

PURCHASING DEPARTMENT  
101 EAST 11<sup>th</sup> 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 11<sup>th</sup> Street, Ste. G-13, Chattanooga, TN, 37402,  
Until 4:00 p.m., e.s.t. on August 17, 2017.*

Requisition No.: RFP – 155628

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 Proposed Artistic Qualifications: Riverwalk - I-24 Underpass

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**\*\*\*SUBMISSIONS MUST BE RECEIVED\*\*\***

**NO LATER THAN**

**4:00 P.M., E.S.T. on August 17, 2017**

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The City of Chattanooga reserves the right to reject any and/or all proposal submissions, 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>

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**NOTE: ALL PROPOSAL SUBMISSIONS 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# 155628**  
Issued by the City of Chattanooga

REQUEST FOR PROPOSED ARTISTIC QUALIFICATIONS

## **CALL TO ARTISTS**

Chattanooga, TN



*Photo: Chattanooga Times Free Press*

### **RIVERWALK - I-24 UNDERPASS**

#### **CALL TO ARTISTS**

**Deadline:** August 17, 2017, by 4:00 p.m., EST

**Artwork Budget:** \$220,000

#### **OVERVIEW:**

Public Art Chattanooga (PAC) and the Chattanooga Department of Transportation (CDOT) seek artists' qualifications for the commission, design and installation of an artwork that transforms and enlivens the I-24 Underpass which spans across a section of the recently opened Tennessee Riverpark Extension in Chattanooga, TN. This opportunity is open to artists and/or artist led teams in the U.S. Artist led teams including architects, landscape architects, engineers, lighting and sound designers are encouraged to

apply. The receipt deadline is August 17, 2017, by 4:00pm EST. This project is made possible by generous grants from the Benwood and Lyndhurst foundations. For more information about Public Art Chattanooga visit: [www.publicartchattanooga.com](http://www.publicartchattanooga.com)

**(FUTURE) ARTWORK VISION:**

The City of Chattanooga and the Public Art Committee hope to transform an otherwise unattractive and uncomfortable space along the Riverwalk into a destination and gateway, connecting South Chattanooga to Downtown.

**(FUTURE) 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.
- Serve as a connection and/or gateway between the westside Riverwalk extension and Downtown;
- Consider existing street art/ graffiti (either incorporate or deter future tagging);
- Consider opportunities to engage the local artist community in the project.

**MINIMUM REQUIREMENTS:**

- Fit well within the context of the site (in terms of scale and design or theme);
- Consideration of all audiences (pedestrians, cyclists, families, passing motorists, outdoor enthusiasts, park users, 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;
- Public safety should be considered for both daytime and evening use;

**(FUTURE) ARTWORK / DESIGN PARAMETERS:**

The artwork must not obstruct pedestrian right of ways and must generally meet the safety standards of TN Department of Transportation, Hamilton County 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.

