



**Solicitation Information
June 24, 2013**

Continuous Recruitment (CR-16)

TITLE: Public Arts Projects Management Team

Submission Deadline: Continuous Recruitment through June 30, 2016

Questions concerning this solicitation can be directed to the Division of Purchases at questions2@purchasing.ri.gov. Questions should be submitted in a *Microsoft Word attachment*. Please reference the Continuous Recruitment #16 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. Answers to all questions received by July 11 will be posted as an addendum by 4:00 PM on July 18, 2013. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

George Welly
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1: INTRODUCTION

The Division of Purchases, on behalf of the Rhode Island State Council on the Arts (RISCA), is seeking to establish a list of ten qualified Project Managers to provide services in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which are available on the internet at www.purchasing.ri.gov.

This solicitation will be used to create a RISCA-specific Agency Pricing Agreement, which will expire three years from the date of original issuance of the Price Agreement, approximately, August 12th, 2013. Project Managers who are added to the qualified vendor list after the date of the original issuance of the Price Agreement will serve until the scheduled end of the original contract term. All service providers who desire to be included on this list must meet the qualifications listed below at the time the list is established.

This is a continual enrollment process. At the end of each month, beginning July 31, 2013, the Division of Purchases will forward all applications received to RISCA for evaluation.

All offerors deemed appropriate by RISCA and the DOA/ Division of Purchases will be placed on the qualified provider list for these services **There is no guarantee of any level of spending activity to a vendor or vendors selected for this recruitment.** Service providers will be selected, on an as-needed basis, based upon qualifications and other factors.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this SOLICITATION carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this SOLICITATION will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this SOLICITATION, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this solicitation will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. The purchase of services under an award made pursuant to this solicitation will be contingent on the availability of funds.
9. Vendors are advised that all materials submitted to the State for consideration in response to this solicitation will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
10. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this solicitation.
11. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).

Scope of Work

The Rhode Island State Council on the Arts administers the state's 1% for Public Art Program. The legislative intent of the Percent for Art program, according to public law 42-75.2-2, is as follows:

The general assembly declares that the state of Rhode Island has a responsibility for expanding the public experience of art, and, it recognizes the necessity of fostering the arts and in developing artists and craftspersons. Art creates a more humane environment: one of distinction, enjoyment, and pride for all citizens. The general assembly recognizes that public art also is a resource which stimulates the vitality and the economy of the state's communities and which provides opportunities for artists and other skilled workers to practice their crafts. The general assembly declares it to be a matter of public policy that a portion of each capital construction appropriation be allocated for the acquisition of works of art to be placed in public places constructed.

This program requires notification to state agencies that are planning construction and renovation projects of the requisite expenditure for public art as part of their project budget. RISCA then coordinates a panel consisting of the project architect, a representative of the state department, a member of the community and two representatives from the Rhode Island arts community. A request for proposals with information about possible buildings sites and other specifications is distributed nationally. Submissions are reviewed by the panel and finalists are invited to give in-depth presentations of their proposals to the panel. A finalist is chosen and communication between the artist/s the architect and the contractor is administered through RISCA until the project is completed.

The Art for Public Facilities Program allows the council to acquire works of art for state buildings regularly accessible to the general public in order to expand the public experience of art. The council coordinates the process for commissioning art in public facilities in compliance with the Allocation for Art for Public Facilities Act.

Application Requirements

A candidate for appointment to the RI State Council on the Arts' Public Art Management Team must demonstrate by education, training and experience, or other objective criteria, an ability to effectively organize and manage the complex series of tasks that characterize the typical public art project, as described below. The candidate should possess negotiation, analytical and writing skills, be able to demonstrate his/her skills in the conduct of meetings, and have either experience in or an inherent understanding of the arts and design.

