



CITY OF EAST PROVIDENCE
COMMUNITY DEVELOPMENT
RIVERSIDE SQUARE PUBLIC ART
SPECIFICATIONS
RFQ NO. EP19/20-40

BID OPENING DATE TUESDAY, DECEMBER 1, 2020 AT 11AM

I. RFQ SCHEDULE

Requests for further information must be made by:

MONDAY, NOVEMBER 16, 2020 AT 4PM

Requests for information or clarification must be made in writing to the attention of:

Dawn Kenney, Procurement Specialist

Email: dkenney@eastprovidenceri.gov

Site tour (recommended but not required):

TUESDAY, NOVEMBER 10, 2020 AT 11:30AM

Tour starts at Borealis Coffee, 250 Bullocks Point Ave

Please RSVP (optional) by emailing David Bachrach at dbachrach@eastprovidenceri.gov

Request for Qualifications (RFQ) Deadline:

Submissions must be received by **TUESDAY, DECEMBER 1, 2020 AT 11:00AM**

Late submittals will not be considered

Submissions to the RFQ must be mailed or hand-delivered in a sealed envelope with the RFQ # and project name to:

East Providence City Hall

Controller's Office, Room 103

Attn: Procurement Specialist

145 Taunton Avenue

East Providence, RI 02914

Notification of Finalists By:

WEDNESDAY, DECEMBER 16, 2020

II. ADDITIONAL INSTRUCTIONS & NOTIFICATIONS

- This Open Call RFQ is open to all artists over the age of eighteen (18).
- All questions and/or requests for additional information shall be submitted in writing and may not be submitted orally. Requests may be submitted to Dawn Kenney, Procurement Specialist, at dkenney@eastprovidenceri.gov no later than **MONDAY, NOVEMBER 16, 2020 at 4PM.**
- Any amendment to this RFQ will be made public and posted on the City of East Providence website at:
<http://www.eastprovidenceri.net/content/9457/10056/9188/default.aspx>
- All costs associated with developing or submitting the initial qualification package in response to this Request, or to provide written clarification of its content, shall be borne by the bidder. The City assumes no responsibility for these costs.
- It is the artist's responsibility to examine all specifications and conditions outlined in this RFQ thoroughly, and comply fully with specifications and all terms and conditions. Artists must comply with all Federal, State, and City laws, ordinances and regulations, and meet any and all registration requirements where required for contractors as set forth by the State of Rhode Island. Failure to make a complete submission as described herein may result in a rejection of the proposal.
- A submittal may be withdrawn by written request by the artist prior to the stated submission deadline.
- Prior to the proposal deadline established for this RFQ, changes may be made to a proposal already received by the City if that artist makes a request to the Procurement Specialist, in writing, to do so. No changes to an artist's submission shall be made following the deadline for submission.
- Artists are advised that all materials submitted to the City for consideration in response to this RFQ shall be considered to be public records as defined in Title 38 Chapter 2 of the

Rhode Island General Laws, without exception, and may be released for inspection immediately upon request once an award has been made.

- The artist(s) selected will be required to enter into a Public Artwork Agreement with the City, “Exhibit B”, which outlines the responsibilities and expectations of both parties.
- The City of East Providence reserves the right to not move forward with the Riverside Square Project Scope of Work and/or rebid this RFQ if it deems that received bids are not adequate and/or qualified.



III. PROJECT OVERVIEW

The East Providence Community Development Office (“City”) is seeking qualifications from visual artists for the creation and installation of between 1 to 3 public art sculptures to be installed in the Improvement Project area along the East Bay Bike Path in Riverside Square. Their/its location(s) may be in any of the designated areas as denoted in the Master Landscape Plan (“Exhibit A”). The approximate budget for the total artwork that is selected including transportation and installation is up to \$36,000. Delivery and installation of the artwork

including all associated costs is the responsibility of the artist. The footings will be provided by the City.

The East Bay Bike Path is the most popular bike path in RI. At nearly 14 miles long, it begins in India Point Park across the Seekonk River in Rhode Island's capital of Providence and travels across the George Redman Linear Park along the Washington Bridge and continues through the cities of East Providence, Barrington, Warren, and Bristol, ending at Independence Park in Bristol Harbor. According to a study by Roger Williams University, the path gets over 800,000+ trips a year.

The East Bay Bike Path runs through the heart of Riverside Square. The Improvement Project area is located along approximately 2.5 linear blocks of the East Bay Bike Path, from Washington Ave to Turner Ave, as it enters Riverside Square. A few businesses in Riverside Square abut the project area, including Dari-Bee and Borealis Coffee Company. The Master Landscape Plan, "Exhibit A", designates potential locations for the installation of public art, as well as other site improvements, including patio areas and landscaping.