**ARTIST ELIGIBILITY:**

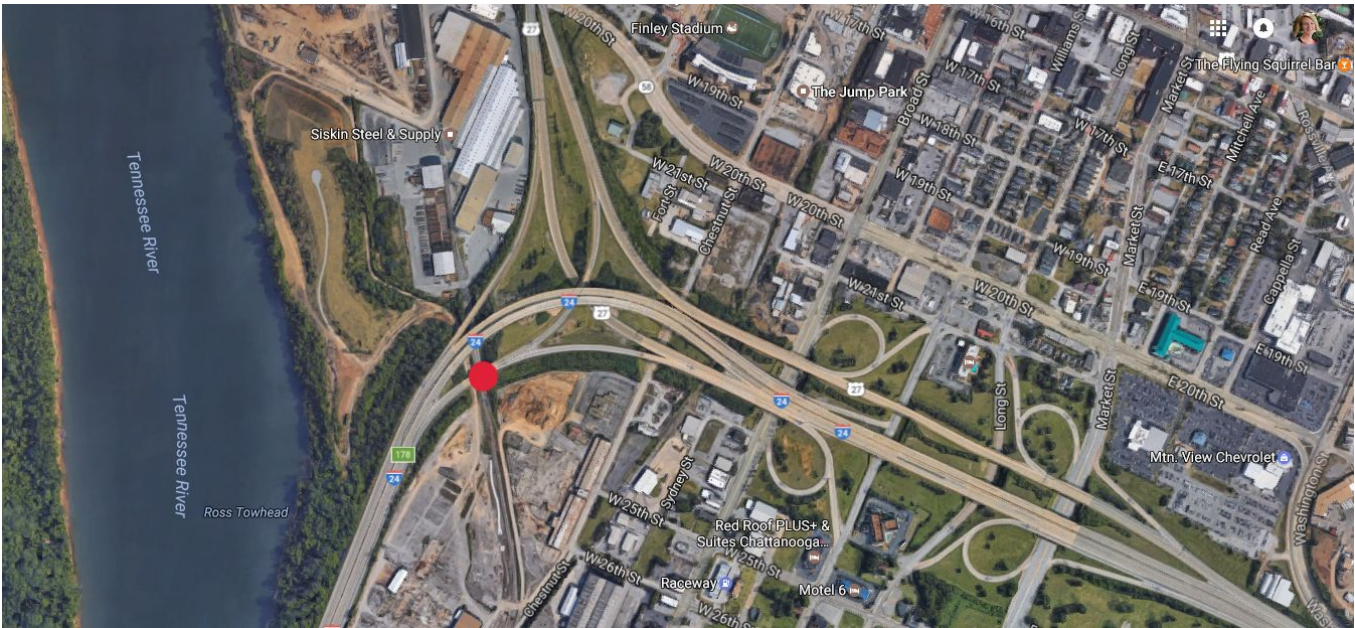
This is a national competition open to professional artists and teams; all members of the team must be over 18 years old, practicing, professionals residing in the United States. The artist member shall be the lead designer. Multi-disciplinary teams are encouraged to apply. Other trades, such as multi-media, lighting, sound designers and/or engineers are encouraged to collaborate as well.

**ARTWORK BUDGET: \$220,000**

The budget includes expenses related to the design, fabrication and installation of a completed artwork, including (but not limited to) professional fees, site preparation and restoration, engineering and technical consultation, travel to the site, artwork fabrication, insurance, installation, permit fees, documentation, all applicable taxes, etc.

**SITE: I-24 UNDERPASS, TN RIVERPARK, CHATTANOOGA**





**LINK TO ADDITIONAL SITE IMAGES, MAPS AND INFORMATION:**

<https://www.dropbox.com/sh/rx8k8wkee3h5w8c/AAAAiwyO9kpAXfyblXo8GZtba?dl=0>

**PROJECT BACKGROUND:**

Chattanooga's TN Riverpark has been recognized as one of the best in the nation. CNN Travel named the Riverpark among the World's 10 Best City Running Trails and Thrillist.com placed the Riverpark among their list of 10 of America's Coolest Urban Running Trails. Consisting of eleven miles of a paved, scenic, urban greenway that follows the curve of the Tennessee River, it will ultimately connect Lookout Mountain to the west of downtown and the Chickamauga Dam to the east. Used by cyclists, joggers, skaters and walkers, the popularly named "Riverwalk" connects neighborhoods and business districts within Chattanooga and Hamilton County via numerous trailheads.

In 1985, The Tennessee Riverpark Master Plan was released and since that time, Hamilton County and the City of Chattanooga have guided and managed Chattanooga's award-winning riverfront, which is a source of community pride and catalyst for economic development. The U. S. Department of the Interior recognized it as one of America's thirteen best urban parks and community green spaces. The success of the Tennessee Riverpark is a reflection of the strong public – private partnership that nurtured its creation and continued growth.

A recently completed portion of the Riverpark extends from Ross' landing to South Broad St, adding three miles to the existing eleven-mile park. The extension represents the first concerted effort to redevelop the brownfields on a long-neglected segment of our riverfront and provide a new gateway to our community on Interstate-24. The Wheland Foundry Trailhead park space will connect the next phase of the riverwalk extension to the base of Lookout Mountain and will also be linked to Southside Community Park, with the planned Alton Park Greenway, utilizing an abandoned railroad. The park is located at the terminus of Central Ave.