Typically, a Public Art Management Team member will be responsible for the following administrative activities:

Short List:

1. Maintain communications and flow of information between participating agencies and organizations such as the state agency to receive the artwork, RISCA, the project architectural firm, and participating artists.
2. Establish and conduct three or four meetings of the Public Art Selection Panel and present meeting reports to the Arts Council's governing board for ratification.
3. Manage site and meeting visits for artists and panelists and arrange all travel, accommodations, reimbursements and fee payments for artists through the state purchasing system.
4. Create and manage calls to artists through the Café online digital application program.
5. Ensure that all meetings comply with the State open meetings law, and ensure that all paperwork and documentation is completed and filed with the appropriate state agencies.
6. Manage the public education components of each project.

Detailed Activities for the Typical Project (with estimated time per activity):

1. Meet with representatives of the state agency that will be acquiring the artwork. Assess the size and scope of the project. Ensure that the agency representative understands RISCA's public art selection process. Make preliminary plans for transfer of funds from the agency to the State Arts Council. Make plans for contacting the agency's architectural firm. Make plans for the agency to assign a staff person to the public art panel and solicit their suggestions for a community panel member. (2-4 hours)
2. Create a Public Art Selection Panel. According to the 1% for Art Legislation, this panel will consist of the project architect, a representative from the state agency to receive the artwork, one community member (to be selected by the agency or RISCA), and two artists (to be selected by RISCA). This panel must be approved by the Arts Council governing board or by the Executive Committee. (5-8 hours)
3. The first Public Art Selection Panel meeting will establish the Call for Qualifications. This meeting should take place somewhere convenient to all panelists and adequate for any display needs of the architect. The DOA building has several conference rooms that are appropriate. Contact the architectural firm. Ensure that they understand RISCA's public art selection process and confirm the participation of the project architect. Acquire digital images of the site for the public art call and materials for panel meetings. The project architect will be asked to make a presentation on the building at the first Public Art Selection Panel meeting. Arrangements should be made for equipment set up and for architectural documents to be given to the panel. (planning and communications 3-5 hours)
4. The first panel meeting should include: All panel members, and may include RISCA staff or Council members. The meeting must be based on a clear agenda to include introductions and instructions to the panel, information on the RI Public Art Law, the architect's presentation, and sufficient time for discussion and decision making through a majority process. The Project Manager is responsible for leading the discussion and comprehensive note taking. The Project Manager will not vote on proceedings or attempt to sway the judgment of the panel. The meeting must culminate in the selection of 2 to 5 sites for public art in the building or on the site. The RFQ must also include special considerations for the work including safety and durability issues, qualitative and thematic interests of the panel for the artwork, a general timeline for the selection and installation process. (10-12 hours)
5. Based on the decisions of the panel meeting, the Public Art Coordinator will create a Call for Qualifications. This call will be posted to the Café system and the RISCA website, and publicized widely (according to the level of outreach established by the panel). The Project Coordinator will work with WESTAF in order to administer this call through the Café online application system. The coordinator will monitor the progress of the call and continue to publicize it over the period of at least one month. (RISCA staff will field inquiries as they arise in-house.) (15-20 hours)

6. The second Public Art Selection Panel meeting will narrow down the applications received through the Café system to 2-5 finalists. The Project Coordinator will work with WESTAF to arrange an online voting process for the panel's first round of voting. The Project Coordinator will then present the remainder of applications through a digital presentation at the panel meeting to be held at the Department of Administration building. This meeting must culminate in the selection of no more than 5 artist finalists. The Project Coordinator will present a report of the panel's decision for final approval from the RISCA governing council. (15 - 20 hours)
7. The Project Coordinator will contact each of the artist finalists, explain RISCA's public art selection process, and arrange for a site visit with the project architect or manager. The Project Coordinator is responsible for arranging all travel, accommodations, reimbursements and stipends for visiting artists through the state purchasing system. (25 - 30 hours)
8. The Project Coordinator will maintain communications with the artist finalists and ensure that they receive all information from the Project architect and manager that is necessary to complete their proposals. (will depend upon the project)
9. The Project Coordinator will supervise the final Public Art Selection Panel meeting. They will secure an appropriate room at the Department of Administration Building or other appropriate location and coordinate with artists to ensure adequate equipment and set up. This meeting must comply with the state's open meeting laws, including adequate public posting and documentation of the proceedings. The Project Coordinator is responsible for arranging all travel, accommodations, and reimbursements for visiting artists through the state purchasing system. The panel will determine whether to select any of the proposed works. The panel may only commission as much art as allowed by the project budget, including installation, purchase and contracting fees. The final recommendations of the Public Art Selection Panel must be ratified by RISCA's Governing Council. (15 - 20 hours)
10. The Project Manager will contact the artist finalists to report results. Selected artists will work with the Project Manger and the Arts Council to negotiate a contract including payment, fabrication and installation schedules. (10 - 15 hours)
11. The Project Manager will cooperate with RISCA staff, create press releases and press conferences, publicize selection process results and ensuing plans. (5-8 hours)
12. The Project Manager will coordinate with the selected artist/s to ensure: communications with the project architect and project manager; compliance with building codes; compliance with state purchasing regulations including contract bidding; public access to information on the project; and, resolution of any other issues that may arise. (estimated 10 – 20 hours, depending on the requirements of the project)
13. The Project Manager will ensure that all proceedings are adequately documented and that all documents are filed appropriately with the State Arts Council and the Secretary of State's Office. (5 – 10 hours)

TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Previous experience – Provide resumes/CV and describe qualification and experience of key staff who will be involved in this project, including experience in organizing, managing or commissioning arts projects.
2. Organizational Skills - Please provide a detailed description of the Vendor's previous experience in the field of public art, as well as any knowledge or experience the Vendor has in the fabrication and installation of art work. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. Project Management Skills - Please certify that you have read the detailed project activities specified above, agree to operate within their requirements, and have the capacity to do so in an effective manner. Provide information on any training and experience you have had in managing complex projects.
4. Arts and public art background – Provide examples demonstrating your experience in, or inherent understanding of, arts and design. Also provide examples of your knowledge and experience in the areas of fabrication, installation, local ordinances that might affect the installation of work, and maintenance and conservation of work.

COST PROPOSAL

Include a Cost Proposal reflecting an hourly rate, a daily rate (8 hours) and a half-day rate (4 hours); all rates should be fully loaded (inclusive of all compensation costs). Cost proposals will be scored, as noted below, on the hourly rate. Vendors may offer pricing for Year 1, Year 2, and Year 3. If only one price structure is offered, that rate will continue for the three-year maximum duration of the contract.

EVALUATION AND SELECTION

Candidates will be ranked based on their previous experience with or managing public art programs, organizational and project management skills, and arts background. Candidates scoring at least **sixty out of eighty points** based on these review criteria, detailed below, will be placed on the list of providers eligible for consideration for inclusion on the continuous recruitment list. Cost proposals will be scored separately and will complete the rankings for all providers achieving the minimum sixty point technical score, and will establish the providers list. Selection and utilization of individual providers will be based on need, availability and price. Inclusion on the qualified provider list is not guarantee of utilization.

RISCA will convene a review process considering the following categories and associated points. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum score of sixty points of a maximum of eighty technical points. Any technical proposals scoring less than sixty points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Previous Experience	20 Points
Organizational Skills	20 Points
Project Management Skills	20 Points
Arts Background	20 Points
Total Possible Technical Points	80 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 20 points *	20 Points
Total Possible Points	100 Points

RISCA reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to select any proposal(s).

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula: (low bid / vendors bid) * available.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions2@purchasing.ri.gov as per the instructions on page one of this solicitation. Please reference the CR number on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Initial offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Additionally, at the end of every month during this continual recruitment process, new proposals will be evaluated, based on the criteria established in this solicitation, and qualified service providers will be added for the remainder of the term.

Responses including the technical and cost proposals described above (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked "CR # 16" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after 11AM EDT on July 31, 2013 will not be considered for the first monthly certification. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or e-mailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P-generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal (an original plus five copies).** As described above. The Technical Proposal is limited to six (6) pages.
4. **A separate, signed and sealed Cost Proposal (an original plus five copies).** reflecting the hourly rate proposed to complete all of the requirements of this project.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the solicitation. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>