7244 fax
dmkeylon@chattanooga.gov **(NO SUBMISSIONS ACCEPTED VIA EMAIL)**

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

Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder 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 bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

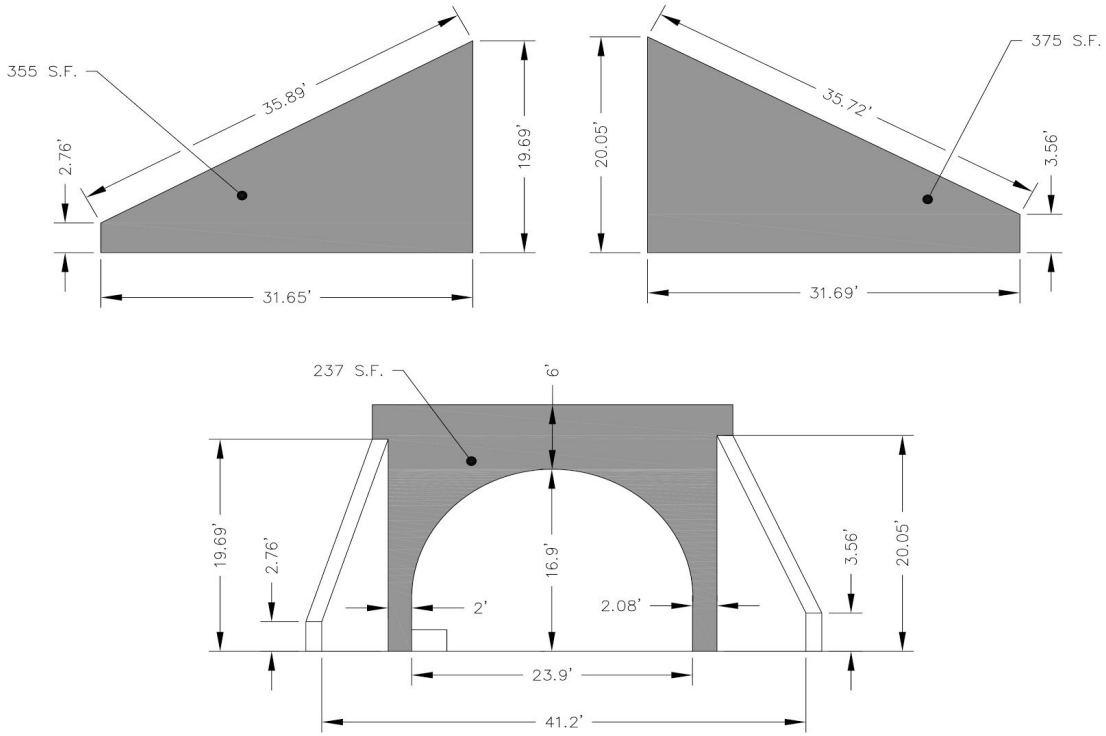
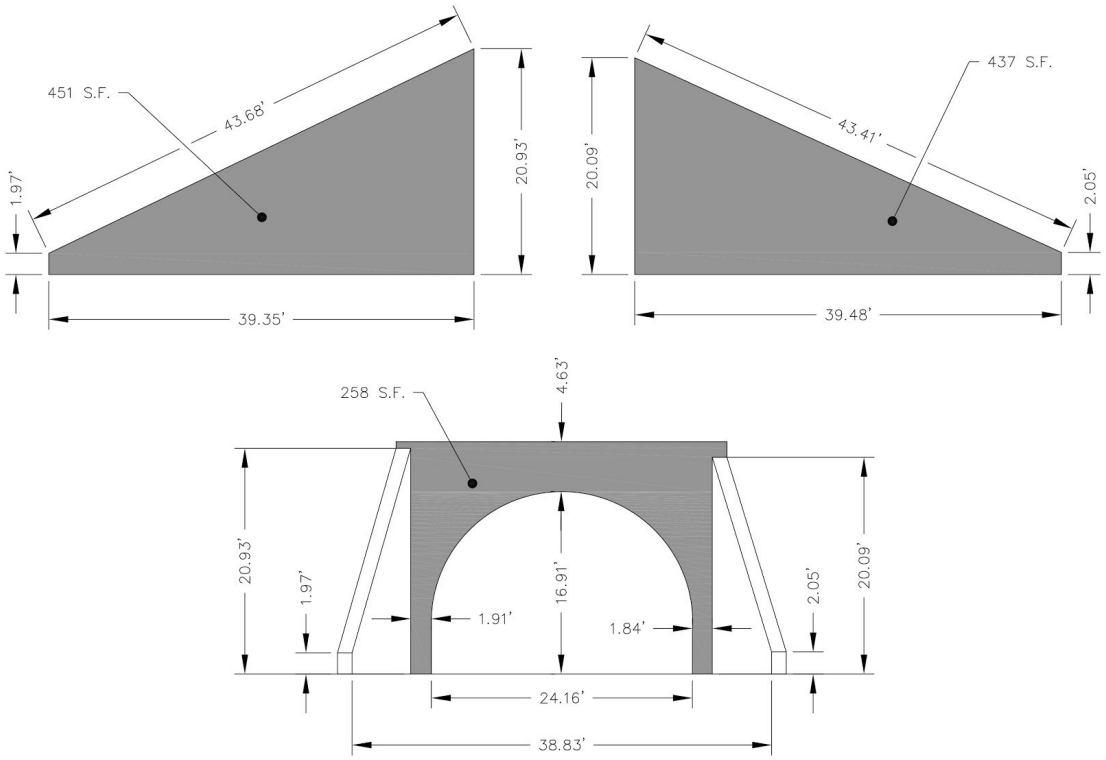
(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

Wilcox Tunnel Schematics

WILCOX TUNNEL
EAST FACE



WILCOX TUNNEL
WEST FACE