



November 30, 2015

RE: Request for Qualifications No. 16-05-06 for Design and Fabrication of Art under the I 581 bridge above Tazewell Avenue at Second Street S.E. that will serve as a gateway to the southeast neighborhood of Roanoke. **All responses to this Request for Pre-Qualifications shall be submitted on or before 2:00 p.m. on January 15, 2016.**

To Whom It May Concern:

The City of Roanoke seeks artist's or artist teams' qualifications to design, fabricate and install a mural or other suitable art under the I 581 bridge, and this request is strictly for qualifications only. The art work shall reflect the history and spirit of the Southeast and Belmont Neighborhoods. This project is open to all artists and artist teams, age 18 and over, who are residents of the United States. All applicants, regardless of race, sex, religion, nationality, origin or disability will be considered.

This is a two-step qualifications-based competitive negotiation process. Qualified Offerors will be invited to submit proposals for the second step of this process.

The RFPQ and related documents may be obtained during normal business hours from the Purchasing Division, (540) 853-2871. This document may be viewed and/or downloaded from the City of Roanoke Purchasing Division's Vendor Self Service website at <https://vss.roanokeva.gov> or from the Purchasing Division's website at www.roanokeva.gov/purchasing. If you have any problems accessing the documents, you may contact Purchasing at (540) 853-2871 or purchasing@roanokeva.gov.

OVERVIEW

The City of Roanoke is seeking artwork made of durable materials suitable for outside elements and change in temperature and as impervious to vandalism as possible. The artwork shall require little or no maintenance.

SITE SPECIFICATIONS

There are two sides with 9 columns on each side. All or part of these surfaces can be used for the artwork. The sidewalks must be kept open for pedestrians. Photographs and a measurement chart can be viewed at the web site below under calls to artists.

Information on the City of Roanoke's Public Art Program can be viewed at www.roanokeva.gov/artsandculture.

BUDGET

The not to exceed budget amount is \$14,500. The budget includes artist fees, materials, fabrication, shipping, installations, accommodations and travel.

The City reserves the right to negotiate a final fee. Up to three finalists may be selected and, if there be that many, interviews may be required. Those selected will be invited to submit a complete proposal and will receive a set fee of \$500.

The selected Artist will be required to present a final design proposal and/or maquette to the Roanoke Arts Commission and Roanoke City Council for review and approval prior to fabrication.

TIMELINE (Dates are subject to change)

- Deadline for response to this RFPQ – January 15, 2016 at 2:00 PM
- If finalists are chosen they will be notified no later than February 5, 2016
- If finalists are chosen, a Request for Proposals (RFP) will be issued exclusively to them no later than February 5, 2016
- RFP deadline will be no later than March 4, 2016
- If interviews are needed they will be conducted the week of March 7, 2016
- Awarded artist notified by March 14, 2016
- Work installed and completed by August 31, 2016

SUBMITTAL REQUIREMENTS: One CD or Flash Drive, One (1) paper original and seven (7) paper copies of the following materials in the order listed below:

Do not bind your submittal materials or put them in a notebook or folder. Please collate them as complete packets of information for each panelist.

Do not send any materials not specifically requested. If sent, they will not be reviewed or returned by the selection panel.

1. A completed and signed cover sheet (Attachment B)

2. A letter of interest describing your vision for this project, relative experience, and how you will assure the work captures the spirit and diversity of the southeast neighborhood. Citizen involvement in the design process is encouraged.

3. Visual Images as follows:

Up to 10 images of prior work executed within the last seven years, submitted as digital images and sent on one flash drive or PC Compatible CD-ROM in JPEG format maximum pixel dimensions (per image) – 800 X 600. Label CD with artist's name. Slides will not be accepted. The images should be numbered to match the image list.