For more information on Public Art Chattanooga, the City of Chattanooga, and the Tennessee Riverpark, please visit:

<http://www.chattanooga.gov/public-art>

<http://www.chattanoogafun.com/>

<http://www.hamiltontn.gov/tnriverpark/>

#### **SELECTION PROCESS AND CRITERIA:**

One artist or team will be selected to proceed with a concept proposal, final design, fabrication and implementation of the completed artwork. The concept proposal phase shall include travel for at least one site visit as well as a complete and thorough site specific proposal including a detailed budget and timeline.

#### **SELECTION COMMITTEE:**

The Selection Committee may include, but is not limited to, one artist, one architect, two Public Art Committee representatives and staff members from the City of Chattanooga and TN Department of Transportation.

#### **EVALUATION CRITERIA:**

Artist team's statement of interest, professional work history and portfolio will be evaluated by the selection committee. The committee will review applicants on the basis of:

- Artistic excellence and professional experience of the design team.
- Expressed sensitivity to the site and context.
- Ability to complete the project within the given timeframe.
- Demonstrated ability of the team to work collaboratively with professionals.
- Demonstrated ability to successfully execute a project of this scale under the criteria developed and within the budget set forth.
- Experience with and expressed desire to work collaboratively with a team to create an integrated artwork/ landscape for and in the public realm.
- Previous experience working with Government agencies.

## TIMELINE:

July 12, 2017	Announcement of RFP
August 3, 2017, 4:00 pm EST	Deadline for questions
August 17, 2017, 4:00 pm EST	Deadline for receipt of application materials
Week of August 28th, 2017	Review of qualifications and selection of artist team
September - December 2017	Site visit for selected artist
January 2018	Final concept proposal presentation to committee
Jan - April 2018	Fabrication & Installation
May, 2018	Opening Celebration

## SUBMISSION DEADLINE:

Submissions must be received (electronically, hand delivered, or mailed) **no later than August 17, 2017, 4:00 pm EST. No exceptions.** Refer to pages 6 through 8 for submission procedures. The application form can be found on page 12 of this document or downloaded at:

<http://www.chattanooga.gov/public-art/about/opportunities>.

## QUESTIONS:

Questions must be submitted by e-mail to Deidre Keylon **no later than 4:00 p.m. on August 3, 2017.** All questions will be answered by an Addendum which will be posted to the website with the solicitation document soon after the deadline for questions.

## SUBMISSION REQUIREMENTS:

Application packages 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 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).
2. Current Résumé for each team member (two-page limit).
3. Letter of Interest briefly addressing how your team would approach the project. This document should be no longer than one page (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. 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 flash drive. All flash drives must be labeled with the applicant's name.
7. 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.
8. Annotated Image List: Please include the artist/team name as a heading, and a brief description of each image, including title, medium and budget.
9. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials.
10. Please write "REQUISITION#155628" on the outside lower left-hand corner of the envelope before mailing application materials.
11. 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 [dmkeylon@chattanooga.gov](mailto:dmkeylon@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.
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 deadline. After the deadline, it will be opened 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).

#### **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 and of the City of Chattanooga.
- Eventual design proposals and their copyrights 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.
- No submitted materials will be returned.
- The City of Chattanooga (COC) Terms and Conditions posted on the website are applicable: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

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

1. Completed and signed **cover page**
2. Completed and signed **application form**
3. Completed and signed **addenda pages** (if any addenda are added to the website)
4. Current **Résumé**
5. **Letter of Interest**
6. List of professional **References**
7. **Images** of past work (in .jpg format)
8. Annotated **Image List**
9. **Iran Divestment Act** Form

**SEND SUBMISSION 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](mailto:dmkeylon@chattanooga.gov) (NO PROPOSALS ACCEPTED VIA EMAIL, see instructions for electronic submission)

(423) 643-7231 phone

(423) 643-7244 fax

**\*\*Submission must be received electronically, by mail, or hand-delivered by August 17th, 2017, 4:00 pm EST. No exceptions.\*\***

## **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 that 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, or 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' representative 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. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and

similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions by the contractor and/or subcontractor shall be a breach of this contract.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)

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) \_\_\_\_\_

**APPLICATION FORM | I-24 Underpass**

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

Applicant's Name:

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Mailing Address:

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

**Application package may be submitted electronically, by mail, or hand delivered by August 17th, 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](mailto:dmkeylon@chattanooga.gov) (NO SUBMISSIONS ACCEPTED VIA EMAIL)