Riverside Square is the commercial and social center for Riverside residents, while serving as a regional destination for citywide and state-wide visitors. Locally owned small businesses, restaurants, and cafes, and services makeup the commercial center. Vibrant public life and activity during warm weather months centers around the East Bay Bike Path, which runs through the square. This corridor is popular for biking, walking, and rolling blading, amongst active transportation commuters and recreational users alike. Users range in age from families with young children to the senior population. During the winter months, the neighborhood association hosts an annual tree lighting ceremony. Recent improvements to Riverside Square include the installation of decorative trash cans street lamps, bike racks, and benches. Additional improvements identified on the Master Landscape Plan were developed through a community planning process in 2019. The installation of more public art in Riverside Square was identified as a goal during these community meetings. Suggested themes for the artwork that came up during community meetings ranged from nautical to a historic village feel to recreation (walking/biking).

The goal of the 2020 Riverside Square Public Art RFQ is to produce high-quality and durable public art installations that will capitalize on the other recent and forthcoming improvements to enhance the aesthetics and user experience in Riverside Square and create a more vibrant sense of place. The final product should be eye-catching and memorable, pique interest and curiosity, and attract both neighborhood residents and regional visitors alike.

A Landscape Architect firm has prepared a landscape plan "Exhibit A, Master Landscape Plan" that ties together public art sculptures, new patio spaces, and landscaping using native species that presents an intriguing and cohesive experience for those using the path.

A **site tour** for interested applicants will be held on **TUESDAY, NOVEMBER 10, 2020 AT 11:30 AM**. Tour will start at Borealis Coffee Company located at 250 Bullocks Point Avenue, Riverside. Artists intending on responding to this RFQ are encouraged to participate in the tour

but are not required to do so in order to make a submission. Please refer to “Exhibit C” for site photos.

IV. RFQ PROCESS

There are Two Phases to the artist selection process

The First Phase of the selection process is response to this RFQ. Submission of artist’s qualifications package must be received by TUESDAY, DECEMBER 1, 2020 AT 11:00 AM. All submitted responses to this RFQ will be reviewed by a Public Art Selection Panel (“Selection Panel”) comprised of 5 to 7 voting members and administered by City Staff. The panel shall include local artists or art professionals, architects/landscape architects or engineers, and other community members appointed by the Planning Department. The panel shall review all accepted submissions and recommend three finalists to be invited to Phase II, with final approval by the Mayor (**Please refer to Section V Submission of Qualifications Package**).

The Second Phase will be open *by invitation only* to the three artists selected as finalists from the First Phase. In Phase II, the selected finalists will be invited in writing to develop a site-specific Concept Design for the project. Finalists will be paid an artist fee of \$500 to develop and present a physical representation of their proposed art work to scale (a 2-D rendering or 3-D model), a written project description, a description of materials and fabrication techniques, expectations regarding site preparation and infrastructure needs, a maintenance plan, and a detailed budget and timeline. The \$500 will be paid once the concept design presentation to the Selection Panel has been made. The concept design and other items submitted in the proposal will remain the property of the submitting artist. However, the City reserves the right to retain proposals for up to one year for display purposes and the right to reproduce final proposals for documentation and public information purposes. Finalists will present their concept design to the Selection Panel, who will review the artists’ submissions and make a final recommendation of an artist or multiple artists for award of the project based upon the submitted Concept Design Proposal. The final design concept proposal shall be reviewed by City Staff for technical evaluation. Final approval of the recommended artist(s) for award of the project shall be granted by the Mayor.

Artists selected as finalists for Phase II will be asked to submit a concept design proposal for one or more (up to three) pieces of site-specific 3-dimensional public art to be installed in the Improvement Project area. Design proposals must include (but are not limited to):

1. Written project description
2. Drawings, sketches, renderings, and/or other graphics that depict the proposed project in context of the project site. Provide a high-resolution color image and a scaled site rendering that can be printed 24”x36”. Work must be site-specific and consider bicycle and pedestrian traffic, public interaction, events, weather, and safety.

3. Description of materials and fabrication techniques
4. Installation plan including anticipated technical needs, including site preparation and infrastructure needs
5. Maintenance needs and schedule for minimum period of 10 years; aspects of resistance to graffiti (washable) and/or vandalism (durable and repairable)
6. Detailed budget
7. Timeline

V. SUBMISSION OF QUALIFICATIONS PACKAGE (RFQ PHASE I)

A. Qualification Package must include:

1. Name and contact information of artist(s) or business/studio owner(s)
2. Names and contact information for three professional references
3. Artist Statement to introduce the Art Selection Panel to who you are as an artist and some of the themes and ideas you explore in your artwork. Describe your interest in this project and your artistic approach. (1000 words max)
4. Resume or CV (3 pages max per artist)
5. Portfolio of past work: Up to 5 samples of prior completed public or private works of 3-D art that are comparable in scope. The following for each work sample submitted:
 - a. High resolution images (printed in color)
 - b. Artwork title
 - c. Brief description (100 words or less)
 - d. Materials and dimensions
 - e. Total project budget/cost
 - f. Completion date

- B.** Qualification Package from all interested parties shall be **submitted to East Providence City Hall, Controller's Office, Room 103, Attn: Procurement Specialist, 145 Taunton Avenue, East Providence, RI 02914, no later than TUESDAY, DECEMBER 1, 2020 at 11:00 AM.** Proposals will be opened at this time in City Hall Conference Room A located at 145 Taunton Ave, East Providence, RI.