4. An image list that corresponds to the CD.
5. A minimum of two references with complete contact information of individuals you have worked with in the last five years. (Enter this information on cover sheet, attachment B)

All responses to this Request for Pre-Qualifications shall be submitted on or before 2:00 p.m. on January 15, 2016 to the address listed below:

City of Roanoke
Noel C. Taylor Municipal Building
Purchasing Division, Room 202
215 Church Ave. S.W., Roanoke, VA 24011
Ref: RFPQ # 16-05-06 Design and Fabrication of Art
Attn: Simone Knowles, Purchasing Manager

Qualifications received after the specified date and time will not be accepted. If the Noel C. Taylor Municipal Building is closed for business at the time scheduled for the proposal opening, the sealed proposal will be accepted and opened on the next business day of the City, at the originally scheduled hour.

The City of Roanoke, Virginia, and its officers, employees or agents will not be responsible for the opening of an Statement of Qualifications envelope or package prior to the scheduled opening if that envelope or package is not appropriately sealed and marked as specified.

EVALUATION CRITERIA

Offerors will be evaluated for selection on the basis of those most qualified to meet the requirements of this RFPQ. The City of Roanoke does not use a numerical or weighted scoring system when evaluating selection criteria. Major criteria to be considered in the evaluation may include, but shall not necessarily be limited to, the items referred to above and those set forth below:

- A. The appropriateness of the proposed materials.
- B. The quality of Offeror's performance in comparable and/or similar projects.
- C. The Offeror's responsiveness and compliance with the RFPQ requirements and conditions.
- D. Determination that the selected artist has no contractual relationships which would result in a conflict of interest with the City's contract.
- E. The Offeror's ability, capacity and skill to fully and satisfactorily provide the services and/or items required in this RFPQ.

F. Whether the Offeror can provide the services and/or items in a prompt and timely fashion.

G. Submission and order of required materials

The City reserves the right to reject or cancel any or all proposals, to waive any informalities in any proposal, to award any whole or part of a proposal, and to award to the Offeror whose proposal is, at the sole discretion of the City of Roanoke, determined to be in the best interest of the City.

Proposal evaluation and award will be accomplished in accordance with this Request for Proposal and Sections 23.2-1, et seq. of the Code of the City of Roanoke, Virginia. Any inquiries regarding this RFPQ should be directed to Susan Jennings, Arts and Culture Coordinator at (540) 853-5652.

Each Offeror is solely responsible for ensuring that such Offeror has the current, complete version of the documents, including any addenda, before submitting a response. The City is not responsible for any RFPQ obtained from any source other than the City. Contact Purchasing by phone at (540) 853-2871, by fax at (540) 853-1513, or by email at purchasing@roanokeva.gov.

Inquiries for information regarding procurement procedures and/or proposal submission shall be directed to Simone Knowles, Purchasing Manager at (540) 853-2871.

Sincerely,

Simone Knowles, Purchasing Manager

**Attachment A to
RFPQ 16-05-06
Design and Fabrication of Art**

State Corporation Commission Certification

The attention of each Bidder is directed to Virginia Code Section 2.2-4311.2 which requires a bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, as amended, or as otherwise required by law, shall include in its bid or proposal the Identification Number issued to such bidder or offeror by the Virginia State Corporation Commission (SCC). Furthermore, any bidder or offeror that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under title Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Please complete the following by checking the appropriate line that applies and providing the requested information:

A. _____ Bidder/offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such bidder's/offeror's Identification Number issued to it by the SCC is _____.

B. _____ Bidder/offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's/offeror's Identification Number issued to it by the SCC is _____.

C. _____ Bidder/offeror does not have an Identification Number issued to it by the SCC and such bidder/offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets of paper if you need to explain why such bidder/offeror is not required to be authorized to transact business in Virginia.

**Attachment B to
RFPQ 16-05-06
Design and Fabrication of Art**

Cover Sheet

City of Roanoke VA Public Art Program
I-581 Mural

Name _____

Business Name if Different _____

Address _____
City State Zip _____

Email _____ Web Site _____

Phone _____

Two References I have worked with in the past five years

1. Name _____

Title _____

Address _____

Phone _____ Email _____

2. Name _____

Title _____

Address _____

Phone _____ Email _____

I affirm that neither myself or any owners, officers, employees, or agents, or my immediate family members, is currently, or has been in the past year, an employee of the City of Roanoke or has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from. Please state the complete name and address of each such person as applies above and their connection to the City of Roanoke on the back of this form.

Applicant's Signature