Please submit both one printed hard copy AND one electronic copy saved as PDF file(s) on a USB flash drive. Submissions must be mailed or hand-delivered in a sealed envelope with the RFQ # and project name.

- C.** All costs associated with developing or submitting the initial qualification package in response to this RFQ, or to provide written clarification of its content, shall be borne by the bidder. The City assumes no responsibility for these costs.

VI. EVALUATION CRITERIA

Qualification packages received by the deadline and deemed to be complete shall be reviewed by the Selection Panel using the following evaluation criteria:

1. Artistic merit
2. Uniqueness and creativity of prior work completed
3. Technical expertise
4. Demonstrated ability to deliver high-quality public artwork within a scheduled time period
5. Demonstrated ability to deliver high-quality public artwork within a budget
6. Quality of references
7. Understanding of best practices for public art durability, fabrication, and installation

VII. TIMELINE

October 22, 2020	RFQ released
November 10, 2020 at 11:30AM	Site tour of improvement project area
November 16, 2020	Deadline for requests for information
December 1, 2020 at 11:00AM	Request for Qualifications (RFQ) submission deadline
December 16, 2020	Notification of Finalists invited to Phase II
January 5, 2021	Site Visit (Time TBA)
January 18, 2021	Concept Design Proposals Due
January 19 - 29, 2021	Presentations Schedule (exact date TBD)
February 3, 2021	Notification of Award to Artist(s)
February 17, 2021	Agreement Signed
May 26, 2021	Completed Artwork Installed

VIII. SCOPE OF SERVICES

The three artists selected as finalists from Phase I RFQ will be expected to conduct:

A. Assessment of Existing Conditions

Conduct field visits to gain a thorough understanding of the site in order to develop a site-specific design concept for a public art installation. The Landscape Master Plan (Exhibit A) indicates potential locations for art work but can be adjusted or changed depending on artists' input and city's approval.

B. Concept Design Proposal

Drawings, sketches, renderings, and/or other graphics that depict the proposed project in context of the project site.

C. Public Art Concept Design Presentation

Present design concept of proposed artwork to the Selection Panel. Provide context of how the artwork will be integrated into the project site and how it will interact with or in public space.

The final artist(s) selected from Phase II for award of the project will be expected to produce the following:

D. Deliverables

1. High-resolution color image of concept design sketch/drawing and a scaled site rendering of final project design;
2. Fabrication and installation of site-specific 3-D public art work(s), including its transportation to the Riverside site; fabrication and/or installation may be outsourced but is artist's responsibility;
3. Maintenance manual and schedule to maintain the artwork for a minimum of 10 years;
4. Photos of the artwork during each major stage of its development for documentation and reporting purposes.

IX. TIMETABLE FOR COMPLETION

1. A timetable shall be included for each of the above-referenced project components. All of the above mentioned services must be **completed by WEDNESDAY, MAY 26, 2021.**

X. INSURANCE REQUIREMENTS

The selected artist shall provide: a) general liability coverage of \$1,000,000 and workman's compensation insurance, as required by the State of Rhode Island, for itself and any of its employees, and/or project participants. Proof of such insurance shall be provided by the institution chosen, prior to the signing of an agreement with the city, or b) provide waivers of liability for all those participating in the project.

XI. GENERAL CONDITIONS

1. The City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate services in the best interest of the City.
2. All Federal, State and City regulations will be conformed to in the performance of the scope of work specified in this RFQ.
3. The City reserves the right to accept all or part of any proposal.
4. Provide all necessary personnel, materials, equipment and facilities to perform and complete all work under this proposal.
5. The City intends to have a decision made for the requested services within ten (10) days of the proposal deadline.

XII. CONTACTS

Any questions of a technical nature, procedure, and/or process for submission regarding this RFQ must be made in writing no later than **MONDAY, NOVEMBER 16, 2020 AT 4PM** to Dawn Kenney, Procurement Specialist, at dkenney@eastprovidenceri.gov.

David Bachrach, Community Development Director, is the Project Coordinator who will be overseeing administration of the project. Questions for David Bachrach about the project should be directed through Dawn Kenney.